

**APPROVED ORGANISATION AND STAFF ESTABLISHMENT: DEPARTMENT OF POLICE, ROADS AND TRANSPORT**

**NUMBERS**

Approved 15-07-2010 MEC  
 Amended & Approved 07-09-2010 MEC  
 Amended 20-10-2010 Premier  
 Approved 26-10-2010 Premier

Obj: 010017 Resp: 0159 Payp: 000100

**DEPARTMENT OF POLICE, ROADS AND TRANSPORT**  
**000100**

- 1 MEC
- 1 Head of office (13)
- 1 Private Secretary (12)
- 1 Media Liaison Officer (12)
- 1 Registry Clerk (6)
- 1 Receptionist (6)
- 1 Messenger/Driver (5)

Obj: 010030 Resp: 0161 Payp: 000110

**DEPARTMENT OF POLICE, ROADS AND TRANSPORT**  
**000110**

**PURPOSE:**  
 TO MANAGE POLICE, ROADS AND TRANSPORT MATTERS WITHIN THE FREE STATE PROVINCE

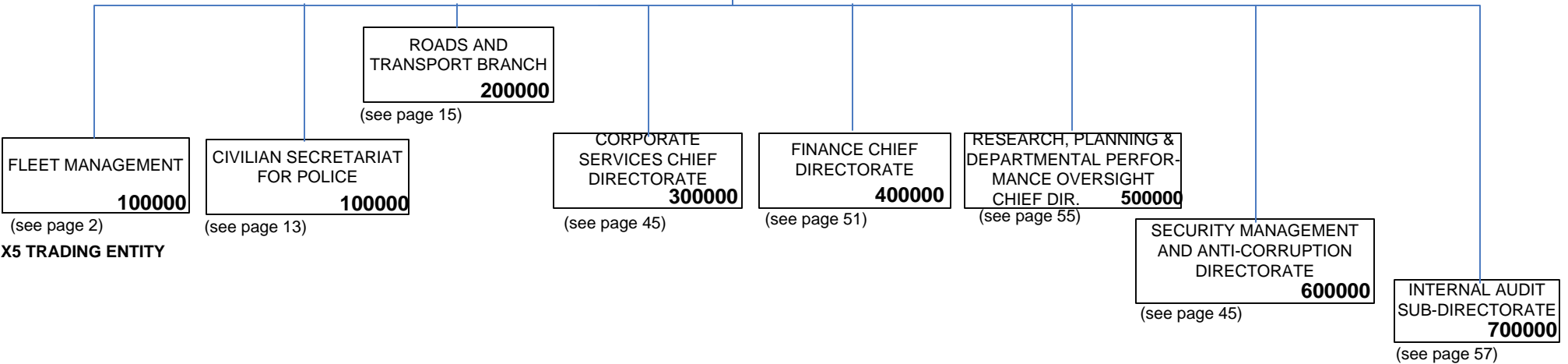
- FUNCTIONS:**
1. Strategically manage road building equipment and government motor transport.
  2. Oversee the effectiveness and efficiency of SAPS and develop and maintain community police relations
  3. Manage all administration functions of the department
  4. Render financial and SCM services
  5. Strategically manage public transport and roads related matters
  6. Manage road building equipment and government motor transport
  7. Provide strategic advise.
  8. Provide an internal audit function within the department

- 1 HOD (16)
- 1 Head of Office (13)
- 1 Personal Assistant (8)
- 1 Secretary (5)
- 1 Admin Clerk/Snr (4)
- 1 Messenger/Driver (3)

Obj: 010017 Resp: 0160 Payp: 000100

**SPECIAL PROGRAMS**  
**000120**

(see page 57)



**X5 TRADING ENTITY**

**FLEET MANAGEMENT BRANCH  
X5 TRADING ENTITY** **100000**

**PURPOSE:**  
TO STRATEGICALLY MANAGE ROAD BUILDING EQUIPMENT AND GOVERNMENT MOTOR TRANSPORT TO ALL DEPARTMENTS

**FUNCTION:**

1. Strategically manage and oversee the government fleet.
2. Manage the proper utilization of Road Building Equipment to internal and external clients
3. Implement and manage an effective Government Motor Transport unit to internal and external clients
4. Ensure external development of clients and the execution of integrated strategic advice to the fleet management.
5. Manage corporate services

Page 1

- 1 Head: Trading Entity (L)
- 1 Head of Office (L12)
- 1 Personal Assistant (L7)
- 1 Admin Clerk/Snr (4)
- 1 Secretary (5)
- 1 Messenger/Driver (L3)
- 10 Artisan, Pupil
- 2 Engineer, Candidate
- 2 Engin. Technician Candidate

**ROAD BUILDING EQUIPMENT (RBE)** **110000**

**PURPOSE:**  
TO MANAGE THE UTILIZATION OF ROAD BUILDING EQUIPMENT

**FUNCTIONS:**

1. Ensure that technical specifications and analysis are correctly compiled and understood
2. Manage all district Road Building Equipment pool and maintenance services
3. Manage Road Building Equipment workshops to ensure repair of equipment
4. Ensure external development of clients and execution of integrated external services

- 1 Engineer, Chief, Grade A
- 1 Admin Clerk/Snr (6)

(See page 3-6)

**GOVERNMENT MOTOR TRANSPORT (GMT) DIRECTORATE** **140000**

**PURPOSE:**  
TO IMPLEMENT AND MANAGE AN EFFECTIVE GOVERNMENT MOTOR TRANSPORT UNIT TO INTERNAL AND EXTERNAL CLIENTS

**FUNCTIONS:**

1. Manage all activities in respect of repair and maintenance of GMT in the Free State

- 1 Director: GMT (L13)
- 1 Secretary (L5)

(See page 8-9)

**EXTERNAL DEVELOPMENT AND LIAISON DIRECTORATE** **150000**

**PURPOSE:**  
TO ENSURE EXTERNAL DEVELOPMENT OF CLIENTS AND EXECUTION OF INTEGRATED EXTERNAL SERVICES

**FUNCTIONS:**

1. Promote and monitor GMT and RBE services to clients
2. Render integrated, external and municipal services

- 1 Director: Development and Liaison (L13)
- 1 Secretary (L5)

(See page 7)

**CORPORATE SERVICES DIRECTORATE** **180000**

**PURPOSE:**  
TO MANAGE CORPORATE SERVICES

**FUNCTIONS:**

1. Render financial and SCM services
2. Provide administrative support services to the department.

- 1 Director: Corporate Services (L13)
- 1 Secretary (L5)

(See page 10-12)

<b>ROAD BUILDING EQUIPMENT (RBE)</b>	<b>110000</b>
<b>PURPOSE:</b> TO MANAGE THE UTILIZATION OF ROAD BUILDING EQUIPMENT	
<b>FUNCTIONS:</b> 1. Ensure that technical specifications and analysis are correctly compiled and understood 2. Manage all district Road Building Equipment pool and maintenance services 3. Manage Road Building Equipment workshops to ensure repair of equipment 4. Ensure external development of clients and execution of integrated external services	

Payp: 072701

<b>TECHNICAL SPECIFICATIONS AND ANALYSIS DIVISION</b>	<b>111000</b>
<b>PURPOSE:</b> TO ENSURE THAT TECHNICAL SPECIFICATIONS AND ANALYSIS ARE CORRECTLY COMPILED AND UNDERSTOOD	
<b>FUNCTIONS:</b> 1. Compile technical specifications for the purchase of vehicles / RBE 2. Manage central oil analysis database 3. Compile and monitor statutory compliance programs	

1 Engin Technician, Prod, Grade B

Payp: 072505

<b>DISTRICT POOL AND MAINTENANCE DIVISION</b>	<b>112000</b>
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(See page 4-5)

Payp: 072505

<b>ROAD BUILDING EQUIPMENT REPAIR SERVICES DIVISION</b>	<b>113000</b>
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(See page 6)

**DISTRICT POOL AND MAINTENANCE DIVISION**  
**112000**

**PURPOSE:**  
TO MANAGE ALL DISTRICT RBE POOL AND MAINTENANCE SERVICES

**FUNCTIONS:**  
1. Provide pool & maintenance services to clients with regard to repairs on RBE  
2. Provide RBE in a good working condition to clients within Fezile Dabi, Thabo Mofutsanyane, Lejweleputswa, Xhariep and Motheo districts

1 Artisan, Chief Grade B

Payp: 072505

**POOL AND MAINTENANCE SERVICES MOTHEO SUB-DIVISION**  
**112100**

**PURPOSE:**  
TO PROVIDE POOL & MAINTENANCE SERVICES TO CLIENTS

**FUNCTIONS:**  
1. Provide vehicle pool service to the district  
2. Ensure that all RBE due for maintenance or repairs are made available to maintenance services

1 Artisan, Chief Grade A

Payp: 072666

**POOL AND MAINTENANCE LEJWELEPUTSWA DISTRICT**  
**112200**

**PURPOSE:**  
TO PROVIDE POOL & MAINTENANCE SERVICES TO CLIENTS

**FUNCTIONS:**  
1. Provide vehicle pool service to the district  
2. Ensure that all RBE due for maintenance or repairs are made available to maintenance services

1 Artisan, Chief Grade A

Payp: 072633

Payp: 072633

**POOL THABO MOFUTSANYANA DISTRICT**  
**112300**

**PURPOSE:**  
TO PROVIDE POOL & MAINTENANCE SERVICES TO CLIENTS

**FUNCTIONS:**  
1. Provide vehicle pool service to the district  
2. Ensure that all RBE due for maintenance or repairs are made available to maintenance services

1 Artisan, Chief Grade A

**POOL SUB SECTION**  
**112110**

- 1 Artisan Foreman, Grade A)
- 2 Admin Clerk/Snr (6)
- 2 Driver (Courier) (L4)
- 2 Operator, Snr (4)
- 1 Handyman, Snr (4)
- 3 Tradesman Aid (L2)
- 1 Cleaner (L2)

**MAINTENANCE SUB SECTION**  
**112120**

- 1 Artisan, Chief Grade A
- 4 Artisan Foreman Grade A
- 1 Artisan Foreman Grade A (**GMT**)
- 1 Admin Clerk/Snr (4)
- 1 Handyman, Snr (4)
- 3 Handyman (L3)
- 6 Tradesman Aid (L2)
- 1 Cleaner (L2)

Payp: 072666

**POOL SUB SECTION**  
**112210**

- 1 Admin Clerk/Snr (4)
- 1 Driver (Courier) (L4)
- 1 Tradesman Aid (L2)
- 1 Cleaner (L2)

Payp: 072666

**MAINTENANCE SUB SECTION**  
**112220**

- 5 Artisan Foreman Grade A
- 1 Artisan Foreman Grade A (**GMT**)
- 1 Artisan Prod Grade B
- 1 Admin Clerk/Snr (5)
- 2 Handyman, Snr (4)
- 3 Handyman (L3)
- 8 Tradesman Aid (L2)
- 1 Cleaner (L2)

Payp: 072633

**POOL SUB SECTION**  
**112310**

- 1 Admin Clerk/Snr (6)
- 1 Driver (Courier) (L4)
- 2 Operator, Snr (4)
- 1 Handyman, Snr (4)
- 3 Tradesman Aid (L2)
- 1 Cleaner (L2)

Payp: 072633

**MAINTENANCE SUB SECTION**  
**112320**

- 1 Artisan, Chief. Grade A
- 7 Artisan Foreman Grade A
- 1 Artisan Foreman Grade A (**GMT**)
- 2 Artisan Prod Grade A
- 1 Admin Clerk/Snr (5)
- 7 Handyman, Snr (4)
- 12 Tradesman Aid (L2)
- 1 Cleaner (L2)
- QWA-QWA GG**
- 1 Admin Officer, Snr (8)
- 1 Artisan Foreman Grade A
- 4 Admin Clerk/Snr (6)
- 2 Admin Clerk/Snr (5)
- 4 Admin Clerk/Snr (4)
- 11 Driver (L3)
- 2 Cleaner (L2)

Obj: 010037 Resp: 0010 Payp: 072533

POOL FEZILE DABI DISTRICT

**112400**

PURPOSE:  
TO PROVIDE POOL & MAINTENANCE SERVICES TO CLIENTS

FUNCTIONS:  
1. Provide vehicle pool service to the district  
2. Ensure that all RBE due for maintenance or repairs are made available to maintenance services

1 Artisan, Chief Grade A

Payp: 072533

POOL SUB SECTION

**112410**

- 1 Artisan Foreman Grade A
- 1 Driver (Courier) (L4)
- 1 Operator, Snr (4)
- 2 Tradesman Aid (L2)
- 1 Cleaner (L2)

Payp: 072533

MAINTENANCE SUB SECTION

**112420**

- 3 Artisan Foreman Grade A
- 1 Artisan Foreman Grade A (**GMT**)
- 1 Admin Clerk/Snr (6)
- 3 Handyman, Snr (4)
- 6 Tradesman Aid (L2)
- 1 Cleaner (L2)

Payp: 072500

MAINTENANCE XHARIEP SUB DIVISION

**112500**

- 1 Artisan Chief, Grade A
- 4 Artisan Foreman Grade A)
- 1 Artisan Foreman Grade A (**GMT**)
- 1 Admin Clerk/Snr (5)
- 4 Handyman, Snr (4)
- 9 Tradesman Aid (L2)
- 1 Cleaner (L2)

**ROAD BUILDING EQUIPMENT (RBE) REPAIR SERVICES DIVISION**  
**113000**

**PURPOSE:**  
 TO ENSURE COST EFFECTIVE REPAIRS

**FUNCTIONS:**

1. Perform medium repairs to RBE in Kroonstad
2. Perform medium repairs to RBE in Bethlehem
3. Perform repairs to all trucks and LDV's
4. Perform welding and metal work machining
5. Perform repairs to earth moving and construction equipment
6. Manage external repairs of equipment

- 1 Artisan, Chief Grade B
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (5)
- 1 Admin Clerk/Snr (4)

Payp: 072533

**KROONSTAD MEDIUM REPAIRS SUB-DIVISION**  
**113100**

**PURPOSE:**  
 TO PERFORM MEDIUM REPAIRS TO RBE

**FUNCTIONS:**

1. Perform running repairs to RBE
2. Monitor progress of repairs

- 1 Artisan, Chief Grade A
- 6 Artisan Foreman Grade A
- 1 Admin Clerk/Snr (5)
- 7 Tradesman Aid (L2)
- 1 Operator (L3)

Payp: 072505

**BLOEMFONTEIN SHOP 1 TRUCKS & LDV SUB-DIVISION**  
**113300**

**PURPOSE:**  
 TO ENSURE REPAIRS TO ALL TRUCKS & LDV's

**FUNCTIONS:**

1. Provide repairs to trucks and LDV's
2. Monitor progress of repairs

- 1 Artisan, Chief Grade A
- 4 Artisan Foreman Grade A
- 1 Artisan Prod Grade B
- 1 Driver (L3)
- 6 Tradesman Aid (L2)

Payp: 072505

**BLOEMFONTEIN SHOP 2 WELDING & METAL WORK SUB-DIVISION**  
**113400**

**PURPOSE:**  
 TO PERFORM WELDING AND METAL WORK MACHINING

**FUNCTIONS:**

1. Perform welding functions
2. Manufacture parts
3. Do panel beating and spray painting
4. Develop prototypes
5. Monitor quality and progress

- 1 Artisan, Chief Grade A
- 5 Artisan Foreman Grade A
- 1 Artisan Prod Grade A
- 4 Tradesman Aid (L2)

Payp: 072505

**BLOEMFONTEIN SHOP 3 EARTH MOVING & CONSTRUCTION EQUIPMENT SUB-DIVISION**  
**113500**

**PURPOSE:**  
 TO ENSURE REPAIRS TO EARTH MOVING AND CONSTRUCTION EQUIPMENT

**FUNCTIONS:**

1. Do repairs to earth moving and construction equipment
2. Monitor progress and quality of repairs

- 1 Artisan, Chief Grade A
- 4 Artisan Foreman Grade A
- 2 Artisan Prod Grade A
- 1 Handyman, Snr (4)
- 1 Operator (L3)
- 4 Tradesman Aid (L2)

Payp: 072505

**EXTERNAL REPAIRS SUB-DIVISION**  
**113600**

**PURPOSE:**  
 TO MANAGE EXTERNAL REPAIRS OF EQUIPMENT

**FUNCTIONS:**

1. Deliver equipment to external service providers for repairs
2. Monitor the repair process
3. Receive repaired equipment from external service providers

- 1 Artisan, Chief Grade A
- 2 Artisan Foreman Grade A
- 1 Artisan Prod Grade B)
- 1 Artisan Prod Grade A
- 1 Handyman, Snr (4)
- 5 Tradesman Aid (L2)

Payp: 072663

**BETHLEHEM MEDIUM REPAIRS SUB-DIVISION**  
**113200**

**PURPOSE:**  
 TO PERFORM MEDIUM REPAIRS TO RBE

**FUNCTIONS:**

1. Perform running repairs to RBE
2. Monitor progress of repairs

- 1 Artisan, Chief Grade A
- 6 Artisan Foreman Grade A
- 1 Admin Clerk/Snr
- 7 Tradesman Aid (L2)
- 1 Operator (L3)

EXTERNAL DEVELOPMENT & LIAISON DIRECTORATE  
**150000**

**PURPOSE:**  
TO ENSURE EXTERNAL DEVELOPMENT OF CLIENTS AND EXECUTION OF INTEGRATED EXTERNAL SERVICES

**FUNCTIONS:**  
1. Promote and monitor GMT and RBE services to Clients  
2. Render integrated, external and municipal services

Payp: 072701

EXTERNAL LIAISON & DEVELOPMENT DIVISION  
**151000**

**PURPOSE:**  
TO PROMOTE AND MONITOR GMT AND RBE SERVICES TO CLIENTS

**FUNCTIONS:**  
1. Establish, develop and sustain Black Economic Entities with regards to repairs and maintenance to GMT  
2. Promote and develop the municipality Fleet Management Project  
3. Promote services rendered by Department to clients  
4. Monitor service delivery to municipalities  
5. Monitor the utilization of GMT and identify non-compliance with prescripts/policies  
6. Test and train driving skills of Government employees for use of government vehicles  
7. Develop partnerships with service providers  
8. Provide training to district Transport Officer

- 1 Assistant Director: Development and Liaison (L9)
- 2 Admin Clerk/Snr (4)
- 2 Training Coordinators (7)
- 5 Transport Officer (7)

Payp: 072701

INTEGRATED EXTERNAL AND MUNICIPAL SERVICES DIVISION  
**152000**

**PURPOSE:**  
TO RENDER INTEGRATED, EXTERNAL AND MUNICIPAL SERVICES

**FUNCTIONS:**  
1. Provide Technical advisory assistance to clients  
2. Provide earth moving services to clients  
3. Provide technical situational analysis and calculate estimated cost and quotations regarding municipal infrastructure  
4. Renting of equipment to clients  
5. Undertake municipal infrastructure development

- 1 Artisan, Chief Grade A
- 2 Operator (3)
- District Road Teams:
- 5 Engin Technician Prod Grade A
- 10 Road Foreman (5)
- 40 Operator (3)

**GOVERNMENT MOTOR TRANSPORT (GMT) MAINTENANCE DIVISION**

**141000**

**PURPOSE:**  
TO MANAGE ALL ACTIVITIES IN RESPECT OF REPAIR AND MAINTENANCE OF GMT IN THE FREE STATE

**FUNCTIONS**

1. Render administrative support to the workshop
2. Manage technical functions
3. Ensure quality control of repairs
4. Oversee minor repairs, maintenance and external service delivery of district GMT

1 Artisan, Chief Grade A

Payp: 072701

**WORKSHOP ADMINISTRATION SUB DIVISION**

**141100**

**PURPOSE:**  
TO RENDER ADMINISTRATIVE SUPPORT TO THE WORKSHOP

**FUNCTIONS**

1. Record keeping of vehicle history
2. Obtain quotations for panel beating of vehicles
3. Perform all administrative tasks with regard to vehicle repairs and maintenance
4. Perform administrative duties in respect of relief vehicles
5. Adjudication of panel beating and mechanical repairs
6. Monitor quality of work and recommend payments to service providers
7. Receive all new vehicles and inspect in accordance with vehicle specifications

- 1 Admin Officer, Snr (8)
- 1 Admin Officer (L7)
- 1 Artisan Foreman Grade A
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (5)
- 1 Admin Clerk/Snr (4)
- 1 General Foreman/Snr (4)

Payp: 072701

**GOVERNMENT MOTOR TRANSPORT TECHNICAL UNIT SUB DIVISION**

**141200**

**PURPOSE:**  
TO MANAGE TECHNICAL FUNCTIONS

**FUNCTIONS**

1. Perform small running repairs
2. Exchange useable vehicle parts
3. Prepare vehicles for auctions

- 1 Artisan Foreman Grade A
- 1 Artisan Prod Grade A
- 1 General Foreman/Snr (4)
- 5 Tradesman Aid (L2)

Payp: 072701

**QUALITY CONTROL SUB DIVISION**

**141300**

**PURPOSE:**  
TO ENSURE QUALITY CONTROL OF REPAIRS

**FUNCTIONS**

1. Inspect all vehicles for faults and repairs required
2. Inspect and road test vehicles after repairs to ensure that faults reported are repaired as requested

- 2 Artisan Foreman Grade A
- 2 General Foreman/Snr (4)
- 3 General Worker (L2)

Payp: 072701

**DISTRICT GMT MAINTENANCE**

**141400**

**PURPOSE:**  
TO OVERSEE MINOR REPAIRS, MAINTENANCE AND EXTERNAL SERVICE DELIVERY OF DISTRICT GENERAL MOTOR TRANSPORT

- 5 Artisan Foreman Grade A for District Maintenance



TRANSPORT DIVISION

142000

Page 2

PURPOSE:  
TO PROVIDE GENERAL HIRE VEHICLES TO DEPARTMENTS

FUNCTIONS:  
1. Manage, plan, coordinate and monitor the purchasing and distribution of general hire vehicles  
2. Render technical assistance to departments  
3. Oversee general vehicle hire activities at districts (Transport Offices )

1 Assistant Director: Transport (L9)

Payp: 072701

GENERAL HIRE VEHICLE ADMINISTRATION SUB-DIVISION

142100

PURPOSE:  
TO MANAGE, PLAN, COORDINATE AND MONITOR THE PURCHASING AND DISTRIBUTION OF GENERAL HIRE VEHICLE

FUNCTIONS:  
1. Provide vehicles to departments  
2. Distribute fuel and maintenance cards  
3. Safekeeping of duplicate vehicle keys  
4. Manage, analyze and process traffic violations  
5. Give inputs regarding vehicle needs of departments  
6. Monitor departmental vehicles service records

1 Admin Officer, Snr (8)  
2 Admin Clerk/Snr (6)  
2 Admin Clerk/Snr (4)  
4 Driver (VIP) (L3)

Payp: 072701

GOVERNMENT VEHICLE INSPECTORATE SUB-DIVISION

142200

PURPOSE:  
TO INSPECT AND MONITOR THE MOVEMENT AND OPERATIONS OF GOVERNMENT VEHICLES

FUNCTIONS:  
1. Inspect all trip authorities.  
2. Monitor movement of government vehicles.  
3. Supervise operations.

5 Admin Officer, Snr (8)  
10 Admin Officer (7)  
5 Admin Clerk/Snr (6)  
10 Admin Clerk/Snr (4)  
5 Driver (L3)

Payp: 072701

FRONTLINE TECHNICAL SERVICES SUB-DIVISION

142300

PURPOSE:  
TO RENDER TECHNICAL ASSISTANCE TO DEPARTMENTS

FUNCTIONS:  
1. Plan and monitor the distribution of VIP vehicles for repairs  
2. Receive, inspect and distribute new fleet vehicles to departments  
3. Assist with minor technical problems, eg flat battery, flat tire, etc  
4. Provide roadside assistants to vehicle users

1 Artisan Foreman Grade A  
1 General Foreman (L4)  
1 Driver (L3)  
5 General Worker (L2)

**FINANCE AND SCM SUB-DIRECTORATE**  
**181000**

**PURPOSE:**  
TO RENDER FINANCIAL AND SCM SERVICES

**FUNCTIONS:**  
1. Render financial support services  
2. Implement risk management and process vehicle registration  
3. Implement and administer SCM practices

1 Deputy Director : Fin & SCM (L11)  
(See page 11)

**ADMINISTRATIVE SERVICES SUB-DIRECTORATE**  
**182000**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT SERVICES IN THE DEPARTMENT

**FUNCTIONS:**  
1. Provide Human Resources Management and auxiliary services to the Department  
2. Ensure strategic planning and service delivery  
3. Manage information technology services in the Department  
4. Provide general hire vehicles to departments

1 Deputy Director: Admin (L11)

Payp: 072701

**HUMAN RESOURCES MANAGEMENT AND AUXILIARY SERVICES DIVISION**  
**182100**

**PURPOSE:**  
TO PROVIDE HUMAN RESOURCES MANAGEMENT AND AUXILIARY SERVICES IN THE DEPARTMENT

**FUNCTIONS:**  
1. Provide human resource management and development services  
2. Render auxiliary services

1 Human Res Practitioner, Snr (8)

Payp: 072701

**PLANNING & ORGANIZATIONAL PERFORMANCE OVERSIGHT SUB-DIRECTORATE**  
**182200**

**PURPOSE:**  
TO ENSURE STRATEGIC PLANNING AND SERVICE DELIVERY TO CLIENTS WITHIN THE FREE STATE

**FUNCTIONS:**  
1. Monitoring and evaluate the performance of Fleet Management  
2. Manage and improve service delivery to clients  
3. Coordinate data received from stakeholders  
4. Compile reports for submission to Management

1 Assistant Director: Planning and Oversight (L9)  
1 Admin Officer (L7)

Payp: 072701

**INFORMATION TECHNOLOGY DIVISION**  
**182300**

**PURPOSE:**  
TO MANAGE INFORMATION TECHNOLOGY SERVICES IN THE DEPARTMENT

**FUNCTIONS:**  
1. Research, develop, implement and maintain systems and programmes  
2. Draft, test, adjust and maintain programs  
3. Do problem analysis and problem solving  
4. Plan and implement new installations  
5. Provide software training

2 Systems Analyst (8)

Payp: 072701

**HUMAN RESOURCE MANAGEMENT SUB DIVISION**  
**182110**

**PURPOSE:**  
TO PROVIDE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES

**FUNCTIONS:**  
1. Implement and administer human resource management practices, eg recruitment, conditions of service, etc  
2. Render management advisory services, eg JE, persal post establishment, etc  
3. Ensure employee health and wellness, eg discipline, grievance, EAP ect.  
4. Utilization and capacity building of HR, eg PDMS, knowledge management, skills development, etc

1 Human Resource Officer, Snr (7)  
1 Employee Wellness Coordinator (8)  
2 Labour Relations Officer. (L7)  
5 Human Resource Officer (L5)

Payp: 072701

**AUXILIARY SERVICES SUB DIVISION**  
**182120**

**PURPOSE:**  
TO RENDER AUXILIARY SERVICES

**FUNCTIONS:**  
1. Provide switchboard/reception services  
2. Provide cleaning services  
3. Render messenger services  
4. Ensure that all Fleet Management records are kept safe

1 Registry Clerk, Chief (7)  
1 Admin Clerk/Snr (6)  
1 Admin Clerk (3)  
2 Messenger (L2)  
4 Cleaner (L2)

**FINANCIAL MANAGEMENT DIVISION**

**181100**

**PURPOSE:**  
TO RENDER FINANCIAL MANAGEMENT SERVICES

**FUNCTIONS:**  
1. Render budget, revenue and expenditure support services  
2. Render financial administration services.  
2. Implement risk management and process vehicle registration

**SUPPLY CHAIN MANAGEMENT SUB-DIVISION**

**181200**

(see page 12)

1 Assistant Director: Finance (L10)

**BUDGET, REVENUE AND EXPENDITURE SUBDIVISION**

**181110**

**PURPOSE:**  
TO RENDER BUDGET, REVENUE AND EXPENDITURE SUPPORT SERVICES

**FUNCTIONS:**  
1. Manage departmental revenue  
2. Monitor Expenditure and process payments  
3. Manage the budget

1 State Accountant, Snr (8)

**FINANCIAL ADMINISTRATION SUBDIVISION**

**181120**

**PURPOSE:**  
TO RENDER FINANCIAL ADMINISTRATION SERVICES

**FUNCTIONS:**  
1. Render a salary administration and tax function.  
2. Manage bank account of the dept.  
3. Manage debt.  
4. Render a pay master function  
5. Provide cashier service

1 State Accountant, Snr (8)  
2 State Accountant (7)  
5 State Accounting Clerk (5)

**RISK MANAGEMENT AND VEHICLE REGISTRATION SUB DIVISION**

**181130**

**PURPOSE:**  
TO IMPLEMENT RISK MANAGEMENT AND PROCESS VEHICLE REGISTRATION

**FUNCTIONS:**  
1. Implement fraud and risk management  
2. Process claims and vehicle registration services

1 State Accountant, Snr (8)

**REVENUE SECTION**

**181117**

**PURPOSE:**  
TO MANAGE DEPARTMENTAL REVENUE

**FUNCTIONS:**  
1. Generating of invoices to clients  
2. Ensure outstanding debt is collected from clients

1 State Accountant (L7)  
3 State Accounting Clerk (L5)

**EXPENDITURE SECTION**

**181119**

**PURPOSE:**  
TO MONITOR EXPENDITURE AND PROCESS PAYMENTS

**FUNCTIONS:**  
1. Receiving of payments to be made to service providers  
2. Consolidate invoices for correctness  
3. Payment of Wesbank accounts within 24 hours to service providers

1 State Accountant (L7)  
5 State Accounting Clerk (L5)

**FRAUD & RISK MANAGEMENT SECTION**

**181135**

**PURPOSE:**  
TO IMPLEMENT FRAUD AND RISK MANAGEMENT

**FUNCTIONS:**  
1. Receive early warning signs from Auto First risk report  
2. Monitor and investigate all possible fraud and risks with regard to fuel cards and e-Fuel claims to departments

1 State Accountant (L7)  
2 State Accounting Clerk (L5)

**CLAIMS & VEHICLE REGISTRATION SECTION**

**181138**

**PURPOSE:**  
TO PROCESS CLAIMS AND VEHICLE REGISTRATIONS

**FUNCTIONS:**  
1. Process all accident claims according to the accident management system  
2. Ensure licensing of all vehicles

1 Admin Officer (L7)  
2 Admin Clerk/Snr (6)  
2 Admin Clerk/Snr (5)  
2 Admin Clerk/Snr (4)

**BUDGET SECTION**

**181115**

**PURPOSE:**  
TO MANAGE THE BUDGET

**FUNCTIONS:**  
1. Ensure sound budget management

1 State Accountant (L7)  
2 State Accounting Clerk (L5)

<p>SUPPLY CHAIN MANAGEMENT SUB-DIVISION</p> <p style="text-align: right;"><b>181200</b></p>
<p><b>PURPOSE:</b> TO IMPLEMENT AND ADMINISTER SCM PRACTICES</p> <p><b>FUNCTIONS:</b>            1. Ensure that demands and acquisitions are handled according to delegations            2. Implement asset management and disposals according to SCM prescripts            3. Ensure that Bid procedures are handled (Monitoring, compliance and risk management) according to SCM directives</p>

1 Supply Chain Specialist (9)

Payp: 072701

<p>DEMAND AND ACQUISITION SECTION</p> <p style="text-align: right;"><b>181210</b></p>
<p><b>PURPOSE:</b> TO ENSURE THAT DEMANDS AND ACQUISITIONS ARE HANDLED ACCORDING TO DELEGATIONS</p> <p><b>FUNCTIONS:</b>            1. Ensure the obtaining registration of quotations obtained            2. Ordering of E and A Class accountable items</p>

1 Supply Chain Practitioner (L7)  
2 Supply Chain Clerk (L5)

Payp: 072701

<p>ASSET MANAGEMENT AND DISPOSAL SECTION</p> <p style="text-align: right;"><b>181220</b></p>
<p><b>PURPOSE:</b> TO IMPLEMENT ASSET MANAGEMENT AND DISPOSALS ACCORDING TO SCM PRESCRIPTS</p> <p><b>FUNCTIONS:</b>            1. Ensure that inventories of all items are compiled, verified and maintained            2. Dispose of all items to be sold on auctions            3. Ensure that all assets are marked and coded correctly</p>

1 Supply Chain Practitioner (L7)  
2 Supply Chain Clerk (L5)

Payp: 072701

<p>BID MANAGEMENT SECTION</p> <p style="text-align: right;"><b>181230</b></p>
<p><b>PURPOSE:</b> TO ENSURE THAT BID PROCEDURES ARE HANDLED ACCORDING TO SCM DIRECTIVES</p> <p><b>FUNCTIONS:</b>            1. Manage the Bid procedures of the directorate            2. Monitor compliance of service providers according to Bid specifications</p>

1 Supply Chain Practitioner (L7)  
2 Supply Chain Clerk (L5)

**CIVILIAN SECRETARIAT FOR POLICE**

**100000**

**PURPOSE:**  
TO OVERSEE THE EFFECTIVENESS AND EFFICIENCY OF SAPS AND TO DEVELOP AND MAINTAIN COMMUNITY POLICE RELATIONS IN THE FREE STATE

**FUNCTIONS:**  
1. Render a civilian oversight function over the SAPS  
2. Develop and support crime prevention initiatives

- 1 Chief Director: Civ. Secret (14)
- 1 Personal Assistant (7)
- 1 Admin Clerk/Snr (4)
- 1 Messenger (2)

**CIVILIAN OVERSIGHT DIRECTORATE**

**110000**

**PURPOSE:**  
TO RENDER A CIVILIAN OVERSIGHT FUNCTION OVER THE SAPS

**FUNCTIONS:**  
1. Monitor, oversee and assess the delivery of police services  
2. Provide a complaints registry and investigation service

- 1 Director: Civilian Oversight (13)
- 1 Secretary (5)
- 1 Intern

**CRIME PREVENTION DIRECTORATE**

**120000**

(see page 14)

**MONITORING AND EVALUATION SUB DIRECTORATE**

**111000**

**PURPOSE:**  
TO MONITOR, OVERSEE AND ASSESS THE DELIVERY OF POLICE SERVICES

**FUNCTIONS:**  
1. Monitor police conduct  
2. Ensure SAPS compliance with the regulations, policies and the SA Police Act  
3. Report on findings

- 1 Deputy Director: M&E Police (11)

**COMPLAINTS REGISTRY AND INVESTIGATION SUB DIRECTORATE**

**113000**

**PURPOSE:**  
TO PROVIDE COMPLAINTS REGISTRY AND INVESTIGATION SERVICE

**FUNCTIONS:**  
1. Register all complaints against the SAPS  
2. Investigate all complaints  
3. Report on findings

- 1 Deputy Director: Complaints and Inv, (11)

<b>MOTHEO DISTRICT</b> <b>111100</b> 1 Assistant Director (9)	<b>LEJWELEPUTSWA DISTRICT</b> <b>111200</b> 1 Assistant Director (9)
<b>XHARIEP DISTRICT</b> <b>111300</b> 1 Assistant Director (9)	<b>THABO MOFUTSANYANE DISTRICT</b> <b>111400</b> 1 Assistant Director (9)
<b>FEZILE DABI DISTRICT</b> <b>111500</b> 1 Assistant Director (9)	

**All AD above should be Assistant Director: M&E Police**

<b>MOTHEO DISTRICT</b> <b>113100</b> 1 Assistant Director (9)	<b>LEJWELEPUTSWA DISTRICT</b> <b>113200</b> 1 Assistant Director (9)
<b>XHARIEP DISTRICT</b> <b>113300</b> 1 Assistant Director (9)	<b>THABO MOFUTSANYANE DISTRICT</b> <b>113400</b> 1 Assistant Director (9)
<b>FEZILE DABI DISTRICT</b> <b>113500</b> 1 Assistant Director (9)	

**All AD above should be Assistant Director: Complaint & Inv**

**CRIME PREVENTION DIRECTORATE**

**120000**

**PURPOSE:**  
TO DEVELOP AND SUPPORT CRIME PREVENTION INITIATIVES

**FUNCTIONS:**

1. Provide a public education and liaison function
2. Develop, support and implement social crime prevention initiatives
3. Establish, facilitate and sustain Community Policing Forums in the Free State
4. Monitor and coordinate deliverables of the Criminal Justice System, partners and facilitate sustenance of partnerships to ensure effective service delivery
5. Coordinate and monitor implementation of Cross Border Crime prevention initiatives

- 1 Director: Crime Prevention (13)
- 1 Secretary (5)
- 1 Intern

**SAFETY PROMOTION SUB DIRECTORATE**

**121000**

**PURPOSE:**  
TO PROVIDE A PUBLIC EDUCATION AND LIAISON FUNCTION

**FUNCTIONS:**

1. Conduct safety promotion and public education programs in the Free State
2. Coordinate and implement publicity campaigns in collaboration with all civilian secretariat functionaries
3. Facilitate and co-ordinate interaction between secretariat, communities and role-players,

- 1 Deputy Director: Safety Promotion (11)
- 5 Community Liaison Officer (7)
- 1 Admin Clerk/Snr (5)

**SOCIAL CRIME PREVENTION SUB DIRECTORATE**

**123000**

**PURPOSE:**  
TO DEVELOP, SUPPORT AND IMPLEMENT SOCIAL CRIME PREVENTION INITIATIVES

**FUNCTIONS:**

1. Identify, initiate, implement social crime prevention projects in line with the National Crime Prevention Strategy
2. Coordinate and facilitate functionality of cross border crime prevention forums
3. Oversee and coordinate the development of joint crime prevention projects between the Free State and Lesotho
4. Report to management and MEC on negative trends and interventions to be taken

- 1 Deputy Director: Social Crime (11)
- 5 Ass.Dir: Social Crime Prevention (9)
- 3 Ass Dir: Rural Safety and Cross Border Crime (9)
- 1 Admin Clerk/Snr (4)

**COMMUNITY POLICING AND LIAISON SUB DIRECTORATE**

**125000**

**PURPOSE:**  
TO ESTABLISH, FACILITATE AND SUSTAIN COMMUNITY POLICING FORUMS IN THE FREE STATE

**FUNCTIONS:**

1. Promote good relations between local communities and SAPS

- 1 Deputy Director: Community Policing (11)
- 5 Ass. Dir: Community Policing (9)
- 1 Admin Clerk/Snr (4)

**CRIMINAL JUSTICE SYSTEM (CJS) SUB DIRECTORATE**

**127000**

**PURPOSE:**  
TO MONITOR AND COORDINATE DELIVERABLES OF THE CRIMINAL JUSTICE SYSTEM, PARTNERS AND FACILITATE SUSTENANCE OF PARTNER-SHIPS TO ENSURE EFFECTIVE SERVICE DELIVERY

**FUNCTIONS:**

1. Establish and maintain a Criminal Justice Forum in the Province
2. Facilitate the development of strategies which will enhance service delivery by CJS Partners
3. Coordinate, support and facilitate CJS projects

- 1 Deputy Director Criminal Justice (11)
- 3 Criminal Justice Coordinator (9)
- 1 Admin Clerk/Snr (4)

**ROADS AND TRANSPORT BRANCH 200000**

**PURPOSE:**  
TO STRATEGICALLY MANAGE ROADS INFRASTRUCTURE AND PUBLIC TRANSPORT RELATED MATTERS

**FUNCTIONS**  
1. Manage public transport and public transport infrastructure matters  
2. Manage traffic related matters  
3. Manage roads infrastructure

- 1 Deputy Director General: Roads and Transport (15)
- 1 Personal Assistant (L7)
- 1 Secretary (L5)
- 1 Messenger (L2)

Obj: 010044 Resp:0138 Payp: 200000

**TRANSPORT CHIEF DIRECTORATE 210000**

**PURPOSE:**  
TO MANAGE PUBLIC TRANSPORT AND INFRASTRUCTURE MATTERS

**FUNCTIONS**  
1. Plan and manage public transport services within the province  
2. Register all transport associations, their members and non-members  
3. Manage land freight transport logistics within the Province  
4. Manage subsidies of public transport

- 1 Chief Director: Transport (14)
- 1 Personal Assistant (7)
- 1 Messenger (2)

Obj: 010049 Resp: 0143 Payp: 200000

**TRAFFIC CHIEF DIRECTORATE 230000**

**PURPOSE:**  
TO MANAGE TRAFFIC RELATED MATTERS

**FUNCTIONS**  
1. Ensure a safe road traffic environment and NaTIS administration  
2. Educate the public on road safety  
3. Manage all vehicle registration, driver licensing and revenue collection within the Free State

- 1 Chief Director: Traffic (14)
- 1 Personal Assistant (7)
- 1 Messenger (2)

Obj: 010044 Resp:0133 Payp:

Obj: 010053 Resp:0134 Payp: 250000

**ROADS CHIEF DIRECTORATE 250000**

(see page 34)

Obj: 010052 Resp:0146 Payp: 213000

**PUBLIC TRANSPORT AND SUBSIDIES DIRECTORATE 211000**

Obj: 010045 Resp:0139 Payp:211000  
(see page 16)

Obj: 010045 Resp:0139 Payp:215000

**OPERATING LICENSING BOARD DIRECTORATE 213000**

(see page 18)

**LAND FREIGHT TRANSPORT LOGISTICS DIRECTORATE 215000**

**PURPOSE:**  
TO STRATEGICALLY MANAGE LAND FREIGHT TRANSPORT LOGISTICS

**FUNCTIONS:**  
1. Develop & maintain the land freight transport information system.  
2. Promote the provision of inter-modal services.  
3. Promotion and equitable distribution of infrastructure capital, management, operating and maintenance cost.

- 1 Director: Land Freight (13)
- 1 Secretary (5)
- 5 Intern

Obj: 010045 Resp:0139 Payp:215000

**FREIGHT SUB-DIRECTORATE 215100**

- 1 Deputy Director: Freight (11)

Obj: 010045 Resp:0139 Payp:215000

**FREIGHT DATA BANK DIVISION 215110**

- 1 Ass Dir: Land Fr (9)
- 1 IT Support Spec. (8)
- 1 Inform. Man Officer (8)
- 1 Statistician (8)
- 3 Admin Clerk, Chief (7)
- 3 Admin Clerk/Snr (4)

**AIR FREIGHT DIVISION 215130**

- 1 Ass Dir: Land Fr (9)
- 1 Transport Economist (8)
- 1 Engin Prod Grd A (OSD)
- 3 Admin Clerk, Chief (7)
- 2 Admin Clerk/Snr (4)

**ROAD FREIGHT DIVISION 215150**

- 1 Ass Dir Land Fr (9)
- 1 Transport Economist (8)
- 1 Engin Prod Grade A (OSD)
- 3 Admin Clerk, Chief (7)
- 2 Admin Clerk/Snr (4)

Obj: 010045 Resp:0139 Payp:215000

**LOGISTICS SUB- DIRECTORATE 215300**

- 1 Deputy Director: Freight Logistics (11)
- 1 Transport Economist (9)
- 1 Project Coordinator (9)
- 1 Logistician (9)
- 1 Financial Analyst (9)
- 1 Supply Chain Practitioner, Snr (8)
- 5 Admin Clerk, Chief (7)
- 5 Admin Clerk/Snr (4)

Obj: 010049 Resp:0143 Payp 231000:

**TRAFFIC MANAGEMENT DIRECTORATE 231000**

(see page 19)

Obj: 010051 Resp:0145 Payp: 235000

**TRAFFIC SAFETY AND CAPACITY BUILDING DIRECTORATE 233000**

Obj: 010046 Resp:0141 Payp: 233000

(see page 25)

**TRANSPORT ADMINISTRATION & LICENSING DIRECTORATE 235000**

(see page 27)

**PUBLIC TRANSPORT DIRECTORATE**

**211000**

**PURPOSE:**  
TO PLAN AND MANAGE PUBLIC TRANSPORT SERVICES WITHIN THE PROVINCE

**FUNCTIONS:**  
1. Develop and implement public transport policies  
2. Plan, design and construct transport facilities  
3. Provide administration support services

- 1 Director: Public Transport (13)
- 1 Secretary (5)
- 1 Intern

**PUBLIC TRANSPORT SERVICES SUB DIRECTORATE**

**211100**

**PURPOSE:**  
TO DEVELOP AND IMPLEMENT PUBLIC TRANSPORT STRATEGIES AND POLICIES

**FUNCTIONS:**  
1. Manage transport planning within the province  
2. Promote bus, rail and non-motorized transport  
3. Render administration support services to the directorate

- 1 Deputy Director: Public Transport (11)

**PUBLIC TRANSPORT INFRASTRUCTURE SUB DIRECTORATE**

**211300**

**PURPOSE:**  
TO PLAN, DESIGN AND CONSTRUCT PUBLIC TRANSPORT FACILITIES

**FUNCTIONS:**  
1. Plan and design facilities  
2. Coordinate construction of facilities

- 1 Engineer, Chief Grade A
- 3 Engin Technician Control Grade A
- 1 Admin. Officer (7)

**ROAD BASED SUBSIDIES SUB- DIRECTORATE**

**211500**

(see page 17)

**PUBLIC TRANSPORT CONTRACT MANAGEMENT SUB-DIRECTORATE**

**211700**

(see page 17)

**PUBLIC TRANSPORT PLANNING DIVISION**

**211110**

**PURPOSE:**  
TO MANAGE TRANSPORT PLANNING WITHIN THE PROVINCE

**FUNCTIONS:**  
1. Assist with taxi recapitalization process  
2. Execute route verification studies  
3. Execute urban and rural public transport planning

- 1 Asst Dir.Transport Specialist (9)

**BUS AND NON-MOTORIZED TRANSPORT DIVISION**

**211130**

**PURPOSE:**  
TO PROMOTE BUS, RAIL AND NON-MOTORIZED TRANSPORT

**FUNCTIONS:**  
1. Promote manage and monitor public transport  
2. Promote rail transport  
3. Promote, manage and monitor non- motorized transport

- 1 Asst Dir.Transport Specialist (9)

**ADMINISTRATIVE SUPPORT SERVICES DIVISION**

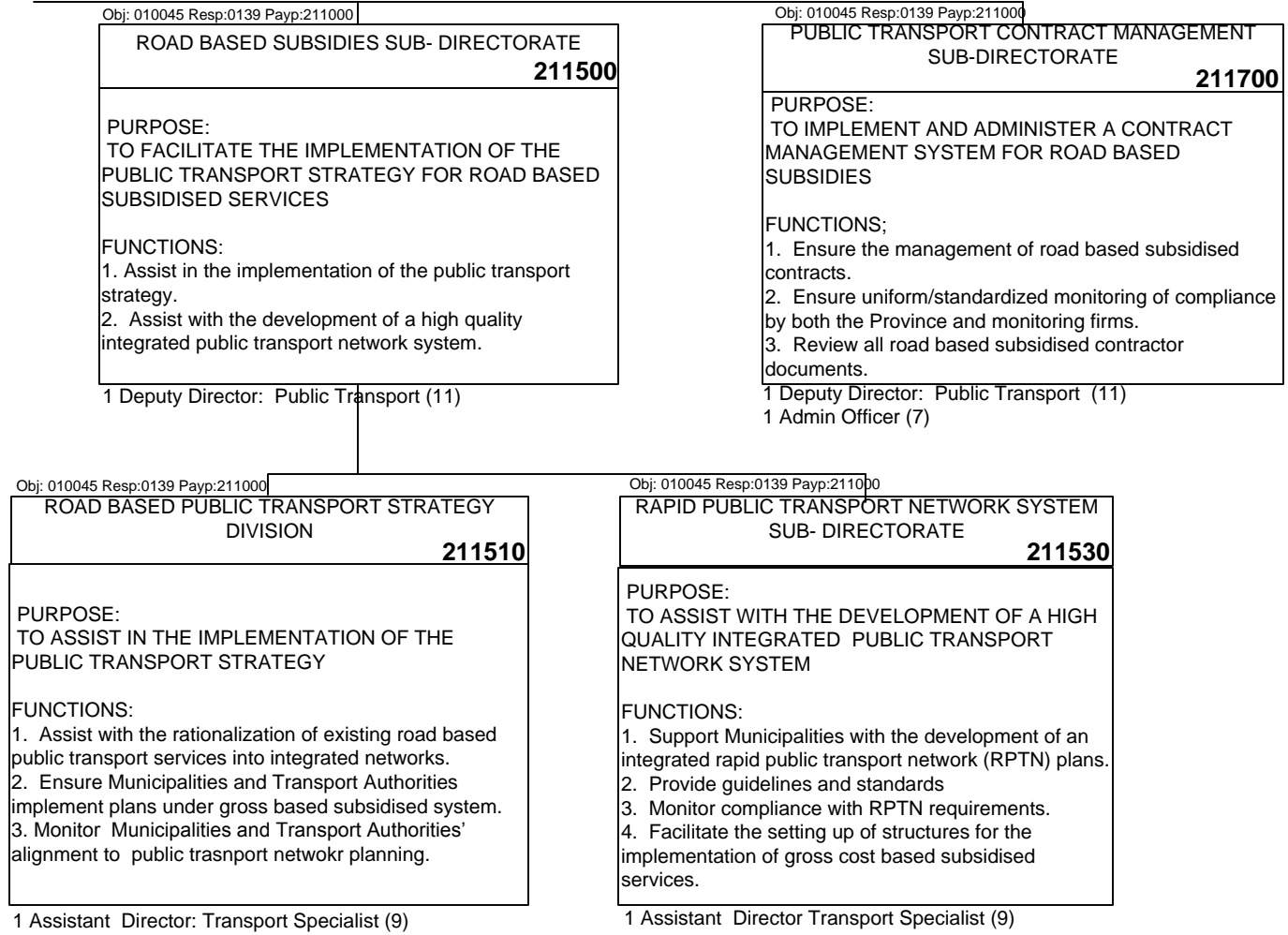
**211900**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT SERVICES

**FUNCTIONS:**  
1. Render general administration support service  
2. Handle procurement of goods and services  
3. Ensure financial compliance  
4. Handle all HR related matters

- 1 Admin Officer (7)
- 1 Registry Clerk (4)
- 6 Admin Clerk/Snr (4)





**OPERATING LICENSING BOARD**

**213000**

**PURPOSE:**  
TO MANAGE ALL RELATED OPERATING LICENSING AND TRANSPORT REGISTRAR MATTERS

**FUNCTIONS:**  
1. Administer registration and information services.  
2. Perform secretariat duties.  
3. Provide administrative support.

1 Director: Transport Registrar (13)  
1 Secretary (5)  
1 Intern

Obj: 010052 Resp:0146 Payp: 213000

**REGISTRATION AND INFORMATION SUB DIRECTORATE**

**213100**

**PURPOSE:**  
TO RENDER TRANSPORT REGISTRAR SERVICES

**FUNCTIONS:**  
1. Administer the issuing of operating licenses and provide registration information  
2. Ensure training and monitoring of operators  
3. Manage conflict between operators and authorities

1 Deputy Director: Transport Registrar (11)

Obj: 010052 Resp:0146 Payp: 213000

**OPERATING LICENSING BOARD SECRETARIATE SUB DIRECTORATE**

**213300**

**PURPOSE:**  
TO RENDER SECRETARIAT SERVICES TO THE OLB

1 Deputy Director: Transport Registrar (11)  
1 Admin Clerk, Chief (7)  
9 Admin Clerk/Snr (4)  
1 Typist (5)

Obj: 010052 Resp:0146 Payp: 213000

**DISTRICT OFFICES**

**213110**

**PURPOSE:**  
TO ADMINISTER THE ISSUING OF OPERATING LICENSES & PROVIDE REGISTRATION INFORMATION

**FUNCTIONS:**  
1. Receive, check applications and capture details on data bank  
2. Liaise with the relevant Municipalities forums  
3. Develop and maintain a quality management system  
4. Manage Integrated Taxi Management Centre  
5. Analyse and advice on trends in the taxi industry  
6. Provide district registration information

Obj: 010052 Resp:0146 Payp: 213000

**TRAINING AND MONITORING DIVISION**

**213130**

**PURPOSE:**  
TO ENSURE TRAINING AND MONITORING OF OPERATORS

**FUNCTIONS:**  
1. Coordinate training of operators  
2. Monitor Operators

4 Asst Director: Transport Specialist (9)  
2 Admin. Officer (7)

Obj: 010052 Resp:0146 Payp: 213000

**CONFLICT MANAGEMENT DIVISION**

**213150**

**PURPOSE:**  
TO MANAGE CONFLICT BETWEEN OPERATORS AND AUTHORITIES

**FUNCTIONS:**  
1. Develop conflict management strategy  
2. Implement and monitor code of conduct for taxi drivers and operators

2 Asst. Director: Conflict Man (9)  
1 Admin Clerk/Snr (4)

Obj: 010052 Resp:0146 Payp: 213000

**ADMINISTRATIVE SUPPORT DIVISION**

**213200**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT

**FUNCTIONS:**  
1. Render general administration support service  
2. Handle procurement of goods and services  
3. Ensure financial compliance  
4. Handle all HR related matters

1 Asst. Director: Admin (9)  
1 Admin Officer (7)  
2 Admin Clerk/Snr (4)  
1 Registry Clerk (4)  
1 Receptionist (4)  
1 Messenger (2)

Obj: 010052 Resp:0080 Payp: 213000

**XHARIEP DISTRICT DIVISION**

**213111**

1 Regional Coordinator (9)  
2 Admin. Clerk/Snr (4)

Obj: 010052 Resp:0082 Payp: 213000

**MOTHEO DISTRICT DIVISION**

**213113**

1 Regional Coordinator (9)  
6 Admin. Clerk/Snr (4)

Obj: 010052 Resp:0030 Payp: 213000

**FEZILE DABI DISTRICT DIVISION**

**213115**

1 Regional Coordinator (9)  
4 Admin. Clerk/Snr (4)

Obj: 010052 Resp:0061 Payp: 213000

**LEJWELEPUTSWA DISTRICT DIVISION**

**213117**

1 Regional Coordinator (9)  
4 Admin. Clerk/Snr (4)

Obj: 010052 Resp:0035 Payp: 213000

**THABO MOFUTSANYANE DISTRICT DIVISION**

**213118**

1 Regional Coordinator (9)  
4 Admin Clerk/Snr (4)

**TRAFFIC MANAGEMENT DIRECTORATE**

**231000**

**PURPOSE:**  
TO ENSURE A SAFE ROAD TRAFFIC ENVIRONMENT

**FUNCTIONS:**

1. Manage road traffic control in the province
2. Manage inspectorate function
3. Manage collection of revenue
4. Manage transport law enforcement
5. Provide administration support
6. Provide training and refresher training/courses to traffic officials

- 1 Director: Traffic Man (13)
- 1 Secretary (5)
- 38 Prov Inspector Trainee

Obj: 010050 Resp:0144 Payp: 231000

**TRAFFIC POLICING SUB DIRECTORATE**

**231100**

**PURPOSE:**  
TO MANAGE ROAD TRAFFIC CONTROL IN THE PROVINCE

**FUNCTIONS:**

1. Co-ordinate, control traffic policing research, evaluation and planning of all policies

- 1 Deputy Director: Traffic (11)

**THABO MOFUTSANYANE, FEZILE DABI AND LEJWELEPUTSWA DISTRICTS DIVISION**

**231101**

(see page 20-22)

**XHARIEP AND MOTHEO DISTRICTS DIVISION**

**231200**

(see page 23-24)

Obj: 010049 Resp:0143 Payp: 231000

**INSPECTORATE SUB DIRECTORATE**

**231400**

**PURPOSE:**  
TO RENDER AN INSPECTORATE SERVICE

**FUNCTIONS:**

1. Inspection of testing centers
2. Test driving school instructors
3. Evaluate all testing officers

- 1 Provincial Inspector, Control (11)
- 2 Provincial Inspector, Chief (10)
- 6 Provincial Inspector, Prin (8)
- 1 Provincial Inspector, Snr (7)

Obj: 010049 Resp:0143 Payp: 231000

**ROAD TRAFFIC LAW ENFORCEMENT SUPPORT SERVICES SUB-DIRECTORATE**

**231500**

**PURPOSE:**  
TO PROVIDE LAW ENFORCEMENT SUPPORT SERVICES

**FUNCTIONS:**

1. Do driving licenses and vehicle testing.
2. Manage the administrative adjudication of road traffic offences.

- 1 Dep. Dir: Law Enfor. Supp (11)

(see page 58)

Obj: 010049 Resp:0143 Payp: 231000

**ADMINISTRATIVE SUPPORT SERVICES DIVISION**

**231900**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT

**FUNCTIONS:**

1. Render general administration support service
2. Handle procurement of goods and services
3. Ensure financial compliance
4. Handle all HR related matters

- 1 Assistant Director: Admin (9)
- 3 Administration Officer (7)
- 1 Admin Clerk, Chief (7)
- 1 Admin Clerk/Snr (6)
- 8 Admin Clerk/Snr (4)
- 2 Firearms Control Officer (4)

Obj: 010050 Resp:0144 Payp: 231000

**LAW ENFORCEMENT SUB DIRECTORATE**

**231700**

**PURPOSE:**  
TO MANAGE TRANSPORT LAW ENFORCEMENT

**FUNCTIONS:**

1. Monitor compliance with National Land Transport Act
2. Assist with investigations and prevention of offences committed by operators

- 1 Transport Inspector, Control (11)

Obj: 010050 Resp: 0144 Payp: 231221

**MOTHEO AND XHARIEP DISTRICT**

**231710**

- 1 Transport Insp, Chief (10)
- 3 Transport Insp, Snr (7)
- 9 Transport Inspector (6)

Obj: 010050 Resp:0144 Payp: 231133

**FEZILE DABI DISTRICT**

**231730**

- 1 Transport Insp, Chief (10)
- 3 Transport Insp, Snr (7)
- 8 Transport Inspector (6)

Obj: 010050 Resp:0144 Payp: 231167

**LEJWELEPUTSWA DISTRICT**

**231750**

- 1 Transport Insp, Chief (10)
- 4 Transport Insp, Snr (7)
- 8 Transport Inspector (6)

Obj: 010050 Resp:0144 Payp: 231111

**THABO MOFOTSAANYANA DISTRICT**

**231770**

- 1 Transport Insp, Chief (10)
- 2 Transport Insp, Snr (7)
- 14 Transport Inspector (6)

**TRAFFIC POLICING THABO MOFUTSANYANE DISTRICT**

**231110**

**PURPOSE:**  
TO RENDER LAW ENFORCEMENT TO ENSURE COMPLIANCE WITH TRAFFIC LEGISLATION

**FUNCTIONS:**  
1. Co-ordinate, control traffic policing research, evaluation and planning of all policies  
2. Test drivers and vehicles

1 Prov. Inspector, Control (11)  
1 Admin Clerk/Snr (4)

Obj: 010050 Resp:0035 Payp: 231111

**BETHLEHEM**

**231111**

1 Prov. Inspector, Chief (10)  
4 Prov. Inspector, Prin (8)  
7 Prov. Inspector, Snr (7)  
18 Provincial Inspector (6)

Obj: 010050 Resp:0038 Payp: 231112

**FOURIESBURG**

**231112**

1 Prov. Inspector, Prin (8)  
4 Provincial Inspector (6)

Obj: 010050 Resp: 0180 Payp: 231113

**CLARENS**

**231113**

1 Prov. Inspector, Prin (8)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0039 Payp: 231114

**HARRISMITH**

**231114**

1 Prov. Inspector, Chief (10)  
2 Prov. Inspector, Prin (8)  
5 Prov. Inspector, Snr (7)  
13 Provincial Inspector (6)

Obj: 010050 Resp:0036 Payp: 231115

**CLOCOLAN**

**231115**

1 Prov. Inspector, Prin (8)  
1 Prov. Inspector, Snr (7)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0040 Payp: 231116

**KESTELL**

**231116**

1 Prov. Inspector, Prin (8)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0037 Payp: 231117

**FICKSBURG**

**231117**

1 Prov. Inspector, Prin (8)  
2 Prov. Inspector, Snr (7)  
3 Provincial Inspector (6)

Obj: 010050 Resp:0041 Payp: 231118

**LINDLEY**

**231118**

1 Prov. Inspector, Prin (8)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0042 Payp: 231120

**MARQUARD**

**231120**

1 Prov. Inspector, Prin (8)  
2 Prov. Inspector, Snr (7)  
2 Provincial Inspector (6)

Obj: 010050 Resp:0044 Payp: 231122

**PAUL ROUX**

**231122**

1 Prov. Inspector, Prin (8)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0015 Payp: 231123

**PETRUS STEYN**

**231123**

1 Prov. Inspector, Prin (8)  
2 Prov. Inspector, Snr (7)  
2 Provincial Inspector (6)

Obj: 010050 Resp:0020 Payp: 231125

**WARDEN**

**231125**

1 Prov. Inspector, Chief (10)  
2 Prov. Inspector, Prin (8)  
12 Provincial Inspector (6)

Obj: 010050 Resp:0016 Payp: 231119

**PHUTHADITJABA**

**231119**

1 Prov. Inspector, Chief (10)  
3 Prov. Inspector, Prin (8)  
1 Prov. Inspector, Snr (7)  
12 Provincial Inspector (6)

Obj: 010050 Resp:0017 Payp: 231121

**REITZ**

**231121**

1 Prov. Inspector, Prin (8)  
1 Prov. Inspector, Snr (7)  
8 Provincial Inspector (6)

Obj: 010050 Resp:0018 Payp: 231124

**SENEKAL**

**231124**

1 Prov. Inspector, Chief (10)  
2 Prov. Inspector, Prin (8)  
12 Provincial Inspector (6)

Obj: 010050 Resp:0018 Payp: 231124

**SENEKAL WEIGHBRIDGE**

**231126**

1 Prov. Inspector, Prin (8)  
3 Prov. Inspector, Snr (7)  
5 Provincial Inspector (6)

Obj: 010050 Resp:0019 Payp: 231127

**VREDE**

**231127**

1 Prov. Inspector, Prin (8)  
2 Prov. Inspector, Snr (7)  
10 Provincial Inspector (6)

TRAFFIC POLCING FEZILE DABI DISTRICT

**231130** Page 19

**PURPOSE:**  
TO RENDER LAW ENFORCEMENT TO ENSURE COMPLIANCE WITH TRAFFIC LEGISLATION

**FUNCTIONS:**

1. Co-ordinate, control traffic policing research, evaluation and planning of all policies
2. Test drivers and vehicles

- 1 Prov. Inspector, Control (11)
- 2 Admin Clerk/Snr (4)

Obj: 010050 Resp:0025 Payp: 231131

**FRANKFORT**

**231131**

- 1 Prov. Inspector, Chief (10)
- 2 Prov. Inspector, Prin (8)
- 10 Provincial Inspector (6)

Obj: 010050 Resp:0026 Payp: 231132

**HEILBRON**

**231132**

- 1 Prov. Inspector, Chief (10)
- 2 Prov. Inspector, Prin (8)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0027 Payp: 231138

**KOPPIES**

**231138**

- 1 Prov. Inspector, Prin (8)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0028 Payp: 231139

**KROONSTAD**

**231139**

- 1 Prov. Inspector, Chief (10)
- 3 Prov. Inspector, Prin (8)
- 1 Prov. Inspector, Snr (7)
- 15 Provincial Inspector (6)
- 1 Admin Clerk/Snr (6)

Obj: 010050 Resp:0029 Payp: 231134

**PARYS**

**231134**

- 1 Prov. Inspector, Prin (8)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0030 Payp: 231133

**SASOLBURG**

**231133**

- 1 Prov. Inspector, Chief (10)
- 2 Prov. Inspector, Prin (8)
- 4 Prov. Inspector, Snr (7)
- 12 Provincial Inspector (6)

Obj: 010050 Resp:0032 Payp: 231140

**VILJOENSKROON**

**231140**

- 1 Prov. Inspector, Prin (8)
- 1 Prov. Inspector, Snr (7)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0028 Payp: 231141

**KROONSTAD WEIGHBRIDGE**

**231141**

- 1 Prov. Inspector, Chief (10)
- 3 Prov. Inspector, Prin (8)
- 2 Prov. Inspector, Snr (7)
- 12 Provincial Inspector (6)

Obj: 010050 Resp:0031 Payp: 231135

**STEYNSRUS**

**231135**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0034 Payp: 231136

**VREDERFORT**

**231136**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0178 Payp: 231142

**DENEYSVILLE**

**231142**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0033 Payp: 231143

**VILLIERS**

**231143**

- 1 Prov. Inspector, Chief (10)
- 2 Prov. Inspector, Prin (8)
- 5 Prov. Inspector, Snr (7)
- 6 Provincial Inspector (6)

Obj: 010050 Resp:0064 Payp: 231137

**EDENVILLE**

**231137**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp: 0179 Payp: 231144

**ORANJEVILLE**

**231144**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

TRAFFIC POLICING LEJWELEPUTSWA

**231150**

PURPOSE:  
TO RENDER LAW ENFORCEMENT TO ENSURE COMPLIANCE WITH TRAFFIC LEGISLATION

FUNCTIONS:

1. Co-ordinate, control traffic policing research, evaluation and planning of all policies
2. Test drivers and vehicles

- 1 Prov. Inspector, Control (11)
- 1 Admin Clerk/Snr (4)

Obj: 010050 Resp:0049 Payp: 231151

**BOSHOF**  
**231151**

- 1 Prov. Inspector, Chief (10)
- 1 Prov. Inspector, Prin (8)
- 1 Prov. Inspector, Snr (7)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0053 Payp: 231156

**DEALESVILLE**  
**231156**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0057 Payp: 231161

**ODENDAALSRUS**  
**231161**

- 1 Prov. Inspector, Prin (8)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0177 Payp: 231165

**VERKEERDEVLEI**  
**231165**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0050 Payp: 231152

**BOTHAVILLE**  
**231152**

- 1 Prov. Inspector, Chief (10)
- 2 Prov. Inspector, Prin (8)
- 2 Prov. Inspector, Snr (7)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0054 Payp: 231157

**HENNENMAN**  
**231157**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0176 Payp: 231162

**SOUTPAN**  
**231162**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0060 Payp: 231166

**VIRGINIA**  
**231166**

- 1 Prov. Inspector, Prin (8)
- 1 Prov. Inspector, Snr (7)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0050 Payp: 231153

**BOTHAVILLE WEIGHBRIDGE**  
**231153**

- 1 Prov. Inspector, Prin (8)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0055 Payp: 231158

**HERTZOGVILLE**  
**231158**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0058 Payp: 231163

**THEUNISSEN**  
**231163**

- 1 Prov. Inspector, Prin (8)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0061 Payp: 231167

**WELKOM**  
**231167**

- 2 Prov. Inspector, Chief (10)
- 3 Prov. Inspector, Prin (8)
- 5 Prov. Inspector, Snr (7)
- 12 Provincial Inspector (6)

Obj: 010050 Resp:0051 Payp: 231154

**BRANDFORT**  
**231154**

- 1 Prov. Inspector, Chief (10)
- 2 Prov. Inspector, Prin (8)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0056 Payp: 231159

**HOOPSTAD**  
**231159**

- 1 Prov. Inspector, Prin (8)
- 1 Prov. Inspector, Snr (7)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0059 Payp: 231164

**VENTERSBURG**  
**231164**

- 1 Prov. Inspector, Chief (10)
- 3 Prov. Inspector, Prin (8)
- 2 Prov. Inspector, Snr (7)
- 10 Provincial Inspector (6)

Obj: 010050 Resp:0062 Payp: 231168

**WESSELSBRON**  
**231168**

- 1 Prov. Inspector, Prin (8)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0052 Payp: 231155

**BULTFONTEIN**  
**231155**

- 1 Prov. Inspector, Prin (8)
- 2 Prov. Inspector, Snr (7)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0063 Payp: 231160

**WINBURG**  
**231160**

- 1 Prov. Inspector, Chief (10)
- 3 Prov. Inspector, Prin (8)
- 2 Prov. Inspector, Snr (7)
- 18 Provincial Inspector (6)

TRAFFIC POLICING XHARIEP DISTRICT

231201 Page 19

PURPOSE:  
TO RENDER LAW ENFORCEMENT TO ENSURE COMPLIANCE WITH TRAFFIC LEGISLATION

FUNCTIONS:  
1. Co-ordinate, control traffic policing research, evaluation and planning of all policies  
2. Test drivers and vehicles

1 Prov. Inspector, Control (11)  
1 Admin Clerk/Snr (4)

Obj: 010050 Resp:0080 Payp: 231210

TROMPSBURG  
**231210**

1 Prov. Inspector, Chief (10)  
2 Prov. Inspector, Prin (8)  
3 Prov. Inspector, Snr (7)  
6 Provincial Inspector (6)

Obj: 010050 Resp:0069 Payp: 231202

EDENBURG  
**231202**

1 Prov. Inspector, Prin (8)  
8 Provincial Inspector (6)

Obj: 010050 Resp:0079 Payp: 231203

SPRINGFONTEIN  
**231203**

1 Prov. Inspector, Prin (8)  
4 Provincial Inspector (6)

Obj: 010050 Resp: 0117 Payp: 231204

GARIEPDAM  
**231204**

1 Prov. Inspector, Prin (8)  
3 Prov. Inspector, Snr (7)  
8 Provincial Inspector (6)

Obj: 010050 Resp:0068 Payp: 231205

BETHULIE  
**231205**

1 Prov. Inspector, Prin (8)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0076 Payp: 231206

REDDERSBURG  
**231206**

1 Prov. Inspector, Prin (8)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0081 Payp: 231207

ZASTRON  
**231207**

2 Prov. Inspector, Prin (8)  
2 Prov. Inspector, Snr (7)  
8 Provincial Inspector (6)

Obj: 010050 Resp:0077 Payp: 231208

ROUXVILLE  
**231208**

1 Prov. Inspector, Chief (10)  
2 Prov. Inspector, Prin (8)  
8 Provincial Inspector (6)

Obj: 010050 Resp:0078 Payp: 231209

SMITHFIELD  
**231209**

1 Prov. Inspector, Prin (8)  
1 Prov. Inspector, Snr (7)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0070 Payp: 231211

FAURESMITH  
**231211**

1 Prov. Inspector, Prin (8)  
1 Prov. Inspector, Snr (7)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0072 Payp: 231212

JAGERSFONTEIN  
**231212**

2 Prov. Inspector, Snr (7)  
2 Provincial Inspector (6)

Obj: 010050 Resp:0074 Payp: 231213

PETRUSBURG  
**231213**

1 Prov. Inspector, Chief (10)  
2 Prov. Inspector, Prin (8)  
2 Prov. Inspector, Snr (7)  
6 Provincial Inspector (6)

Obj: 010050 Resp:0071 Payp: 231214

JACOBSDAL  
**231214**

1 Prov. Inspector, Prin (8)  
2 Prov. Inspector, Snr (7)  
4 Provincial Inspector (6)

Obj: 010050 Resp:0073 Payp: 231215

KOFFIEFONTEIN  
**231215**

1 Prov. Inspector, Prin (8)  
1 Prov. Inspector, Snr (7)  
4 Provincial Inspector (6)

TRAFFIC POLICING MOTHEO

231220 Page 19

PURPOSE:  
TO RENDER LAW ENFORCEMENT TO ENSURE COMPLIANCE WITH TRAFFIC LEGISLATION

FUNCTIONS:  
1. Co-ordinate, control traffic policing research, evaluation and planning of all policies  
2. Test drivers and vehicles

- 1 Prov. Inspector, Control (11)
- 1 Admin Clerk/Snr (4)

Obj: 010050 Resp:0082 Payp: 231221

BLOEMFONTEIN

231221

- 2 Prov. Inspector, Chief (10)
- 4 Prov. Inspector, Prin (8)
- 19 Prov. Inspector, Snr (7)
- 45 Provincial Inspector (6)

Obj: 010050 Resp:0083 Payp: 231222

BOTSHABELO

231222

- 2 Prov. Inspector, Prin (8)
- 4 Prov. Inspector, Snr (7)
- 12 Provincial Inspector (6)

Obj: 010050 Resp:0047 Payp: 231223

THABA NCHU

231223

- 2 Prov. Inspector, Prin (8)
- 5 Prov. Inspector, Snr (7)
- 9 Provincial Inspector (6)

Obj: 010050 Resp:0046 Payp: 231224

LADYBRAND

231224

- 1 Prov. Inspector, Chief (10)
- 2 Prov. Inspector, Prin (8)
- 8 Provincial Inspector (6)

Obj: 010050 Resp:0084 Payp: 231225

DEWETSDORP

231225

- 1 Prov. Inspector, Prin (8)
- 1 Prov. Inspector, Snr (7)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0045 Payp: 231226

EXCELSIOR

231226

- 1 Prov. Inspector, Prin (8)
- 1 Prov. Inspector, Snr (7)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0175 Payp: 231227

TWEESPRUIT

231227

- 1 Prov. Inspector, Prin (8)
- 1 Prov. Inspector, Snr (7)
- 4 Provincial Inspector (6)

Obj: 010050 Resp:0048 Payp: 231229

WEPENER

231229

- 2 Prov. Inspector, Prin (8)
- 2 Prov. Inspector, Snr (7)
- 3 Provincial Inspector (6)



TRAFFIC SAFETY AND CAPACITY BUILDING DIRECTORATE

**233000** Page 15

**PURPOSE:**  
TO PROMOTE ROAD SAFETY TO THE PUBLIC AND PROVIDE TRAINING TO TRAFFIC OFFICIALS

- FUNCTIONS:**
1. Develop road safety policies;
  2. The development and management of the road safety strategy;
  3. To manage the development of road safety material;
  4. Manage and ensure information driven road safety programs;
  5. Manage the implementation of national road safety programs;
  6. Manage the establishment and sustainability of community based Road Safety Councils;
  7. Manage the training of scholars to obtain learners and driving licenses at school level;
  8. Manage the effective utilisation of resources in accordance with relevant legislation; and
  9. The coordination, collection and analysis of accident data.

- 1 Director: Traffic Safety & Cap (13)
- 1 Secretary (5)
- 5 Road Safety Officer Trainee

Obj: 010046 Resp:0141 Payp: 233000

**TRAFFIC SAFETY AND CAPACITY BUILDING MOTHEO AND XHARIEP DISTRICT**  
**233100**

**PURPOSE:**  
TO MANAGE AND COORDINATE ROAD SAFETY PROGRAMS AND EDUCATION OF ROAD SAFETY TO THE PUBLIC

**FUNCTIONS:**

1. Create and sustain Road Safety Forums within the communities
2. Provide education to scholars and scholar patrols on road safety
3. Promote and manage "Driver of the Year" campaign
4. Ensure that Road Safety Campaigns are implemented and maintained

- 1 Deputy Director: Road Safety (11)

Obj: 010046 Resp:0141 Payp: 233110

**MOTHEO DISTRICT**  
**233110**

- 1 Ass. Director: Road Safety (9)
- 1 Admin Clerk/Snr (4)

Obj: 010046 Resp:0141 Payp: 233110

**NADLEDI AND MANTSOPA LOCAL MUNICIPALITY**  
**233115**

- 2 Road Safety Officer, Prin (8)
- 6 Road Safety Officer (6)
- 1 Messenger (2)

Obj: 010046 Resp:0141 Payp: 233110

**MANGAUNG LOCAL MUNICIPALITY**  
**233117**

- 3 Road Safety Officer, Prin (8)
- 9 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233120

**XHARIEP DISTRICT**  
**233120**

- 1 Ass. Director: Road Safety (9)
- 1 Admin Clerk/Snr (4)

Obj: 010046 Resp:0141 Payp: 233120

**MOHOKARE AND KOPANONG LETSIMENG LOCAL MUNICIPALITY**  
**233125**

- 2 Road Safety Officer, Prin (8)
- 8 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233310

**FEZILE DABI DISTRICT**  
**233310**

- 1 Ass. Director: Road Safety (9)
- 1 Admin Clerk/Snr (4)

Obj: 010046 Resp:0141 Payp: 233310

**MOQHAKA AND NGWATHE LOCAL MUNICIPALITY**  
**233330**

- 2 Road Safety Officer, Prin (8)
- 8 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233310

**METSIMAHOLO AND MAFUBE LOCAL MUNICIPALITY**  
**233350**

- 2 Road Safety Officer, Prin (8)
- 8 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233000

**TRAFFIC SAFETY AND CAPACITY BUILDING LEJWELEPUTSWA AND FEZILE DABI DISTRICT**  
**233300**

**PURPOSE:**  
TO MANAGE AND COORDINATE ROAD SAFETY PROGRAMS AND EDUCATION OF ROAD SAFETY TO THE PUBLIC

**FUNCTIONS:**

1. Create and sustain Road Safety Forums within the communities
2. Provide education to scholars and scholar patrols on road safety
3. Promote and manage "Driver of the Year" campaign
4. Ensure that Road Safety Campaigns are implemented and maintained

- 1 Deputy Director: Road Safety (11)

Obj: 010046 Resp:0141 Payp: 233000

**TRAFFIC SAFETY AND CAPACITY BUILDING THABO MOFUTSANYANE DISTRICT**  
**233500**

(see page 26)

Obj: 010046 Resp:0141 Payp: 233000

**ADMINISTRATIVE SUPPORT SUB DIRECTORATE**  
**233700**

(see page 26)

Obj: 010046 Resp:0141 Payp: 233000

**TRAINING SUB DIRECTORATE**  
**233900**

**PURPOSE:**  
TO PROVIDE TRAINING AND REFRESHER TRAINING/COURSES TO TRAFFIC OFFICIALS

- FUNCTIONS:**
1. Provide specialized training in advanced driving, use of firearms, weigh ridges, etc.
  2. Provide basic training to traffic officers and examiners of vehicles and drivers
  3. Provide training to all levels of supervisors
  4. Conduct relevant inservice and refresher training training;
  5. Conduct research on traffic related matters;
  6. Develop training material

- 1 Deputy Director: Traffic Training (11)
- 2 Prov. Inspector, Control (11)
- 4 Provincial Inspector, Chief (10)
- 12 Provincial Inspector, Prin (8)
- 1 Librarian (7)
- 1 Admin Clerk, Chief (7)
- 2 Admin Clerk/Snr (6)
- 1 Telecom Operator (4)
- 1 Household Manager (8)
- 2 Household Manager, Deputy (7)
- 1 Messenger (2)

Obj: 010046 Resp:0141 Payp: 233320

**LEJWELEPUTSWA DISTRICT**  
**233320**

- 1 Ass. Director: Road Safety (9)
- 1 Admin Clerk/Snr (4)

Obj: 010046 Resp:0141 Payp: 233320

**MATJHABENG & MASILONYANA LOCAL MUNICIPALITY**  
**233340**

- 2 Road Safety Officer, Prin (8)
- 8 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233320

**TOKOLO, TSWELOPELE AND NALA LOCAL MUNICIPALITY**  
**233360**

- 2 Road Safety Officer, Prin (8)
- 8 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233000

**TRAFFIC SAFETY AND CAPACITY BUILDING THABO  
MOFUTSANYANE DISTRICT**

**233500**

**PURPOSE:**  
TO MANAGE AND COORDINATE ROAD SAFETY PROGRAMS AND EDUCATION OF ROAD SAFETY TO THE PUBLIC

**FUNCTIONS:**

1. Create and sustain Road Safety Forums within the communities
2. Provide education to scholars and scholar patrols on road safety
3. Promote and manage "Driver of the Year" campaign
4. Ensure that Road Safety Campaigns are implemented and maintained

Page 25

1 Deputy Director: Road Safety (11)

Obj: 010046 Resp:0141 Payp: 233510

**THABO MOFUTSANYANA DISTRICT**

**233510**

1 Ass. Director: Road Safety (9)  
1 Admin Clerk/Snr (4)

Obj: 010046 Resp:0141 Payp: 233510

**DIHLABENG LOCAL MUNICIPALITY**

**233520**

2 Road Safety Officer, Prin (8)  
6 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233510

**MALUTI A PHOFUNG AND PHUMELELA  
LOCAL MUNICIPALITY**

**233530**

3 Road Safety Officer, Prin (8)  
9 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233510

**NKETOANA AND SETSOTO LOCAL  
MUNICIPALITY**

**233540**

2 Road Safety Officer, Prin (8)  
6 Road Safety Officer (6)

Obj: 010046 Resp:0141 Payp: 233000

**ADMINISTRATIVE SUPPORT SUB DIRECTORATE**

**233700**

Page 25

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT SERVICES TO THE DIRECTORATE

**FUNCTIONS:**

1. Render general administration support services
2. Handle procurement of goods and services
3. Ensure sound financial management
4. Handle all HR related matters
5. Coordinate, collect and analyze data

1 Asst Director: Admin (9)  
1 Admin Officer (7)  
2 Admin Clerk, Chief (7)  
6 Admin Clerk/Snr (4)  
1 Messenger (2)

Obj: 010051 Resp:0145 Payp: 235000

**TRANSPORT ADMINISTRATION AND LICENSING DIRECTORATE**  
**235000**

Page 15

**PURPOSE:**  
TO MANAGE ALL VEHICLE REGISTRATION, DRIVER LICENSING AND REVENUE COLLECTION WITHIN THE FREE STATE

**FUNCTIONS:**  
1. Manage inspections, training and performance of districts  
2. Manage vehicle and driver licensing function within the Free State

1 Director: Transport Admin & Lic (13)  
1 Secretary (5)  
1 Intern

Obj: 010051 Resp:0145 Payp: 235000

**HEAD OFFICE TRANSPORT ADMINISTRATION AND LICENSING SUB DIRECTORATE**  
**235100**

**PURPOSE:**  
TO MANAGE VEHICLE AND DRIVER LICENSING FUNCTION WITHIN THE FREE STATE

**FUNCTIONS:**  
1. Render vehicle and driver licensing function  
2. Manage NaTIS Information administration  
3. Render an administrative support service

1 Deputy Director: Transport & Admin Lic (11)

Obj: 010051 Resp:0145 Payp: 235000

**THABO MOFUTSANYANE AND FEZILE DABI DISTRICTS**  
**235300**

**PURPOSE:**  
TO MANAGE INSPECTIONS, TRAINING AND PERFORMANCE OF DISTRICTS

**FUNCTIONS:**  
1. Do financial inspections  
2. Ensure fraud prevention and detection  
3. Do performance standardisation

1 Deputy Director: Transport & Admin Lic (11)  
(see page 29-30)

Obj: 010051 Resp:0145 Payp: 235000

**MOTHEO, KHARIEP AND LEJWELEPUTSWA DISTRICTS**  
**235500**

**PURPOSE:**  
TO MANAGE INSPECTIONS, TRAINING AND PERFORMANCE OF DISTRICTS

**FUNCTIONS:**  
1. Do financial inspections  
2. Ensure fraud prevention and detection  
3. Do performance standardisation

1 Deputy Director: Transport & Admin Lic (11)  
(see page 31-33)

**LENGAU REGISTERING AUTHORITY DIVISION**  
**235110**

(see page 28)

**NaTIS INFORMATION SECURITY DIVISION**  
**235140**

(see page 28)

**SUPPORT SERVICES DIVISION**  
**235150**

(see page 28)

Obj: 010051 Resp:0145 Payp: 235110

Obj: 010051 Resp:0145 Payp: 235150

Obj: 010051 Resp:0145 Payp: 235150

**LENGAU REGISTERING AUTHORITY DIVISION**  
**235110**

**PURPOSE:**  
TO RENDER VEHICLE REGISTRATION AND DRIVER LICENSES FUNCTION

**FUNCTIONS:**  
1. Daily cash-up of revenue collected  
2. Collection of revenue  
3. Filing records of all transactions  
4. Safekeeping of face value forms  
5. Handle customer complaints  
6. Provide with forms and assist to complete forms correctly

- 1 Assistant Director: RA (9)
- 3 Admin Officer, Snr: RA (8)
- 1 Admin Officer: RA (7)
- 4 Admin Clerk/Snr: RA (5)
- 1 Telekom Operator (3)
- 1 Messenger (2)

**NaTIS INFORMATION SECURITY DIVISION**  
**235140**

**PURPOSE:**  
TO MANAGE NaTIS INFORMATION ADMINISTRATION

**FUNCTIONS:**  
1. Ensure information security policies are incorporated and solutions designed  
2. Develop and implement disaster recovery plan  
3. Manage continuous security awareness programs

- 1 Network Supp Pract (7)
- 1 Information Security Officer (6)

**SUPPORT SERVICES DIVISION**  
**235150**

**PURPOSE:**  
TO RENDER AN ADMINISTRATIVE SUPPORT SERVICE

**FUNCTIONS:**  
1. Register and monitor authorities  
2. Render a public relations and client services function  
3. Ensure collection of all vehicle registration revenue  
4. Ensure helpdesk service  
5. Collection of income  
6. Monitor support through a special unit

- 1 Assistant Director: Admin (9)
- 2 Admin Officer, Snr (8)
- 2 Admin Clerk, Chief (7)
- 2 Admin Clerk/Snr (6)
- 5 Admin Clerk/Snr (5)
- 1 Messenger (2)

Obj: 010051 Resp:0145 Payp: 235110

**FINANCE SUB DIVISION**  
**235111**

- 1 Admin Officer: RA (7)
- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0145 Payp: 235110

**CORRESPONDENCE SUB DIVISION**  
**235112**

- 1 Admin Clerk, Chief: RA (7)
- 5 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0145 Payp: 235150

**INCOME SUB DIVISION**  
**235151**

- 1 State Accountant (7)
- 5 State Acc Clerk (5)

Obj: 010051 Resp:0145 Payp: 235150

**AUTHORITIES REGISTRATION SUB DIVISION**  
**235152**

- 1 Admin Clerk, Chief: RA (7)
- 9 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0145 Payp: 235110

**CASHIERS SUB DIVISION**  
**235113**

- 8 Admin Officer: RA (7)
- 32 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0145 Payp: 235110

**INFORMATION AND APPLICATION SUB DIVISION**  
**235114**

- 2 Admin Clerk, Chief: RA (7)
- 9 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0145 Payp: 235150

**SPECIAL UNIT**  
**235153**

- 1 Assistant Director: Admin (9)
- 5 Admin Officer, Snr (8)

Obj: 010051 Resp:0145 Payp: 235150

**CLIENT SERVICES SUB DIVISION**  
**235154**

- 1 Admin. Officer, Snr (8)
- 2 Admin Officer (7)

Obj: 010051 Resp:0145 Payp: 235110

**FILING SUB DIVISION**  
**235115**

- 2 Admin Clerk, Chief: RA (7)
- 4 Admin Clerk/Snr: RA (5)
- 7 Registry Clerk (4)

Obj: 010051 Resp:0145 Payp: 235150

**DEBT COLLECTION SUB DIVISION**  
**235155**

- 1 State Accountant (7)
- 5 State Acc Clerk (5)

Obj: 010051 Resp:0145 Payp: 235110

**STOCK SUB DIVISION**  
**235116**

- 1 Admin Clerk, Chief: RA (7)
- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0145 Payp: 235150

**CALL CENTRE SUB DIVISION**  
**235156**

- 1 Admin Clerk/Snr (6)
- 2 Admin Clerk/Snr (5)

TRANSPORT ADMINISTRATION AND LICENSING THABO MOFUTSANYANE  
**235301**

1 Assistant Director: RA (9)  
1 Admin Officer, Snr: RA (8)  
3 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0035 Payp:235310

BETHLEHEM  
**235310**

1 Admin Officer, Snr: RA (8)  
5 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0035 Payp:235310

BETHLEHEM  
**235311**

16 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0040 Payp:235312

KESTELL  
**235312**

2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0044 Payp:235313

PAUL ROUX  
**235313**

2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0035 Payp:235310

CUSTOMER SERVICES CENTRE  
**235314**

1 Admin Clerk, Chief: RA (7)  
2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0018 Payp:235320

SENEKAL  
**235320**

1 Admin Officer, Snr: RA (8)  
2 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0038 Payp:235321

FOURIESBURG  
**235321**

2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0036 Payp:235322

CLOCOLAN  
**235322**

2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0042 Payp:235323

MARQUARD  
**235323**

2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0037 Payp:235324

FICKSBURG  
**235324**

3 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0018 Payp:235320

SENEKAL  
**235325**

3 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0016 Payp:235330

PHUTHADITJHABA  
**235330**

1 Admin Officer, Snr: RA (8)  
4 Admin Clerk, Chief: RA (7)  
11 Admin Clerk/Snr: RA (5)  
3 Registry Clerk (4)

Obj: 010051 Resp:0039 Payp:235340

HARRISMITH  
**235340**

1 Admin Officer, Snr: RA (8)

Obj: 010051 Resp:0017 Payp:235341

REITZ  
**235341**

2 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0015 Payp:235342

PETRUS STEYN  
**235342**

2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0017 Payp:235341

REITZ  
**235343**

4 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0041 Payp:235344

LINDLEY  
**235344**

2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0039 Payp:235340

HARRISMITH  
**325350**

3 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0019 Payp:235351

VREDE  
**235351**

3 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0020 Payp:235352

WARDEN  
**235352**

3 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0043 Payp:235353

MEMEL  
**235353**

2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0039 Payp:235340

HARRISMITH  
**235354**

8 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0030 Payp: 235420

TRANSPORT ADMINISTRATION AND LICENSING FEZILE  
DABI

**235400**

Page 27

- 1 Asst Director: RA (9)
- 1 Admin Officer, Snr: RA (8)
- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0030 Payp: 235410

SASOLBURG  
**235410**

- 2 Admin Officer, Snr: RA (8)
- 4 Admin Clerk, Chief: RA (7)
- 18 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0028 Payp: 235420

KROONSTAD  
**235420**

- 1 Admin Officer, Snr: RA (8)
- 3 Admin Clerk, Chief: RA (7)
- 2 Registry Clerk (4)

Obj: 010051 Resp:0028 Payp: 235420

KROONSTAD  
**235421**

- 9 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0032 Payp: 235422

VILJOENSKROON  
**235422**

- 4 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0031 Payp: 235423

STEYNSRUS  
**235423**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0064 Payp: 235424

EDENVILLE  
**235424**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0029 Payp: 235430

PARYS  
**235430**

- 2 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0034 Payp: 235431

VREDEFORT  
**235431**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp: 0027 Payp: 235432

KOPPIES  
**235432**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0029 Payp: 235430

PARYS  
**235433**

- 4 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0026 Payp: 235440

HEILBRON  
**235440**

- 1 Admin Officer, Snr: RA (8)
- 3 Admin Clerk, Chief: RA (7)
- 1 Registry Clerk (4)

Obj: 010051 Resp:0026 Payp: 235440

HEILBRON  
**235441**

- 5 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0025 Payp: 235442

FRANKFORT  
**235442**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0033 Payp: 235443

VILLIERS  
**235443**

- 2 Admin Clerk/Snr: RA (5)

**TRANSPORT ADMINISTRATION AND LICENSING MOTHEO**  
**235501**

- 1 Asst Director: RA (9)
- 2 Admin Officer, Snr: RA (8)
- 6 Admin Clerk/Snr: RA (5)

**BOTSHABELO**  
**235510**

- 2 Admin Clerk, Chief: RA (7)

**BOTSHABELO**  
**235511**

- 6 Admin Clerk/Snr: RA (5)

**EXCELSIOR**  
**235512**

- 2 Admin Clerk/Snr: RA (5)

**THABA NCHU**  
**235513**

- 2 Admin Clerk/Snr: RA (5)

**WEPENER**  
**235520**

- 2 Admin Clerk, Chief: RA (7)

**DEWETSDORP**  
**235521**

- 2 Admin Clerk/Snr: RA (5)

**LADYBRAND**  
**235522**

- 3 Admin Clerk/Snr: RA (5)

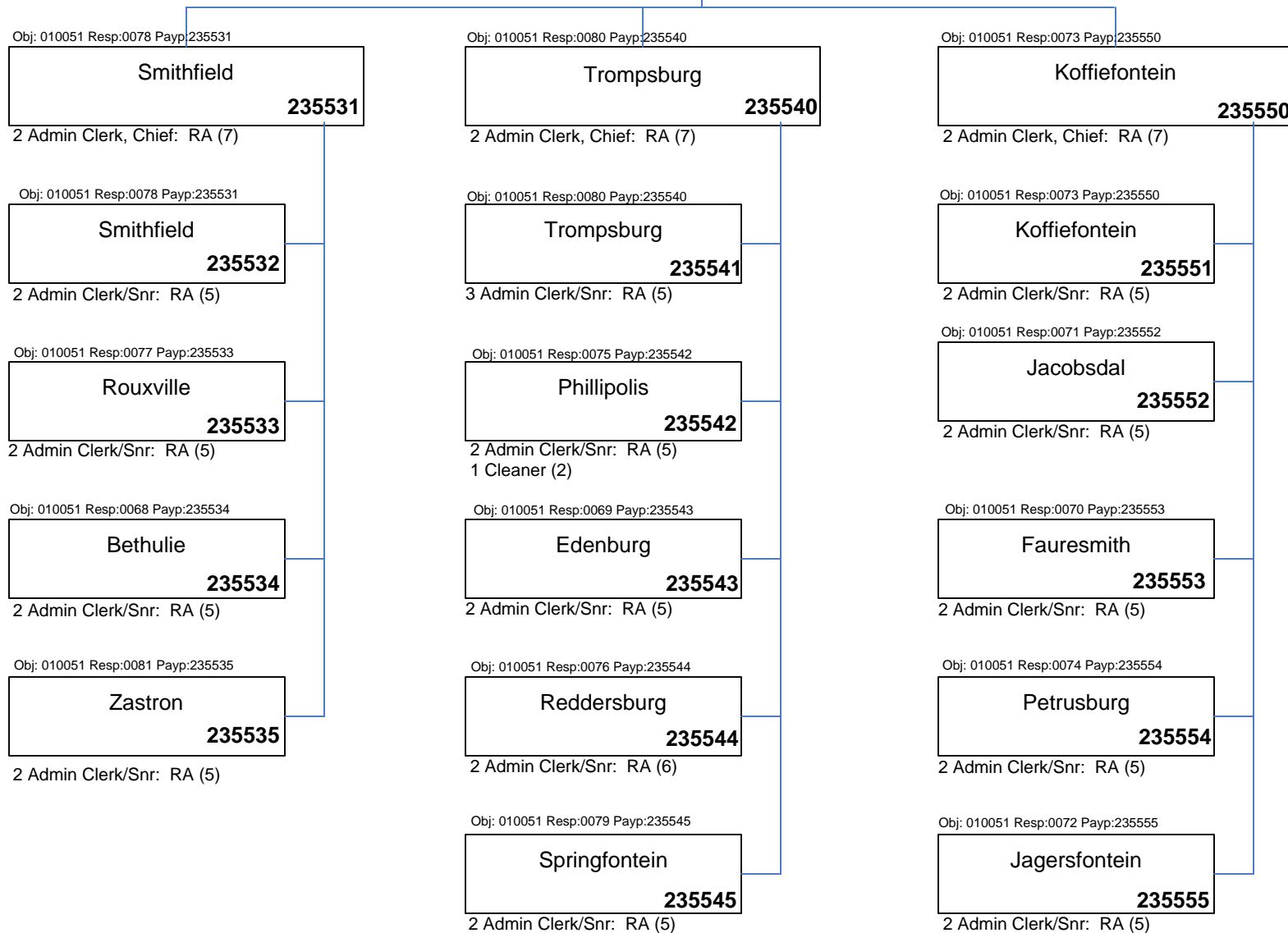
**WEPENER**  
**235523**

- 2 Admin Clerk/Snr: RA (5)

TRANSPORT ADMINISTRATION AND LICENSING  
XHARIEP

**235530**

- 1 Asst Director: RA (9)
- 2 Admin Officer, Snr: RA (8)
- 2 Admin Clerk, Chief: RA (7)
- 1 Admin Clerk/Snr: RA (5)





**TRANSPORT ADMINISTRATION AND LICENSING  
LEJWELEPUTSWA**

**235560**

- 1 Assist Director: RA (9)
- 2 Admin Officer, Snr: RA (8)
- 1 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0061 Payp:235561

**Welkom**

**235561**

- 1 Admin Officer, Snr: RA (8)
- 6 Admin Clerk, Chief: RA (7)
- 20 Admin Clerk/Snr: RA (5)
- 2 Registry Clerk (4)
- 1 Telecom Operator (4)

Obj: 010051 Resp:0060 Payp:235562

**Virginia**

**235562**

- 2 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0060 Payp:235562

**Virginia**

**235563**

- 8 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0054 Payp:235564

**Hennenman**

**235564**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0059 Payp:235565

**Ventersburg**

**235565**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0057 Payp:235570

**Odendaalsrus**

**235570**

- 3 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0057 Payp:235570

**Odendaalsrus**

**235571**

- 4 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0062 Payp:235572

**Wesselsbron**

**235572**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0050 Payp:235573

**Bothaville**

**235573**

- 4 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0056 Payp:235574

**Hoopstad**

**235574**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0051 Payp:235580

**Brandfort**

**235580**

- 2 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0063 Payp:235581

**Winburg**

**235581**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0051 Payp:235580

**Brandfort**

**235582**

- 2 Admin Clerk/Snr: RA (6)

Obj: 010051 Resp:0058 Payp:235583

**Theunissen**

**235583**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0052 Payp:235584

**Bultfontein**

**235584**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0055 Payp:235590

**Hertzogville**

**235590**

- 2 Admin Clerk, Chief: RA (7)

Obj: 010051 Resp:0049 Payp:235591

**Boshof**

**235591**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0055 Payp:235590

**Hertzogville**

**235592**

- 2 Admin Clerk/Snr: RA (5)

Obj: 010051 Resp:0053 Payp:235593

**Dealesville**

**235593**

- 2 Admin Clerk/Snr: RA (5)

**ROADS CHIEF DIRECTORATE**

**250000**

**PURPOSE:**  
TO MANAGE ROADS INFRASTRUCTURE MATTERS

**FUNCTIONS:**  
1. Plan and manage roads transport infrastructure  
2. Manage the construction and maintenance of roads and bridges  
3. Ensure compliance, promote and facilitate EPWP and LIC policies and principles during the planning and implementation of the program in the Chief Directorate  
4. Ensure participation and development of SMMEs and implementation of BEE policies

- 1 Chief Director: Roads (L14)
- 1 Personal Assitance (L7)
- 1 Messenger (L 2)

Obj: 010060 Resp:0137 Payp:251000

**ROAD CONSTRUCTION & MAINTENANCE DIRECTORATE**  
**251000**

**PURPOSE:** TO MANAGE ROAD CONSTRUCTION AND MAINTENANCE CONTRACTS

**FUNCTIONS:**  
1. Manage major roads construction and maintenance contracts  
2. Manage the contractor development program.  
3. Provide technical support to municipalities re roads construction

- 1 Director: Roads Const 7 Main (13)
- 1 Secretary (5)
- 1 Engineer, Candidate
- 5 Engin. Technician, Candidate
- 1 Admin Officer (7)

Obj: 010054 Resp:0136 Payp:253000

**ROAD INFRASTRUCTURE PLANNING DIRECTORATE**  
**253000**

(see page 41)

Obj: 010053 Resp:0134 Payp: 250000

**ROADS PROJECTS FACILITATION DIRECTORATE**  
**255000**

**PURPOSE:**  
TO ENSURE ROADS PROJECTS FACILITATION  
**FUNCTION:**  
1. Ensure compliance, promote and facilitate EPWP and LIC policies and principles for major roads projects emerging contractors and municipalities

- 1 Director: Roads Proj Fac. (13)
- 1 Secretary (5)
- 1 Intern

Obj: 010053 Resp:0134 Payp: 250000

**MAJOR ROADS PROJECTS FACILITATION SUB DIRECTORATE**  
**255100**

**PURPOSE:**  
TO ENSURE COMPLIANCE, PROMOTE AND FACILITATE EPWP AND LIC POLICIES AND PRINCIPLES DURING THE PLANNING AND IMPLEMENTATION OF THE PROGRAM  
**FUNCTIONS:**  
1. Ensure that capacity exists to plan and execute LIC and EPWP projects efficiently  
2. Design measures to continuously build capacity in the LIC within the Chief Directorate and the communities.  
3. Ensure Implementation of the program to achieve compliance with EPWP and LIC guidelines.

- 1 Deputy Director: Roads Proj Fac (11)\*\*
- 2 Roads Project Facilitator (8)\*\*
- 1 Admin Officer (7)

Obj: 010053 Resp:0134 Payp: 250000

**EMERGING CONTRACTORS & MUNICIPAL ASSISTANCE FACILITATION SUB DIRECTORATE**  
**255200**

**PURPOSE:**  
TO ENSURE COMPLIANCE, PROMOTE AND FACILITATE EPWP AND LIC POLICIES AND PRINCIPLES DURING THE PLANNING AND IMPLEMENTATION OF THE PROGRAM  
**FUNCTIONS:**  
1. Ensure that capacity exists to plan and execute LIC and EPWP projects efficiently  
2. Design measures to continuously build capacity in the LIC within the Chief directorate and the communities.  
3. Ensure Implementation of the program to achieve compliance with EPWP and LIC guidelines.

- 1 Deputy Director: Roads Proj Fac (11)\*\*
- 3 Roads Project Facilitator (8)\*\*
- 1 Admin Officer (7)

Obj: 010060 Resp:0137 Payp:251000

**MAJOR ROADS PROJECTS SUB-DIRECTORATE**  
**251100**

**PURPOSE:**  
TO MANAGE MAJOR ROADS CONSTRUCTION PROJECTS  
**FUNCTIONS:**  
1. Manage general and periodic contracts.  
2. Manage tender/contract documentation  
3. Monitoring and quality control on contracts.

- 1 Engineer, Chief Grade A
- 2 Engineer Grade A
- 2 Engin. Technol Prod Grade A
- 1 Admin Officer (7)

Obj: 010060 Resp:0137 Payp:251000

**EMERGING CONTRACTORS SUB-DIRECTORATE**  
**251150**

**PURPOSE:**  
TO MANAGE CONTRACTOR DEVELOPMENT PROGRAM  
**FUNCTIONS:**  
1. Coordinate technical training for emerging contractors.  
2. Monitoring and quality control on contracts.  
3. Ensure reporting systems are in place

- 1 Engineer, Chief Grade A
- 2 Engineer Grade A
- 2 Engin. Technol Prod Grade A
- 1 Admin Officer (7)

Obj: 010060 Resp:0137 Payp:251000

**MUNICIPAL ASSISTANCE SUB-DIRECTORATE**  
**251200**

**PURPOSE:**  
TO PROVIDE TECHNICAL SUPPORT TO MUNICIPALITIES RE ROADS CONSTRUCTION  
**FUNCTIONS:**  
1. Render expert advisory services to municipalities.  
2. Render technical support service to municipalities  
3. Ensure reporting systems are in place

- 1 Engineer, Chief Grade A
- 2 Engineer Grade A
- 2 Engin. Technol Prod Grade A

Obj: 010060 Resp:0137 Payp: 251250

**ROADS CAPACITY BUILDING AND TECHNICAL SUPPORT SERVICES SUB DIRECTORATE**  
**251250**

**PURPOSE:**  
TO FACILITATE THE TRAINING OF ALL CATEGORIES OF ROAD WORKERS IN THE PROVINCE

**FUNCTIONS:**

1. Facilitate and coordinate training for Departmental and local authorities road workers
2. Do research, analyze gaps and implement learner ships
3. Facilitate and coordinate all learner ships and ABET
4. Coordinate all technical training initiatives, ensuring that quality training is continually conducted on sites and in the classroom
5. Provide career guidance and advice to entrants into the Construction Industry
6. Quality assurance and quality control on all training, assessments and mentoring conducted within the roads construction and maintenance environment

- 1 Deputy Director: Roads Training (11)
- 1 Head: Roads Training Centre (9)
- 1 Engin Techn, Control Grade A
- 1 Engin Techn Grade B
- 2 Roads Instructor, Prin (8)
- 4 Roads Instructor/Snr (7)
- 3 Admin Clerk (6)
- 2 Road Worker Aid (2)

Obj: 010061 Resp:0080 Payp:251000

**ROADS INFRASTRUCTURE MAINTENANCE SUB DIRECTORATE**  
**251300**

(see page 36-40)

Obj: 010065 Resp:0135 Payp: 251800

**ROAD CONSTRUCTION, MATERIAL DESIGN & QUALITY CONTROL SUB DIRECTORATE**  
**251800**

**PURPOSE:**  
TO MANAGE ROADS BUILDING MATERIAL DESIGN

**FUNCTIONS:**

1. Manage design of road building material and geotechnical works
2. Manage quality and technical measurements

- 1 Engineer, Chief Grade A
- 1 Admin Clerk/Snr (5)

Obj: 010065 Resp:0135 Payp: 251800

**DESIGN, DEVELOPMENT AND SYSTEM MAINTENANCE DIVISION**  
**251810**

- 1 Engin. Technic, Control Grade A
- 2 Engin. Technic Prod Grade B
- 2 Engin. Technician Prod Grade A

Obj: 010065 Resp:0135 Payp: 251800

**MONITORING AND QUALITY CONTROL DIVISION**  
**251830**

- 1 Engin. Technic, Control Grade A
- 3 Engin. Technic Prod Grade B
- 5 Engin Technician Prod Grade A
- 1 Aux Serv Officer, Prin (RB) (5)
- 2 Aux Serv Officer, Snr (RB) (4)
- 10 Aux Serv Officer (RB) (3)
- 4 Aux Assistant: Laboratory (2)

Obj: 010060 Resp:0137 Payp: 251000

**ADMINISTRATIVE SUPPORT DIVISION**  
**251900**

- 1 Admin Officer (7)
- 4 Admin Clerk/Snr (4)

Obj: 010061 Resp: 0080 Payp: 251301

**ROADS INFRASTRUCTURE MAINTENANCE XHARIEP DISTRICT 251301**

**PURPOSE:**  
TO MANAGE ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Provide technical support services  
2. Maintain road infrastructure  
3. Provide administration support services

- 1 Engineer, Chief Grade A
- 1 Engin. Technician, Control Grade A
- 1 Engineer Grade A
- 1 Admin Clerk/Snr (4)
- 1 Engineer, Candidate

Page 35

Obj: 010061 Resp: 0080 Payp: 251301

**ROADS INFRASTRUCTURE MAINTENANCE 251330**

**PURPOSE:**  
TO MAINTAIN ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Repair road signs, guard rails and fences  
2. Clean drainage structures  
3. Provide technical support on roads construction and Civil services.

- 1 Road Sup, Chief (11)

Obj: 010061 Resp: 0080 Payp: 251301

**ADMINISTRATIVE SUPPORT SERVICES 251340**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT SERVICES TO THE DIRECTORATE

**FUNCTIONS:**  
1. Render general administration support services  
2. Handle procurement of goods and services  
3. Ensure sound financial management  
4. Handle all HR related matters

- 1 Assistant Director: Admin (9)
- 2 Admin Officer (7)
- 2 Admin Clerk/Snr (4)
- 1 Messenger (2)

Obj: 010061 Resp: 0080 Payp: 251301

**ROAD CONSTRUCTION, QUALITY CONTROL & MONITORING DIVISION 251310**

- 1 Engin. Technician, Prod Grade B
- 2 Engin. Technician Prod Grade A
- 2 Aux Serv Officer (RB) (3)

Obj: 010061 Resp: 0080 Payp: 251301

**CIVIL SERVICES DIVISION 251320**

- 1 Engin. Technician, Prod Grade B
- 1 Engin. Technician Prod Grade A
- 2 Aux Serv Officer (RB) (3)

Obj: 010062 Resp: 0074 Payp: 251331

**PETRUSBURG ROAD OFFICE 251331**

- 1 Road Sup/Snr(8)
- 1 Road Forem Snr (6)
- 2 Road Forem (5)
- 5 Road Worker/Snr(4)
- 20 Road Worker Aid (2)
- 2 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)

Obj: 010062 Resp: 0080 Payp: 251332

**TROMPSBURG ROAD OFFICE 251332**

- 1 Road Sup/Snr (8)
- 1 Road Foreman Snr (6)
- 2 Road Foreman (5)
- 5 Road Worker/Snr (4)
- 20 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)

Obj: 010062 Resp: 0070 Payp: 251333

**FAURESMITH ROAD OFFICE 251333**

- 1 Road Sup/Snr (8)
- 1 Road Foreman Snr (6)
- 2 Road Foreman (5)
- 5 Road Worker/Snr(4)
- 20 Road Worker Aid (2)
- 2 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)

Obj: 010062 Resp: 0077 Payp: 251334

**ROUXVILLE ROAD OFFICE 251334**

- 1 Road Sup/Snr (8)
- 1 Road Foreman Snr (6)
- 2 Road Foreman (5)
- 4 Road Worker/Snr (4)
- 15 Road Worker Aid (2)
- 1 Admin Clerk/Snr (5)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)

**ROADS INFRASTRUCTURE MAINTENANCE  
MOTHEO DISTRICT**

**251401**

**PURPOSE:**  
TO MANAGE ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Provide technical support services  
2. Maintain road infrastructure  
3. Provide administration support services

- 1 Engineer, Chief Grade A
- 1 Engineer Grade A
- 1 Admin Clerk/Snr (4)
- 1 Engineer, Candidate

**ROADS INFRASTRUCTURE  
MAINTENANCE**

**251430**

**PURPOSE:**  
TO MAINTAIN ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Repair road signs, guard rails and fences  
2. Clean drainage structures  
3. Provide technical support on roads construction and Civil services

- 1 Road Sup, Chief (11)

**ADMINISTRATIVE SUPPORT SERVICES**

**251440**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT SERVICES TO THE DIRECTORATE

**FUNCTIONS:**  
1. Render general administration support services  
2. Handle procurement of goods and services  
3. Ensure sound financial management  
4. Handle all HR related matters

- 1 Assistant Director: Admin (10)
- 1 Admin Officer, Snr (8)
- 1 Admin. Clerk, Chief (7)
- 3 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 2 Messenger (2)

**ROAD CONSTRUCTION,  
QUALITY CONTROL &  
MONITORING DIVISION**

**251410**

- 1 Engin. Technician, Prod Grade B
- 2 Engin. Technician Prod Grade A
- 2 Aux Serv Officer (RB) (3)

**CIVIL SERVICES DIVISION**

**251420**

- 1 Engin. Technician, Prod Grade B
- 2 Engin. Technician Prod Grade A
- 2 Aux Serv Officer (RB) (3)

**BLOEMFONTEIN ROAD  
OFFICE**

**251431**

- 1 Road Sup, Prin (9)
- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 4 Road Foreman (5)
- 11 Road Worker/Snr (4)
- 35 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)

**LADYBRAND ROAD  
OFFICE**

**251432**

- 1 Road Sup/Snr (8)
- 1 Road Forem, Snr (6)
- 2 Road Foreman (5)
- 5 Road Worker/Snr (4)
- 12 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)

**THABA NCHU ROAD  
OFFICE**

**251433**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 7 Road Worker/Snr (4)
- 19 Road Worker Aid (2)
- 2 Admin Clerk/Snr (4)
- 1 Storeman (2)
- 1 Messenger (2)

**DEWETSDORP ROAD  
OFFICE**

**251434**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 5 Road Worker/Snr (4)
- 15 Road Worker Aid (2)
- 2 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)

**ROADS INFRASTRUCTURE MAINTENANCE  
LEJWELEPUTSWA DISTRICT**

**251501**

**PURPOSE:**  
TO MANAGE ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Provide technical support services  
2. Maintain roads infrastructure  
3. Provide administration support services

- 1 Engineer, Chief Grade A
- 1 Engineer Grade B
- 1 Engineer Grade A
- 1 Admin Clerk/Snr (4)
- 1 Engineer, Candidate (OSD)

**ROADS INFRASTRUCTURE  
MAINTENANCE**

**251530**

**PURPOSE:**  
TO MAINTAIN ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Repair road signs, guard rails and fences  
2. Clean drainage structures  
3. Provide technical support on roads construction and Civil services

- 1 Road Sup, Chief (11)

**ADMINISTRATIVE SUPPORT SERVICES**

**251540**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT SERVICES

**FUNCTIONS:**  
1. Render general administration support services  
2. Handle procurement of goods and services  
3. Ensure sound financial management  
4. Handle all HR related matters

- 1 Assistant Director: Admin (9)
- 1 Admin Officer (7)
- 1 Admin Clerk/Snr (6)
- 2 Admin Clerk/Snr (4)

**ROAD CONSTRUCTION,  
QUALITY CONTROL &  
MONITORING DIVISION**

**251510**

- 1 Engin Techni, Prod Grade B
- 2 Engin Techni Prod Grade A
- 2 Aux Serv Officer (RB) (3)

**CIVIL SERVICES  
DIVISION**

**251520**

- 1 Engin Techni Prod Grade B
- 2 Engin Techni Prod Grade A
- 2 Aux Serv Officer (RB) (3)

**WINBURG ROAD  
OFFICE**

**251531**

- 1 Road Sup, Prin (9)
- 1 Road Sup /Snr (8)
- 1 Road Foreman, Prin (7)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 6 Road Worker/Snr (4)
- 20 Road Worker Aid (2)
- 1 Admin Clerk/Snr (5)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (2)
- 1 Messenger (2)
- 1 Cleaner (2)
- 1 General Worker (2)

**BOSHOF ROAD  
OFFICE**

**251532**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 3 Road Worker/Snr (4)
- 11 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Cleaner (2)

**WELKOM ROAD  
OFFICE**

**251533**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Prin (7)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 10 Road Worker/Snr (4)
- 8 Road Worker Aid (2)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (2)
- 1 Messenger (2)

**BOTHAVILLE ROAD  
OFFICE**

**251534**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Prin (7)
- 2 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 6 Road Worker/Snr (4)
- 12 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Storeman (2)

**HOOPSTAD ROAD  
OFFICE**

**251535**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Prin (7)
- 2 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 6 Road Worker/Snr (4)
- 23 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)
- 1 Cleaner (2)

**ROADS INFRASTRUCTURE MAINTENANCE FEZILE  
DABI DISTRICT**

**251601**

Page 35

**PURPOSE:**  
TO MANAGE ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Provide technical support services  
2. Maintain road infrastructure  
3. Provide administration support services

- 1 Engineer, Chief Grade A
- 1 Engin Technician, Control Grade A
- 1 Engineer, Grade A
- 1 Admin Clerk/Snr (4)
- 1 Engineer, Candidate

**ROADS INFRASTRUCTURE  
MAINTENANCE**

**251630**

**PURPOSE:**  
TO MAINTAIN ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Repair road signs, guard rails and fences  
2. Clean drainage structures  
3. Provide technical support on roads construction and Civil services

- 1 Road Sup, Chief (11)

**ADMINISTRATIVE SUPPORT SERVICES**

**251640**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT SERVICES

1. Render general administration support services  
2. Handle procurement of goods and services  
3. Ensure sound financial management  
4. Handle all HR related matters

- 1 Assistant Director: Admin(9)
- 1 Admin Officer, Snr (8)
- 1 Admin Clerk/Snr (6)
- 2 Admin Clerk/Snr (4)
- 1 Messenger (2)

**ROAD CONSTRUCTION,  
QUALITY CONTROL &  
MONITORING DIVISION**

**251610**

- 1 Engin Techni Prod Grade B
- 2 Engin Techni Prod Grade A
- 2 Aux Serv Officer (RB) (3)

**CIVIL SERVICES  
DIVISION**

**251620**

- 1 Engin Techni Prod Grade B
- 2 Engin Techni Prod Grade A
- 2 Aux Serv Officer, Snr (RB) (4)

**KROONSTAD ROAD  
OFFICE**

**251631**

- 1 Road Sup, Prin (9)
- 1 Road Sup/Snr (8)
- 1 Road Foreman, Prin (7)
- 2 Road Foreman, Snr (6)
- 3 Road Foreman (5)
- 12 Road Worker/Snr (4)
- 49 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (2)
- 1 Messenger (2)
- 2 Groundsman (2)

**HEILBRON ROAD  
OFFICE**

**251632**

- 1 Road Sup, Prin (9)
- 1 Road Sup/Snr (8)
- 1 Road Foreman, Prin (7)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 8 Road Worker/Snr (4)
- 30 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)
- 1 Groundsman (2)

**FRANKFORT ROAD  
OFFICE**

**251633**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 5 Road Worker/Snr (4)
- 30 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (3)
- 1 Messenger (2)
- 1 Groundsman (2)

**ROADS INFRASTRUCTURE MAINTENANCE THABO MOFUTSANYANA DISTRICT**  
**251701**

**PURPOSE:**  
TO MANAGE ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Provide technical support services  
2. Maintain road infrastructure  
3. Provide administration support services

- 1 Engineer, Chief Grade A
- 1 Engineer Grade A
- 1 Admin Clerk/Snr (6)
- 1 Engineer, Candidate

**ROADS INFRASTRUCTURE MAINTENANCE**  
**251730**

**PURPOSE:**  
TO MAINTAIN ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Repair road signs, guard rails and fences  
2. Clean drainage structures  
3. Provide technical support on roads construction and Civil services

- 1 Road Sup, Chief (11)

**ADMINISTRATIVE SUPPORT SERVICES**  
**251740**

**PURPOSE:**  
TO PROVIDE ADMINISTRATION SUPPORT SERVICES

**FUNCTIONS:**  
1. Render general administration support services  
2. Handle procurement of goods and services  
3. Ensure sound financial management  
4. Handle all HR related matters

- 1 Assistant Director: Admin (9)
- 1 Admin Officer, Snr (8)
- 1 Admin Clerk/Snr (6)
- 3 Admin Clerk/Snr (4)

**ROAD CONSTRUCTION, QUALITY CONTROL & MONITORING DIVISION**  
**251710**

- 1 Engin Techni Prod Grade B
- 2 Engin Techni Prod Grade A
- 3 Aux Serv Officer, Snr (RB) (4)

**CIVIL SERVICES DIVISION**  
**251720**

- 1 Engin Techni Prod Grade B
- 2 Engin Techni Prod Grade A
- 2 Aux Serv Off, Snr (RB) (4)

**BETHLEHEM ROAD OFFICE**  
**251733**

- 1 Road Sup, Prin (9)
- 1 Road Sup/Snr (8)
- 1 Road Foreman, Prin (7)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 11 Road Worker/Snr (4)
- 47 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (5)
- 1 Storeman (2)
- 1 Messenger (2)

**QWA-QWA ROAD OFFICE**  
**251734**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Prin (7)
- 1 Road Foreman, Snr (6)
- 3 Road Foreman (5)
- 34 Road Worker/Snr (4)
- 61 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (5)
- 1 Storeman (2)
- 2 Messenger (2)

**SENEKAL ROAD OFFICE**  
**251735**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 5 Road Worker/Snr (4)
- 20 Road Worker Aid (2)
- 1 Admin Clerk/Snr (6)
- 1 Admin Clerk/Snr (4)
- 1 Storeman (2)
- 1 Messenger (2)

**FICKSBURG ROAD OFFICE**  
**251736**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 8 Road Worker/Snr (4)
- 20 Road Worker Aid (2)
- 2 Admin Clerk/Snr (6)
- 1 Storeman (2)
- 1 Messenger (2)

**VREDE ROAD OFFICE**  
**251737**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 6 Snr Road Worker/Snr (4)
- 30 Road Worker Aid (2)
- 2 Admin Clerk/Snr (6)
- 1 Storeman (2)
- 1 Messenger (2)

**HARRISMITH ROAD OFFICE**  
**251731**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 2 Road Foreman (5)
- 5 Road Worker/Snr (4)
- 21 Road Worker Aid (2)
- 2 Admin Clerk/Snr (4)
- 1 Messenger (2)

**REITZ ROAD OFFICE**  
**251732**

- 1 Road Sup/Snr (8)
- 1 Road Foreman, Snr (6)
- 4 Road Foreman (5)
- 8 Road Worker/Snr (4)
- 23 Road Worker Aid (2)
- 2 Admin Clerk/Snr (6)
- 1 Storeman (2)
- 1 Messenger (2)



ROAD INFRASTRUCTURE PLANNING DIRECTORATE

253000

PURPOSE:  
TO MANAGE THE MACRO AND MICRO DEVELOPMENT OF ROAD AND TRANSPORT RELATED INFRASTRUCTURES IN THE PROVINCE

FUNCTIONS:

1. Manage the development of safe road infrastructure in rural and urban areas
2. Manage information and facilitate processes for the integrated planning and development of road related infrastructure through liaison and interaction with relevant role players and other government department
3. Manage planning administration
4. Manage traffic engineering and road safety aspects in the development and maintenance of road infrastructure
5. Provide technical support services in the planning, design and management of road infrastructure
6. Manage the development and maintenance of road network information

- 1 Director: Road Planning (13)
- 1 Secretary (5)
- 1 Engineer, Candidate
- 2 Engin. Technician Candidate

ROADS GEOMETRIC AND STRUCTURAL DESIGN SUB DIRECTORATE

253100

(see page 42)

ROAD NETWORK- AND SPATIAL PLANNING SUB DIRECTORATE

253200

(see page 42)

ROAD PLANNING ADMINISTRATION SUPPORT SUB DIRECTORATE

253300

(see page 43)

TRAFFIC AND SAFETY ENGINEERING SUB DIRECTORATE

253400

(see page 43)

TECHNICAL SUPPORT SUB DIRECTORATE

253500

(see page 44)

ROAD MANAGEMENT INFRASTRUCTURE SYSTEMS SUB DIRECTORATE

253600

(see page 44)

**ROADS GEOMETRIC AND STRUCTURAL DESIGN SUB DIRECTORATE**

**253100**

**PURPOSE:**  
TO MANAGE THE DEVELOPMENT OF SAFE ROAD INFRASTRUCTURE IN RURAL AND URBAN AREAS

**FUNCTIONS:**

1. Coordinate the planning and design of road, drainage and bridge infrastructure projects
2. Ensure the structural integrity of bridges on the provincial road network

- 1 Engineer, Chief Grade A
- 1 Admin Clerk/Snr (4)

**ROAD NETWORK- AND SPATIAL PLANNING SUB DIRECTORATE**

**253200**

**PURPOSE:**  
TO MANAGE INFORMATION AND FACILITATE PROCESSES FOR THE INTEGRATED PLANNING AND DEVELOPMENT OF ROAD RELATED INFRASTRUCTURE

**FUNCTIONS:**

1. Manage spatial development initiatives in coordination with road infrastructure needs
2. Identify strategic road network to address provincial transport and spatial requirements

- 1 Engineer, Chief Grade A

**GEOMETRIC DESIGN DIVISION**

**253110**

**PURPOSE:**  
TO COORDINATE THE PLANNING AND DESIGN OF ROAD, DRAINAGE AND BRIDGE INFRASTRUCTURE PROJECTS

**FUNCTIONS:**

1. Execute departmental geometric designs
2. Manage and coordinate geometric designs executed by Consulting Engineering firms
3. Compile and maintain geometric standards, codes and procedure manuals

- 1 Engin. Technician, Control Grade A
- 1 Engin. Technician, Prod Grade B
- 1 EnginTechnician Prod Grade A

**DRAINAGE AND BRIDGE STRUCTURES DIVISION**

**253120**

**PURPOSE:**  
TO ENSURE THE STRUCTURAL INTEGRITY OF BRIDGES ON THE PROVINCIAL ROAD NETWORK

**FUNCTIONS:**

1. Execute departmental structural and drainage designs
2. Manage and coordinate structural designs executed by Consulting Engineering firms
3. Compile and maintain drainage and structural design standards, codes and procedure manuals
4. Develop and maintain a Bridge Management System

- 1 Engin. Technician, Control Grade A
- 1 Engin. Technician, Prod Grade B
- 1 EnginTechnician Prod Grade A

**INTEGRATED DEVELOPMENT PROJECTS AND SPATIAL DEVELOPMENT DIVISION**

**253210**

**PURPOSE:**  
TO MANAGE SPATIAL DEVELOPMENT INITIATIVES IN COORDINATION WITH ROAD INFRASTRUCTURE NEEDS

**FUNCTIONS:**

1. Coordinate spatial development initiatives with strategic road infrastructure needs
2. Introduce access control measures to ensure the safe interaction between spatial development and the provincial road network
3. Coordinate Municipal IDP's with strategic road infrastructure initiatives

- 1 Engin. Technician, Control Grade A
- 1 Engin. Technician, Prod Grade B

**ROAD NETWORK PLANNING DIVISION**

**253220**

**PURPOSE:**  
TO IDENTIFY A STRATEGIC PROVINCIAL ROAD NETWORK TO ADDRESS PROVINCIAL TRANSPORT AND SPATIAL REQUIREMENTS

**FUNCTIONS:**

1. Determine medium and long term road infrastructure needs
2. Develop strategies, feasibility studies and business plans for the development of road related infrastructures

- 1 Engin. Technician, Control Grade A
- 1 Engin. Technician, Prod Grade B
- 1 EnginTechnician Prod Grade A

Obj: 010054 Resp: 0136 Payp: 253000

**ROAD PLANNING ADMINISTRATION SUPPORT SUB DIRECTORATE**  
**253300**

**PURPOSE:**  
TO PROVIDE ROAD PLANNING ADMINISTRATION SUPPORT SERVICES

**FUNCTIONS:**  
1. Render administrative support services  
2. Administer the Land Acquisition Process

1 Deputy Director: Road Planning (11)

Obj: 010054 Resp: 0136 Payp: 253000

**TRAFFIC AND SAFETY ENGINEERING SUB DIRECTORATE**  
**253400**

**PURPOSE:**  
TO MANAGE TRAFFIC ENGINEERING AND ROAD SAFETY ASPECTS IN THE DEVELOPMENT AND MAINTENANCE OF ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Manage road safety engineering services  
2. Control and manage the movement of abnormal loads on the provincial road network  
3. Manage traffic engineering services

1 Engineer, Chief Grade A

Obj: 010054 Resp: 0136 Payp: 253000

**ROAD PLANNING ADMINISTRATION DIVISION**  
**253310**

**PURPOSE:**  
TO RENDER ADMINISTRATIVE SUPPORT SERVICES

**FUNCTIONS:**  
1. Provide planning registry services  
2. Update policies and place on internet

1 Asst Director: Admin Roads (9)  
2 Admin. Officer: Admin Roads (7)  
1 Admin Clerk/Snr: Admin Roads (6)  
4 Admin Clerk/SnrAdmin Roads : (4)  
1 Messenger (2)

Obj: 010054 Resp: 0136 Payp: 253000

**LAND ACQUISITION DIVISION**  
**253320**

**PURPOSE:**  
TO ADMINISTER THE LAND ACQUISITION PROCESS

**FUNCTIONS:**  
1. Administer land acquisition and compensation matters  
2. Administer road related policies and legislation  
3. Administer proclamations, borrow pits (Asset Register)

1 Asst Director: Admin Roads (9)  
1 Admin. Officer, Snr: Admin Roads (8)  
1 Admin. Officer: Admin Roads (7)  
4 Admin Clerk/Snr: Admin Roads (4)

Obj: 010054 Resp: 0136 Payp: 253000

**ROAD SAFETY AND AMENITIES DIVISION**  
**253410**

**PURPOSE:**  
TO MANAGE ROAD SAFETY ENGINEERING SERVICES

**FUNCTIONS:**  
1. Manage and coordinate road safety audits  
2. Develop, manage and maintain a departmental accident data management register

1 Engin Technician, Control Grade A  
1 Engin. Technician Prod Grade A

Obj: 010054 Resp: 0136 Payp: 253000

**ABNORMAL LOAD MANAGEMENT DIVISION**  
**253420**

**PURPOSE:**  
TO CONTROL AND MANAGE THE MOVEMENT OF ABNORMAL LOADS ON THE PROVINCIAL ROAD NETWORK

**FUNCTIONS:**  
1. Manage and maintain the registration of abnormal load vehicles components and combinations  
2. Manage the reservation and protection of abnormal load routes

1 Engin Technician, Control Grade A  
1 Engin. Technician Prod Grade A  
1 Admin Clerk/Snr: Admin Roads (6)  
3 Admin Clerk/Snr: Admin Roads (4)

Obj: 010054 Resp: 0136 Payp: 253000

**TRAFFIC ENGINEERING DIVISION**  
**253430**

**PURPOSE:**  
TO MANAGE TRAFFIC ENGINEERING SERVICES

**FUNCTIONS:**  
1. Develop and maintain traffic engineering policies  
2. Evaluate traffic impact studies pertaining to infrastructure development

1 Engin. Technician, Control Grade A  
1 Engin. Technician, Prod Grade B  
1 EnginTechnician Prod Grade A

Obj: 010054 Resp: 0136 Payp: 253000

TECHNICAL SUPPORT SUB DIRECTORATE

**253500**

**PURPOSE:**  
TO PROVIDE TECHNICAL SUPPORT SERVICES IN THE PLANNING, DESIGN AND MAINTENANCE OF ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Manage data pertaining to the planning, design and implementation of road infrastructure  
2. Ensure the protection of the road reserve pertaining land use, services and advertising

- 1 Engineering Tech Ctr Grade A
- 1 Admin Officer (7)
- 1 Survey Technician, Candidate

Obj: 010054 Resp: 0136 Payp: 253000

ROAD MANAGEMENT INFRASTRUCTURE SYSTEMS SUB DIRECTORATE

**253600**

**PURPOSE:**  
TO MANAGE THE DEVELOPMENT AND MAINTENANCE OF ROAD NETWORK INFORMATION

**FUNCTIONS:**  
1. Manage the departmental Geographic Information System  
2. Manage road infrastructure information systems

- 1 GIS Technologist Control Grade B

Obj: 010054 Resp: 0136 Payp: 253000

SURVEY AND DRAFTING MANAGEMENT DIVISION

**253510**

**PURPOSE:**  
TO MANAGE DATA PERTAINING TO THE PLANNING, DESIGN AND IMPLEMENTATION OF ROAD INFRASTRUCTURE

**FUNCTIONS:**  
1. Render an in house drawing service  
2. Render a surveying service

- 1 Survey Technician, Control Grade A
- 1 Survey Technician Prod Grade B
- 1 Engin Technician, Prod Grade B
- 1 Survey Technician Prod Grade A
- 2 Engin. Technician Prod Grade A
- 3 Aux Serv Off, Prin (Survey) (5)
- 4 Aux Serv Off, Snr (Survey)(4)
- 1 Aux Serv Off (Survey) (3)
- 1 Operator, Snr (3)

Obj: 010054 Resp: 0136 Payp: 253000

WAY LEAVES DIVISION

**253520**

**PURPOSE:**  
TO ENSURE THE PROTECTION OF THE ROAD RESERVE PERTAINING TO LAND USE, SERVICES AND ADVERTISING

**FUNCTIONS:**  
1. Maintain a way leave application register and approval data base  
2. Manage way applications to ensure that future road planning is not negatively affected

- 3 Engin Technician, Control Grade A
- 1 Engin Technician Prod Grade B
- 1 Engin Technician Prod Grade A
- 1 Admin Officer: Admin Roads (7)
- 1 Admin Clerk/Snr: Admin Roads (4)

Obj: 010054 Resp: 0136 Payp: 253000

GEOGRAPHIC INFORMATION SYSTEM DIVISION

**253610**

**PURPOSE:**  
TO MANAGE THE DEPARTMENTAL GEOGRAPHIC INFORMATION SYSTEM

**FUNCTIONS:**  
1. Aggregate Geographic Information system  
2. Acquire and collate relevant geographical information

- 1 GIS Technician, Control Grade A
- 1 GIS Technician, Prod Grade B
- 1 Admin Off, Snr (8)

Obj: 010054 Resp: 0136 Payp: 253000

SYSTEM DEVELOPMENT AND MAINTENANCE DIVISION

**253620**

**PURPOSE:**  
TO MANAGE ROAD INFRASTRUCTURE INFORMATION SYSTEMS

**FUNCTIONS:**  
1. Identify and integrate road infrastructure information systems  
2. Maintain and update road infrastructure information systems

- 1 GIS Technician, Control Grade A
- 1 GIS Technician, Prod Grade B

**CORPORATE SERVICES CHIEF DIRECTORATE**

**300000**

**PURPOSE:**  
TO MANAGE CORPORATE SERVICES IN THE DEPARTMENT

**FUNCTIONS:**

1. Provide corporate communication, public education and liaison services
2. Render legal services and -advice to management
3. Manage employment relations in the department
4. Provide advisory services to management
5. Render a internal human resource management service to the department
6. Render a comprehensive information technology service to the department

HOD  
Page 1

- 1 Chief Director : Corporate Services (14)
- 1 Personal Assistant (7)
- 1 Admin Clerk/Snr (4)
- 1 Messenger (2)

**SECURITY MANAGEMENT AND ANTI-CORRUPTION DIRECTORATE**

**600000**

**PURPOSE:**  
TO MANAGE THE SECURITY FUNCTION IN THE DEPARTMENT

**FUNCTIONS:**

1. Coordinate and investigate fraud and corruption matters
2. Manage physical security services
3. Manage electronic security services
4. Provide training to security personnel
5. Render administrative support services
6. Investigate fraud and ensure anti-corruption

- 1 Security Manager (13)
- 1 Secretary (5)

**CORPORATE COMMUNICATION DIRECTORATE**

**310000**

(see page 46)

**LEGAL SERVICES DIRECTORATE**

**320000**

(see page 46)

**EMPLOYEE RELATIONS DIRECTORATE**

**330000**

(see page 46)

**ORGANIZATIONAL & HUMAN RESOURCES DEVELOPMENT DIR.**

**340000**

(see page 47)

**HUMAN RESOURCES MANAGEMENT DIRECTORATE**

**350000**

(see page 49)

**INFORMATION COMMUNICATION TECHNOLOGY DIR.**

**360000**

(see page 50)

**INVESTIGATION AND SECURITY ADVICE SUB DIRECTORATE**

**610000**

**PURPOSE:**  
TO COORDINATE AND INVESTIGATE FRAUD AND CORRUPTION MATTERS

**FUNCTIONS:**

1. Implement fraud anti-corruption campaigns
2. Detect and investigate corruption and fraud related activities

- 1 Deputy Director: Inv & Sec (11)
- 2 Assistant Director: Inv & Sec (9)
- 3 Sec Admin Off, Snr (8)
- 3 Security Officer (3)
- 1 Admin Clerk/Snr (4)

**PHYSICAL SECURITY AND SECURITY ADMINISTRATION SUB DIRECTORATE**

**620000**

**PURPOSE:**  
TO MANAGE PHYSICAL SECURITY SERVICES

**FUNCTIONS:**

1. Ensure physical security presence
2. Manage District Coordinators

- 1 Deputy Director: Phys Security (11)

**PHYSICAL SECURITY DIVISION**

**621000**

- 5 Security Officer, Chief (7)
- 1 Security Officer, Snr (5)
- 6 Security Officer (3)

**DISTRICT COORDINATORS DIVISION**

**622000**

- 3 Security Officer, Chief (7)

**INFORMATION SECURITY AND RADIO NETWORK SUB DIRECTORATE**

**630000**

**PURPOSE:**  
TO MANAGE ELECTRONIC SECURITY SERVICES

**FUNCTIONS:**

1. Manage radio and electronic security system
2. Keep classified information and documents safe

- 1 Deputy Director: Info Sec (11)
- 3 Assistant Director : Info Sec (9)
- 2 Sec Admin Off, Chief (9)
- 3 Security Officer (3)

**TRAINING DIVISION**

**640000**

**PURPOSE:**  
TO PROVIDE TRAINING TO SECURITY PERSONNEL

**FUNCTIONS:**

1. Determine training needs
2. Plan training
3. Conduct training

- 1 Assistant Director: Sec Training(9)
- 3 Training Officer: Security (7)
- 1 Admin Clerk/Snr (4)

**FRAUD AND ANTI-CORRUPTION SUB DIVISION**

**660000**

- 1 Sec Admin Off, Snr (8)

**ADMINISTRATIVE SUPPORT SUB DIVISION**

**650000**

**PURPOSE:**  
TO RENDER ADMINISTRATIVE SUPPORT SERVICES

**FUNCTIONS:**

1. Render Financial support services
2. Render SCM support services
3. Render HR support services

- 1 Admin Officer, Snr (8)
- 2 Admin Officer (7)
- 1 Admin Clerk/Snr (4)

Obj: 010032 Resp: 0169 Payp: 310000

**CORPORATE COMMUNICATION DIRECTORATE**  
**310000**

**PURPOSE:**  
TO PROVIDE CORPORATE COMMUNICATION SERVICES

**FUNCTIONS:**  
1. Manage corporate communication

- 1 Director: Corp Commun (13)
- 1 Secretary (5)
- 1 Intern

Obj: 010032 Resp: 0169 Payp: 310000

**CORPORATE COMMUNICATION SUB DIRECTORATE**  
**311000**

**PURPOSE:**  
TO MANAGE CORPORATE COMMUNICATION WITHIN THE DEPARTMENT

**FUNCTIONS:**  
1. Promote, enhance and maintain the corporate image of the department  
2. Provide media monitoring and events management services

- 1 Deputy Director: Corp Communication (11)
- 4 Communication Officer (7)
- 1 Admin Clerk/Snr (4)

Obj: 010032 Resp: 0169 Payp: 310000

**EVENTS MANAGEMENT AND MEDIA LIAISON DIVISION**  
**313000**

**PURPOSE:**  
TO PROVIDE MEDIA MONITORING AND EVENTS MANAGEMENT SERVICES

**FUNCTIONS:**  
1. Liase with Media  
2. Do media monitoring  
3. Plan and organize events

- 1 Assistant Director: Corp Comm (9)
- 4 Communication Officer (7)

Obj: 010040 Resp: 0172 Payp: 320000

**LEGAL SERVICES SUB DIRECTORATE**  
**320000**

**PURPOSE:**  
TO RENDER LEGAL SERVICES AND – ADVICE TO MANAGEMENT

**FUNCTIONS:**  
1. Render legal and advisory services  
2. Draft legislation  
3. Draw contracts and provide legal opinion  
4. Liaise with other departments, municipalities and communities  
5. Interpret and advise department on legal matters

- 1 Director: Legal Services (13)
- 2 Legal Admin Officer, Snr MR-6
- 1 Legal Admin Officer MR-3
- 1 Admin Clerk/Snr (4)
- 1 Intern

Obj: 010032 Resp: 0170 Payp: 330000

**EMPLOYEE RELATIONS DIRECTORATE**  
**330000**

**PURPOSE:**  
TO MANAGE EMPLOYMENT RELATIONS IN THE DEPARTMENT

**FUNCTIONS:**  
1. Handle all disputes  
2. Handle all misconduct and grievances  
3. Coordinate training of officials with regard to employee relations matters

- 1 Director: Employee Relations (13)
- 1 Secretary (5)
- 1 Intern

Obj: 010032 Resp: 0170 Payp: 330000

**DISCIPLINARY MATTERS SUB DIRECTORATE**  
**331000**

**PURPOSE:**  
TO HANDLE ALL DISCIPLINARY MATTERS WITHIN THE DEPARTMENT

**FUNCTIONS:**  
1. Manage disciplinary resolutions

- 1 Deputy Director: Employee Relations (11)
- 1 Assistant Director: Employee Relations (9)
- 5 Labour Rel Officer (8)

Obj: 010032 Resp: 0170 Payp: 330000

**DISPUTES, COLLECTIVE BARGAINING, GRIEVANCES TRAINING AND ADVISORY SERVICES SUB DIRECTORATE**  
**333000**

**PURPOSE:**  
TO HANDLE ALL MISCONDUCT, GRIEVANCES WITHIN THE DEPARTMENT

**FUNCTIONS:**  
1. Ensure training of staff members  
2. Handle all disputes, misconduct, collective bargaining and provide advise to employees

- 1 Deputy Director: Employee Relations (11)
- 2 Assistant Director: Employee Relations (9)
- 1 Dictaphone Typist (4)

Obj: 010032 Resp: 0168 Payp: 340000

**ORGANIZATIONAL AND HUMAN RESOURCES DEVELOPMENT DIRECTORATE**  
**340000**

Page 45

**PURPOSE:**  
TO PROVIDE ADVISORY SERVICE TO MANAGEMENT

**FUNCTIONS:**

1. Provide an internal service to the department on organizational development matters
2. Ensure training and development of staff
3. Implement and monitor employee wellness programs

- 1 Director: Org and HR Development (13)
- 1 Secretary (5)
- 1 Intern

Obj: 010032 Resp: 0168 Payp: 340000

**ORGANIZATIONAL EFFICIENCY AND JOB EVALUATION SUB DIRECTORATE**

**341000**

**PURPOSE:**  
TO PROVIDE AN INTERNAL SERVICE TO THE DEPARTMENT ON ORGANIZATIONAL DEVELOPMENT MATTERS

**FUNCTIONS:**

1. Conduct job evaluations and work study
2. Compile reports

- 1 Deputy Director: Org Dev en JE (11)
- 2 Work Study Officer/Chief (9)
- 4 Work Study Officer (7)

Obj: 010032 Resp: 0168 Payp: 340000

**HUMAN RESOURCES DEVELOPMENT SUB DIRECTORATE**

**342000**

**PURPOSE:**  
TO ENSURE TRAINING AND DEVELOPMENT OF STAFF

Obj: 010032 Resp: 0168 Payp: 340000

**FUNCTIONS:**

1. Manage and implement bursaries and training as part of skills development.
2. Promote and provide learner and internship within the department
3. Implementation of performance management system

- 1 Deputy Director: HR Dev (11)

Obj: 010032 Resp: 0168 Payp: 340000

**EMPLOYEE WELLNESS SUB DIRECTORATE**

**343000**

(see page 48)

Obj: 010032 Resp: 0168 Payp: 340000

**SKILLS DEVELOPMENT DIVISION**

**342100**

- 1 Assistant Director: HR Dev (9)
- 3 Skills Dev. Facilitator (8)
- 2 HR Officer (5)

Obj: 010032 Resp: 0168 Payp: 340000

**LEARNERSHIP AND INTERNSHIP DIVISION**

**342200**

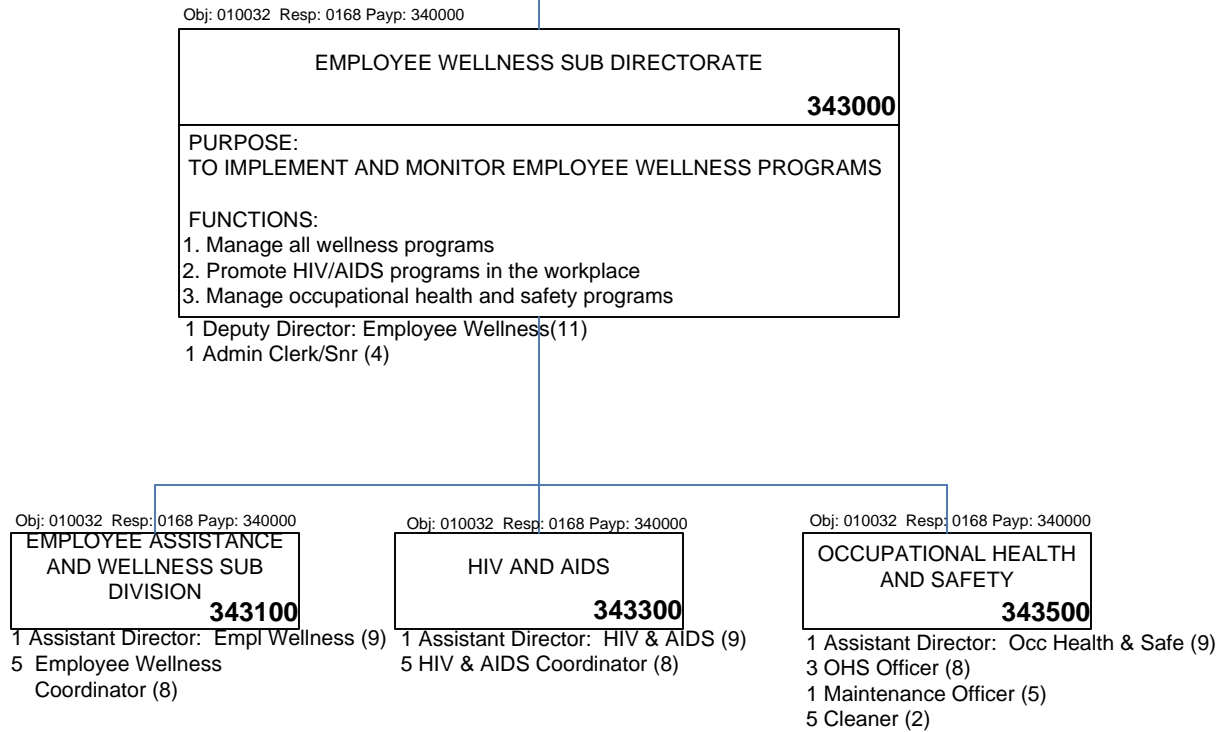
- 1 Assistant Director: HR Dev (9)
- 3 Skills Dev. Facilitator (8)

Obj: 010032 Resp: 0168 Payp: 340000

**PERFORMANCE MANAGEMENT DIVISION**

**342300**

- 1 Assistant Director: PDMS (9)
- 1 HR Practitioner, Snr (8)
- 5 HR Practitioner (7)





**HUMAN RESOURCES MANAGEMENT DIRECTORATE**  
**350000**

**PURPOSE:**  
 TO RENDER A INTERNAL HUMAN RESOURCE MANAGEMENT SERVICE TO THE DEPARTMENT

**FUNCTIONS:**  
 1. Develop human resource policies and practices inline with department's objectives and strategy  
 2. Align all human resource strategies to legislation

- 1 Director: Human Res Man (13)
- 1 Secretary (5)
- 1 Intern

Obj: 010032 Resp: 0167 Payp: 350000

**HUMAN RESOURCES PRACTICES AND ADMINISTRATION SUB DIRECTORATE**  
**351000**

**PURPOSE:**  
 TO IMPLEMENT HR PROVISIONING AND UTILIZATION PRACTICES INLINE WITH DEPARTMENT'S OBJECTIVES AND STRATEGY

**FUNCTIONS:**  
 1. Capture and process the recruitment and selection process  
 2. Process conditions of services for all employees  
 3. Provide a human resource record system

- 1 Deputy Director: HRM (11)

Obj: 010032 Resp: 0167 Payp: 350000

**HUMAN RESOURCES PLANNING, MONITORING AND EVALUATION SUB DIRECTORATE**  
**352000**

**PURPOSE:**  
 TO MANAGE HR PLANNING, POLICY DEVELOPMENT, MONITOR AND ALIGN HR STRATEGIES TO LEGISLATION

**FUNCTIONS:**  
 1. Manage human resource planning and provisioning  
 2. Monitor and evaluate all human resource strategies

- 1 Deputy Director: HRM (11)

Obj: 010032 Resp: 0167 Payp: 350000

**HR PROVISIONING DIVISION**  
**351200**

**PURPOSE:**  
 TO RENDER HR PROVISIONING FUNCTION

**FUNCTIONS:**  
 1. Handle recruitment, selection, placements and appointments (incl. reference checks and personnel inductions)  
 2. Implement and maintain staff establishment  
 3. Manage staff mobility  
 4. Manage probations

- 1 Assist Director: HRM (9)
- 1 HR Practitioner, Snr (8)
- 3 HR Practitioner (7)
- 2 Human Resource Officer (5)

Obj: 010032 Resp: 0167 Payp: 350000

**CONDITIONS OF SERVICE DIVISION**  
**351300**

**PURPOSE:**  
 TO PROCESS CONDITIONS OF SERVICES FOR ALL EMPLOYEES

**FUNCTIONS:**  
 1. Ensure pension related matter are handled correctly  
 2. Process and finalized all injury on duty applications  
 3. Handle all leave related matters  
 4. Capture overtime and handle housing

- 1 Assist Director: HRM (9)

Obj: 010032 Resp: 0167 Payp: 350000

**HUMAN RESOURCE PLANNING AND POLICY DIVISION**  
**352100**

**PURPOSE:**  
 TO DO APPROPRIATE HR PLANNING AND POLICY DEVELOPMENT

**FUNCTIONS:**  
 1. Develop departmental HR plan  
 2. Develop departmental equity plan  
 3. Develop and review HR policies

- 1 Assistant Director: HRM (9)
- 2 HR Practitioner, Snr (8)

Obj: 010032 Resp: 0167 Payp: 350000

**HUMAN RESOURCE MONITORING AND EVALUATION DIVISION**  
**352200**

**PURPOSE:**  
 TO MONITOR, EVALUATE AND TO REPORT ON HR MATTERS

**FUNCTIONS:**  
 1. Monitor and evaluated all HR strategies  
 2. Collate and compile HR oversight report  
 3. Collate and compile EE report

- 1 Assistant Director: HRM (9)
- 2 HR Practitioner, Snr (8)

Obj: 010032 Resp: 0167 Payp: 350000

**HR RECORDS MANAGEMENT SUB DIVISION**  
**351100**

- 1 Registry Clerk, Chief (7)
- 6 Registry Clerk (4)

Obj: 010032 Resp: 0167 Payp: 350000

**PENSIONS SUB DIVISION**  
**351310**

- 1 HR Officer, Snr (7)
- 3 HR Officer (5)

Obj: 010032 Resp: 0167 Payp: 350000

**INJURY ON DUTY SUB DIVISION**  
**351320**

- 1 HR Officer, Snr (7)
- 3 HR Officer (5)

Obj: 010032 Resp: 0167 Payp: 350000

**LEAVE SUB DIVISION**  
**351330**

- 1 HR Officer, Snr (7)
- 5 HR Officer (5)

Obj: 010032 Resp: 0167 Payp: 350000

**OVERTIME AND HOUSING SUB DIVISION**  
**351340**

- 1 HR Officer, Snr (7)
- 4 HR Officer (5)

Obj: 010032 Resp: 0171 Payp: 360000

INFORMATION COMMUNICATION TECHNOLOGY DIRECTORATE

360000

Page 45

PURPOSE:  
TO RENDER A COMPREHENSIVE INFORMATION TECHNOLOGY SERVICE TO THE DEPARTMENT

FUNCTIONS:  
1. Analyse, plan and enforce compliance to IT policies  
2. Render technological and administrative operational support to the department  
3. Ensure information and infrastructure security

1 Director: ICT (13)  
1 Secretary (5)  
1 Intern

Obj: 010032 Resp: 0171 Payp: 360000

ICT BUSINESS PROCESSES AND PLANNING SUB DIRECTORATE

361000

PURPOSE:  
TO ANALYSE, PLAN AND ENFORCE COMPLIANCE TO IT POLICIES

FUNCTIONS:  
1. Improve service delivery and align systems to business processes  
2. Facilitate software development  
3. Implement information and document management system

1 Deputy Director: ICT Business Processes and Planning (11)

Obj: 010032 Resp: 0171 Payp: 360000

ICT OPERATIONS SUB DIRECTORATE

363000

PURPOSE:  
TO RENDER TECHNOLOGICAL AND ADMINISTRATIVE OPERATIONAL SUPPORT TO THE DEPARTMENT

FUNCTIONS:  
1. Ensure end-user support  
2. Maintain network services at all times  
3. Manage and administer the system.  
4. Protect and monitor systems

1 ICT Operations Manager (11)

Obj: 010032 Resp: 0171 Payp: 360000

ICT COMPLIANCE DIVISION

365000

PURPOSE:  
TO ENSURE IT COMPLIANCE TO POLICIES AND STANDARDS

1 ICT Compliance Practitioner (8)

Obj: 010032 Resp: 0171 Payp: 360000

ICT SERVICE DELIVERY PLANNING DIVISION

361100

1 ICT Service Manager ((9)  
1 ICT Service Planning Specialist (8)  
2 ICT Service Desk Officer (5)  
1 ICT Customer Service Representative (5)

Obj: 010032 Resp: 0171 Payp: 360000

ICT PROJECT MANAGEMENT DIVISION

361200

1 ICT Project Coordinator (9)  
1 Admin Clerk/Snr (4)

Obj: 010032 Resp: 0171 Payp: 360000

ICT INFORMATION MANAGEMENT DIVISION

361300

1 ICT Information Man Specialist. (9)  
2 ICT Practitioner (7)

Obj: 010032 Resp: 0171 Payp: 360000

ICT SOFTWARE DEVELOPMENT DIVISION

363100

1 Programmer, Control (9)  
1 Web Support Practitioner (8)  
1 Data Administrator (7)

Obj: 010032 Resp: 0171 Payp: 360000

ICT NETWORK MANAGEMENT DIVISION

363200

1 Network Specialist (9)  
1 Network Controller, Chief (Technical) (8)  
1 Network Controller, Chief (Training) (8)  
7 ICT Desktop Support Practitioner (7)

Obj: 010032 Resp: 0171 Payp: 360000

ICT SYSTEM MANAGEMENT DIVISION

363300

1 ICT Systems Administrator (9)  
1 Server and Infrastructure Support Practitioner (7)

ICT SYSTEM SECURITY MANAGEMENT DIVISION

363400

1 ICT Information Sec. Practitioner (9)  
3 ICT Information Sec. Officer (7)

**FINANCE CHIEF DIRECTORATE**

**PURPOSE:**  
TO STRATEGICALLY MANAGE FINANCE RELATED MATTERS

Page 1

**FUNCTIONS:**  
1. Develop and manage financial management systems  
2. Manage budgetary control and monitoring  
3. Manage SCM functions and delegations

**400000**

- 1 Chief Fin Officer (14)
- 1 Personal Assistant (7)
- 1 Admin Clerk/Snr (4)
- 1 Messenger (2)

**FINANCIAL MANAGEMENT DIRECTORATE**

**410000**

**PURPOSE:**  
TO DEVELOP AND MANAGE FINANCIAL MANAGEMENT SYSTEM

**FUNCTIONS:**  
1. Manage financial administration matters  
2. Manage salary administration and all debt and financial loss control matters

- 1 Director: Fin Man (13)
- 1 Secretary (5)
- 1 Messenger (2)
- 1 Intern

**BUDGET, REVENUE AND EXPENDITURE DIRECTORATE**

**420000**

(see page 53)

**SUPPLY CHAIN MANAGEMENT DIRECTORATE**

**430000**

(see page 54)

**ASSET MANAGEMENT, DISPOSALS AND TRANSPORT DIRECTORATE**

**440000**

(see page 54)

**FINANCIAL ADMINISTRATION SUB DIRECTORATE**

**411000**

**PURPOSE:**  
TO MANAGE FINANCIAL COMPLIANCE OF THE DEPARTMENT

**FUNCTIONS:**  
1. Manage BAS ledgers and assist with finance control and monitoring  
2. Ensure compliance to Pay Master General (PMG) prescripts

- 1 Deputy Director: Finance (11)

**SALARY, DEBT AND FINANCIAL LOSS CONTROL SUB DIRECTORATE**

**412000**

(see page 52)

**BAS, MONITORING AND FINANCIAL CONTROL DIVISION**

**411100**

**PURPOSE:**  
TO MANAGE BAS LEDGERS AND ASSIST WITH FINANCE CONTROL AND MONITORING

**FUNCTIONS:**  
1. Manage BAS Ledgers  
2. Ensure financial monitoring of the department  
3. Exercise financial control

- 1 Assistant Director: Finance (9)
- 1 State Accountant, Snr (8)

**BAS SUB DIVISION**

**411110**

- 1 State Accountant (7)
- 6 State Accounting Clerk (5)

**MONITORING SUB DIVISION**

**411120**

- 1 State Accountant (7)

**FINANCIAL CONTROL SUB DIVISION**

**411130**

- 1 State Accountant (7)
- 3 State Accounting Clerk (5)

**PAY MASTER GENERAL DIVISION**

**411200**

**PURPOSE:**  
TO ENSURE COMPLIANCE TO PAY MASTER GENERAL (PMG) PRESCRIPTS

**FUNCTIONS:**  
1. Manage PMG accounting of the department  
2. Ensure PMG monitoring of the department

- 1 Assistant Director: Finance (9)
- 1 State Accountant, Snr (8)

**PMG ACCOUNTING SUB DIVISION**

**411210**

- 1 State Accountant (7)
- 2 State Accounting Clerk (5)

**PMG MONITORING SUB DIVISION**

**411220**

- 1 State Accountant (7)
- 2 State Accounting Clerk (5)

Obj: 010031 Resp: 0174 Payp: 400000

**SALARY, DEBT AND FINANCIAL LOSS CONTROL SUB DIRECTORATE**

**412000**

**PURPOSE:**  
TO MANAGE SALARY ADMINISTRATION AND ALL DEBT AND FINANCIAL LOSS CONTROL MATTERS

**FUNCTIONS:**  
1. Handle salary administration matters  
2. Manage debt and financial loss control

Page 51

1 Deputy Director: Finance (11)

Obj: 010031 Resp: 0174 Payp: 400000

**SALARY ADMINISTRATION DIVISION**

**412100**

**PURPOSE:**  
TO HANDLE SALARY ADMINISTRATION MATTERS OF THE DEPARTMENT

**FUNCTIONS:**  
1. Manage salaries, S&T's and payroll function  
2. Exercise tax and pensions deductions

1 Assistant Director: Finance (9)

Obj: 010031 Resp: 0174 Payp: 400000

**DEBT AND FINANCIAL LOSS CONTROL DIVISION**

**412200**

**PURPOSE:**  
TO MANAGE DEBT AND FINANCIAL LOSS CONTROL OF THE DEPARTMENT

**FUNCTIONS:**  
1. Ensure debt collection  
2. Manage any financial loss control

1 Assistant Director: Finance (9)  
1 State Accountant, Snr (8)

Obj: 010031 Resp: 0174 Payp: 400000

**SALARY, S&T AND PAYROLL SUB DIVISION**

**412110**

**PURPOSE:**  
TO MANAGE SALARIES, S&T'S AND PAYROLL FUNCTION FOR THE DEPARTMENT

**FUNCTIONS:**  
1. Manage salaries  
2. Exercise S&T function  
3. Provide payroll function

1 State Accountant, Snr (8)

Obj: 010031 Resp: 0174 Payp: 400000

**TAX AND PENSION SUB DIVISION**

**412120**

**PURPOSE:**  
TO EXERCISE TAX AND PENSIONS DEDUCTIONS FOR THE DEPARTMENT

**FUNCTIONS:**  
1. Ensure tax deductions are corrodng to SARS prescripts  
2. Ensure pensions deductions are correct

1 State Accountant, Snr (8)

Obj: 010031 Resp: 0174 Payp: 400000

**DEBT SUB DIVISION**

**412210**

1 State Accountant (7)  
6 State Accounting Clerk (5)

**FINANCIAL LOSS CONTROL SUB DIVISION**

**412220**

1 State Accountant (7)  
2 State Accounting Clerk (5)

Obj: 010031 Resp: 0174 Payp: 400000

**SALARY SECTION**

**412111**

1 State Accountant (7)  
4 State Accounting Clerk (5)  
1 Registry Clerk (4)

**S&T SECTION**

**412112**

1 State Accountant (7)  
4 State Accounting Clerk (5)

**PAYROLL SECTION**

**412113**

1 State Accountant (7)  
3 State Accounting Clerk (5)

Obj: 010031 Resp: 0174 Payp: 400000

**TAX SECTION**

**412121**

1 State Accountant (7)  
3 State Accounting Clerk (5)

**PENSION SECTION**

**412122**

1 State Accountant (7)  
3 State Accounting Clerk (5)

Obj: 010031 Resp: 0156 Payp: 420000

**BUDGET MANAGEMENT DIRECTORATE**

**420000**

**PURPOSE:**  
TO MANAGE BUDGETARY CONTROL AND MONITORING

**FUNCTIONS:**  
1. Ensure revenue collection  
2. Manage budget and expenditure

Page 51

1 Director: Budget (13)  
1 Secretary (5)  
1 Intern

Obj: 010031 Resp: 0156 Payp: 420000

**REVENUE ADMINISTRATION AND CONTROL SUB DIRECTORATE**

**421000**

**PURPOSE:**  
TO ENSURE REVENUE COLLECTION

**FUNCTIONS:**  
1. Manage revenue collection  
2. Ensure debt collection  
3. Manage receiving of income

1 Deputy Director: Revenue (11)  
1 Assistant Director: Revenue (9)  
1 State Accountant (7)  
2 State Accounting Clerk (5)  
1 Messenger (2)

Obj: 010031 Resp: 0156 Payp: 420000

**EXPENDITURE CONTROL SUB DIRECTORATE**

**422000**

**PURPOSE:**  
TO MANAGE BUDGET AND EXPENDITURE

**FUNCTIONS:**  
1. Ensure sound budget management for program1-6

1 Deputy Director: Budget (11)

Obj: 010031 Resp: 0156 Payp: 420000

**BUDGET PROGRAM 1-3**

**422100**

1 Assistant Director: Budget (9)  
2 State Accountant (7)

Obj: 010031 Resp: 0156 Payp: 420000

**BUDGET PROGRAM 4-5**

**422200**

1 Assistant Director: Budget (9)  
2 State Accountant (7)

Obj: 010031 Resp: 0156 Payp: 420000

**BUDGET PROGRAM 6**

**422300**

1 Assistant Director: Budget (9)  
2 State Accountant (7)

Obj: 010031 Resp: 0155 Payp: 430000

Obj: 010031 Resp: 0157 Payp: 440000

**SUPPLY CHAIN MANAGEMENT DIRECTORATE**

**430000**

**PURPOSE:**  
TO MANAGE SCM FUNCTIONS AND DELEGATIONS

**FUNCTIONS:**

1. Handle all demands, acquisitions and placement of orders
2. Ensure compliance with performance and risk management
3. Manage SCM performance and risk management
4. Provide a comprehensive asset management function

1 Director: SCM (13)  
1 Secretary (5)  
1 Intern

**ASSET MANAGEMENT, DISPOSALS AND TRANSPORT DIRECTORATE**

**440000**

**PURPOSE:**  
TO PROVIDE A COMPREHENSIVE ASSET MANAGEMENT FUNCTION

**FUNCTIONS:**

1. Manage assets, disposals and inventories of the department
2. Manage transport function

1 Director: Asset Man (13)  
1 Secretary (5)

Obj: 010031 Resp: 0155 Payp: 430000

Obj: 010031 Resp: 0155 Payp: 430000

Obj: 010031 Resp: 0155 Payp: 430000

**DEMAND, ACQUISITION AND LOGIS ORDERS SUB DIRECTORATE**

**431000**

**PURPOSE:**  
TO HANDLE ALL DEMANDS, ACQUISITIONS AND PLACEMENT OF ORDERS

**FUNCTIONS:**

1. Manage demand requests from chief users
2. Obtaining of quotations

1 Deputy Director: SCM (11)

**LOGIS CONTROL AND MANAGEMENT SUB DIRECTORATE**

**433000**

**PURPOSE:**  
TO ENSURE COMPLIANCE WITH PERFORMANCE AND RISK MANAGEMENT

**FUNCTIONS:**

1. Ensure capturing of delivery notes on LOGIS system for payment process
2. Manage store and transit function in the districts
3. Ensure that orders are placed correctly

1 Deputy Director : SCM (11)

**PERFORMANCE MONITORING AND RISK MANAGEMENT**

**435000**

**PURPOSE:**  
TO MANAGE SCM PERFORMANCE AND RISK MANAGEMENT

**FUNCTIONS:**

1. Monitor thr SCM processes to determine if the correct procedures are followed and if the desired output achieved
2. Assesment of SCM risks

1 Supply Chain Specialist (9)  
2 Supply Chain Practitioner (7)  
8 Supply Chain Clerk (5)

Obj: 010031 Resp: 0155 Payp: 430000

Obj: 010031 Resp: 0155 Payp: 430000

Obj: 010031 Resp: 0157 Payp: 440000

**DEMAND DIVISION**

**431100**

1 Supply Chain Specialist (9)  
2 Supply Chain Prac (7)  
10 Supply Chain Clerk (5)

**ACQUISITION DIVISION**

**431200**

1 Supply Chain Specialist (9)  
2 Supply Chain Prac (7)  
11 Supply Chain Clerk (5)

**LOGIS CONTROL AND PAYMENTS DIVISION**

**433100**

1 Supply Chain Specialist (9)  
1 Supply Chain Prac, Snr (8)  
1 Supply Chain Prac (7)  
10 Supply Chain Clerk (5)

**LOGIS MANAGEMENT DIVISION**

**433200**

1 Supply Chain Specialist (9)

**LOGIS ORDERS DIVISION**

**433300**

1 Supply Chain Specialist (9)  
2 Supply Chain Prac (7)  
10 Supply Chain Clerk (5)

**ASSET MANAGEMENT AND DISPOSAL DIVISION**

**441000**

1 Supply Chain Specialist (9)  
4 Supply Chain Prac (7)  
12 Supply Chain Clerk (5)

**TRANSPORT DIVISION**

**442000**

1 Supp Chain Spec (9)  
3 Transport Officer (4)

Obj: 010031 Resp: 0155 Payp: 430000

Obj: 010031 Resp: 0155 Payp: 430000

**XHARIEP AND MOTHEO DISTRICT**

**433210**

1 Supp Chain Practitioner (7)  
9 Supply Chain Clerk (5)  
2 General Worker (2)

**FEZILE DABI DISTRICT**

**433220**

5 Supply Chain Clerk (5)  
3 General Worker (2)  
1 Intern

**LEJWELEPUTSWA DISTRICT**

**433230**

1 SC Practitioner, Snr (8)  
2 Supply Chain Clerk (5)  
1 Operator, Prin (4)  
4 General Worker (2)

**THABO MOFUTSANYANA DISTRICT**

**433240**

1 SC Practitioner, Snr (8)  
11 Supply Chain Clerk (5)  
2 Messenger/Driver (3)  
38 General Worker (2)

**RESEARCH, PLANNING & DEPARTMENTAL PERFORMANCE  
OVERSIGHT CHIEF DIRECTORATE**

**500000**

**PURPOSE:**  
TO PROVIDE STRATEGIC ADVICE TO THE HOD

**FUNCTIONS:**  
1. Conduct research and develop related policies  
2. Ensure strategic planning and service delivery to clients in the Free State  
3. Manage all special programs

1 Chief Director: Research, Planning & Overs (14)  
1 Personal Assistant (7)

Obj: 010041 Resp: 0126 Payp: 500000

**RESEARCH AND POLICY DEVELOPMENT  
DIRECTORATE**

**510000**

**PURPOSE:**  
TO CONDUCT RESEARCH AND DEVELOP RELATED  
POLICIES

**FUNCTIONS:**  
1. Conduct general research and develop strategies  
2. Conduct policing research and develop strategies

1 Director: Research (13)  
1 Secretary (5)  
1 Intern

Obj: 010041 Resp: 0128 Payp: 500000

**PLANNING AND PERFORMANCE OVERSIGHT  
DIRECTORATE**

**520000**

**PURPOSE:**  
TO ENSURE STRATEGIC PLANNING AND SERVICE  
DELIVERY TO CLIENTS WITHIN THE FREE STATE

**FUNCTIONS:**  
1. Monitor and evaluate the performance of the department  
2. Manage and improve service delivery to clients

1 Director: Planning & Overs (13)  
1 Secretary (5)  
1 Intern

**RISK MANAGEMENT  
SUB-DIRECTORATE**

**530000**

(see page 56)

Obj: 010041 Resp: 0126 Payp: 500000

**GENERAL RESEARCH AND POLICY  
DEVELOPMENT SUB DIRECTORATE**

**511000**

**PURPOSE:**  
TO CONDUCT GENERAL RESEARCH  
AND DEVELOP POLICIES/STRATEGIES

**FUNCTIONS:**  
1. Analyze the strategic plan to identify  
whether it is inline with departmental s  
structure  
2. Conduct impact studies  
3. Benchmark best practices from the market

1 Deputy Director: Research (11)  
1 Assistant Director: Research: (9)  
1 Research Officer (8)

Obj: 010041 Resp: 0126 Payp: 500000

**POLICE RESEARCH AND POLICY  
DEVELOPMENT SUB DIRECTORATE**

**512000**

**PURPOSE:**  
TO CONDUCT POLICING RESEARCH  
AND DEVELOP POLICIES/STRATEGIES

**FUNCTIONS:**  
1. Analyze the strategic plan to identify  
whether it is inline with departmental s  
structure  
2. Conduct impact studies  
3. Benchmark best practices from the market

1 Deputy Director: Research (11)  
1 Assistant Director: Research (9)  
1 Research Officer (8)

Obj: 010041 Resp: 0128 Payp: 500000

**STRATEGIC PLANNING, MONITORING AND  
EVALUATION SUB DIRECTORATE**

**521000**

**PURPOSE:**  
TO MONITOR AND EVALUATE THE  
PERFORMANCE OF THE DEPARTMENT

**FUNCTIONS:**  
1. Identify shortfalls in strategic plan  
2. Monitor comments raised at strategic  
planning and quarterly review meetings  
3.

1 Deputy Director: Planning & Over.(11)

Obj: 010041 Resp: 0128 Payp: 500000

**SERVICE DELIVERY IMPROVEMENT INTERVENTIONS  
SUB DIRECTORATE**

**522000**

**PURPOSE:**  
TO MANAGE AND IMPROVE SERVICE DELIVERY TO  
CLIENTS

**FUNCTIONS:**  
1. Ensure that all departmental documents are kept safe  
2. Ensure that Batho Pele principals are implemented  
3. Facilitate the development and maintenance of  
knowledge management in the Department  
4. Provide a call centre service to the department including  
coordination of complaints to the Presidential Hot line

1 Deputy Director: Serv. De Improv(11)

Obj: 010041 Resp: 0128 Payp: 500000

**STRATEGIC PLANNING  
DIVISION**

**521100**

1 Asst Dir: Strat Plan (9)  
2 Admin Officer (7)

Obj: 010041 Resp: 0128 Payp: 500000

**MONITORING AND  
EVALUATION DIVISION**

**521200**

1 Asst Dir: M&E (9)  
2 Admin Officer (7)

Obj: 010041 Resp: 0128 Payp: 500000

**ORGANIZATIONAL  
PERFORMANCE AND  
OVERSIGHT DIVISION**

**521300**

1 Asst Dir: Perf Overs (9)

Obj: 010041 Resp: 0128 Payp: 500000

**RECORDS  
MANAGEMENT  
DIVISION**

**522100**

1 Registry Clerk, Chief (7)  
3 Registry Clerk (4)  
4 Messenger (2)

Obj: 010041 Resp: 0128 Payp: 500000

**BATHO PELE DIVISION**

**522200**

1 Asst Dir: Batho Pele (9)  
5 Batho Pele Prac (7)

**KNOWLEDGE  
MANAGEMENT  
DIVISION**

**522300**

1 Ass Dir: Know Man (9)  
2 Knowledge Man  
Practitioners (7)

**DEPARTMENTAL CALL  
CENTRE**

**522400**

1 Admin Officer (L7)  
2 Call Centre Clerk (L4)

Obj: 010041 Resp: 0164 Payp: 500000

RISK MANAGEMENT SUB-DIRECTORATE

**530000**

PURPOSE:  
TO MANAGE, MONITOR AND COORDINATE RISK

- FUNCTIONS:
1. Develop, manage and implement the risk management, strategy, framework, policies and plan.
  2. Do risk identification and assessment
  3. Awareness campaigns

- 1 Risk Officer, Chief (L11)
- 3 Risk Officer (L7)



Obj: 010017 Resp: 0160 Payp: 000100

**SPECIAL PROGRAMS DIVISION**  
**000120**

**PURPOSE:**  
TO MANAGE ALL SPECIAL PROGRAMS

**FUNCTIONS:**  
1. Ensure the implementation of youth and elder programs  
2. Coordinate all matters related to Gender and Woman empowerment  
3. Promote Human rights culture ensure that people with disability are equally treated

1 Assistant Director: Spec Programs (9)

Obj: 010017 Resp: 0160 Payp: 000100

**YOUTH & ELDER PROGRAMS SUBDIVISION**  
**000121**  
2 Special Prog. Offi. (8)

**GENDER PROGRAMS SUBDIVISION**  
**000122**  
2 Special Prog. Off. (8)

**DISABILITY PROGRAMS SUBDIVISION**  
**000123**  
2 Special Prog. Off. (8)

Obj: 010039 Resp: 0163 Payp: 000110

**INTERNAL AUDIT SUB DIRECTORATE**  
**700000**

**PURPOSE:**  
TO PLAN AND DO INTERNAL AUDITS

**FUNCTIONS:**  
1. Ensure compliance and that performance audits take place  
2. Conduct specialized audits  
3. Manage all fraud and anti-corruption matters

1 Director: Internal Audit (13)  
1 Intern

Obj: 010039 Resp: 0163 Payp: 000110

**COMPLIANCE AND PERFORMANCE AUDIT DIVISION**  
**710000**

**PURPOSE:**  
TO ENSURE COMPLIANCE AND THAT PERFORMANCE AUDITS TAKE PLACE

**FUNCTIONS:**  
1. Conduct compliance and performance audits

1 Assistant Director: Int.Audit (9)  
2 Internal Auditor, Snr (8)  
4 Internal Auditor (7)

Obj: 010039 Resp: 0163 Payp: 000110

**SPECIALIZED AUDIT DIVISION**  
**720000**

**PURPOSE:**  
TO CONDUCT SPECIALIZED AUDITS

**FUNCTIONS:**  
1. Conduct forensic investigations  
2. Conduct IT audits  
3. Manage all fraud and anti-corruption matters

1 Assistant Director; Internal Audit (9)

Obj: 010039 Resp: 0163 Payp: 000110

**ADMINISTRATIVE SUPPORT DIVISION**  
**730000**

**PURPOSE:**  
TO PROVIDE ADMINISTRATIVE SUPPORT

**FUNCTIONS:**  
1. Render general administration support services  
2. Handle procurement of goods and services  
3. Ensure sound financial management  
4. Handle all HR related matters

1 Admin. Officer (7)

Obj: 010039 Resp: 0163 Payp: 000110

**SPECIALIZED FORENSIC INVESTIGATIONS SUB DIVISION**  
**721000**

1 Internal Auditor, Snr (8)

Obj: 010039 Resp: 0163 Payp: 000110

**IT AUDITING SUB DIVISION**  
**722000**

1 Internal Auditor, Snr (8)

Obj: 010039 Resp: 0163 Payp: 000110

**FRAUD AND ANTI-CORRUPTION SUB DIVISION**  
**723000**

1 Internal Auditor, Snr (8)

Obj: 010049 Resp:0143 Payp: 231000

**ROAD TRAFFIC LAW ENFORCEMENT  
SUPPORT SERVICES SUB-DIRECTORATE  
231500**

1 Deputy Director: Law Enforcement Support (11)  
1 Admin Clerk/Snr (4)

Obj: 010049 Resp:0143 Payp: 231000

**DRIVING LICENSES AND VEHICLE TESTING  
DIVISION  
231501**

PURPOSE: TO DO DRIVING LICENSES AND  
VEHICLE TESTING.

- FUNCTIONS;
1. Test vehicles for road worthiness.
  2. Test learner license applications.
  3. Test driver license applications.
  4. Renew and convert driver licenses.

Grade A Station: All functions inclusive of  
extra heavy vehicles  
Grade B Station: All functions exclusive of  
extra heavy vehicles

Obj: 010049 Resp:0143 Payp: 231000

**ADMINISTRATIVE ADJUDICATION OF ROAD  
TRAFFIC OFFENCES (AARTO) DIVISION  
231590**

PURPOSE: TO MANAGE THE  
ADMINISTRATIVE ADJUDICATION OF  
ROAD TRAFFIC OFFENCES

- FUNCTIONS
1. Operationalize the functions in terms of  
the AARTO Act

1 Assistant Director: AARTO (9)

Payp: 231591

**MOTHEO  
231591**

1 Admin Clerk, Ch (7)  
4 Data Capturer (4)

Payp: 231592

**XHARIEP  
231592**

1 Admin Clerk, Ch (7)  
4 Data Capturer (4)

Payp: 231593

**THABO  
MOFUTSANYANE  
231593**

1 Admin Clerk, Ch (7)  
4 Data Capturer (4)

Payp: 231594

**FEZILE DABI  
231594**

1 Admin Clerk, Ch (7)  
4 Data Capturer (4)

Payp: 231595

**LEJWELEPUTSWA  
231595**

1 Admin Clerk, Ch (7)  
4 Data Capturer (4)

Payp: 231596

**AARTO  
CALL CENTRE  
231596**

1 Admin Clerk, Ch (7)  
6 Call Centre Clerk (4)

DRIVING LICENSES AND VEHICLE TESTING  
DIVISION  
**231501**

1 Assist Director: Vehicle and Driver Testing (10)

Obj: 010049 Resp:0143 Payp: 231503

**MOTHEO**  
**231502**

1 Examiner , Control (10)  
3 Examiner, Chief (8)

Payp: 231503

**Bloemfontein**  
(Grade A Station)  
**231503**

2 Examiner , Principle (7)  
4 Examiner A (5) (VT)  
10 Examiner A (5) (DLT)  
Payp: 231504

**Botshabelo**  
(Grade B Station)  
**231504**

1 Examiner , Senior (6)  
4 Examiner B (4)  
Payp: 231505

**Ladybrand**  
(Grade B Station)  
**231505**

1 Examiner , Senior (6)  
3 Examiner B (4)

Obj: 010049 Resp:0143 Payp: 231511

**XHARIEP**  
**231510**

1 Examiner , Control (10)  
2 Examiner, Chief (8)

Payp: 231511

**Trompsburg**  
(Grade A Station)  
**231511**

1 Examiner , Principle (7)  
2 Examiner A (5) (VT)  
1 Examiner A (5) (DLT)  
Payp: 231512

**Koffiefontein**  
(Grade B Station)  
**231512**

1 Examiner , Senior (6)  
3 Examiner B (4)  
Payp: 231513

**Rouxville**  
(Grade B Station)  
**231513**

1 Examiner , Senior (6)  
3 Examiner B (4)

Obj: 010049 Resp:0143 Payp: 231526

**THABO**  
**MOFUTSANYANE**  
**231523**

1 Examiner , Control (10)  
3 Examiner, Chief (8)

Payp: 231526

**Bethlehem**  
(Grade A Station)  
**231526**

2 Examiner , Principle (7)  
5 Examiner A (5) (VT)  
5 Examiner A (5) (DLT)

**Phutaditjaba**  
(Grade A Station)  
**231527**

1 Examiner , Principle (7)  
2 Examiner A (5) (VT)  
3 Examiner A (5) (DLT)

**Ficksburg**  
(Grade B Station)  
**231528**

1 Examiner , Senior (6)  
4 Examiner B (4)  
Payp: 231529

**Senekal**  
(Grade B Station)  
**231529**

1 Examiner , Senior (6)  
3 Examiner B (4)  
Payp: 231530

**Vrede**  
(Grade B Station)  
**231530**

1 Examiner , Senior (6)  
3 Examiner B (4)  
Payp: 231531

**Harrismith**  
(Grade B Station)  
**231531**

1 Examiner , Senior (6)  
4 Examiner B (4)

Obj: 010049 Resp:0143 Payp: 231551

**FEZILE DABI**  
**231550**

1 Examiner , Control (10)  
2 Examiner, Chief (8)

Payp: 231551

**Sasolburg**  
(Grade A Station)  
**231551**

1 Examiner , Principle (7)  
2 Examiner A (5) (VT)  
3 Examiner A (5) (DLT)

**Heilbron**  
(Grade B Station)  
**231552**

1 Examiner , Senior (6)  
4 Examiner B (4)  
Payp: 231553

**Kroonstad**  
(Grade B Station)  
**231553**

1 Examiner , Senior (6)  
4 Examiner B (4)  
Payp: 231554

**Parys**  
(Grade B Station)  
**231554**

1 Examiner , Senior (6)  
3 Examiner B (4)  
Payp: 231555

**Villiers**  
(Grade B Station)  
**231555**

1 Examiner , Senior (6)  
3 Examiner B (4)

Obj: 010049 Resp:0143 Payp: 231566

**LEJWELEPUTSWA**  
**231565**

1 Examiner , Control (10)  
2 Examiner, Chief (8)

Payp: 231566

**Welkom**  
(Grade A Station)  
**231566**

2 Examiner , Principle (7)  
5 Examiner A (5) (VT)  
5 Examiner A (5) (DLT)

**Wesselsbron**  
(Grade B Station)  
**231567**

1 Examiner , Senior (6)  
3 Examiner B (4)  
Payp: 231568

**Theunissen**  
(Grade B Station)  
**231568**

1 Examiner , Senior (6)  
3 Examiner B (4)  
Payp: 231569

**Virginia**  
(Grade B Station)  
**231569**

1 Examiner , Senior (6)  
3 Examiner B (4)  
Payp: 231570

**Ventersburg**  
(Grade B Station)  
**231570**

1 Examiner , Senior (6)  
3 Examiner B (4)