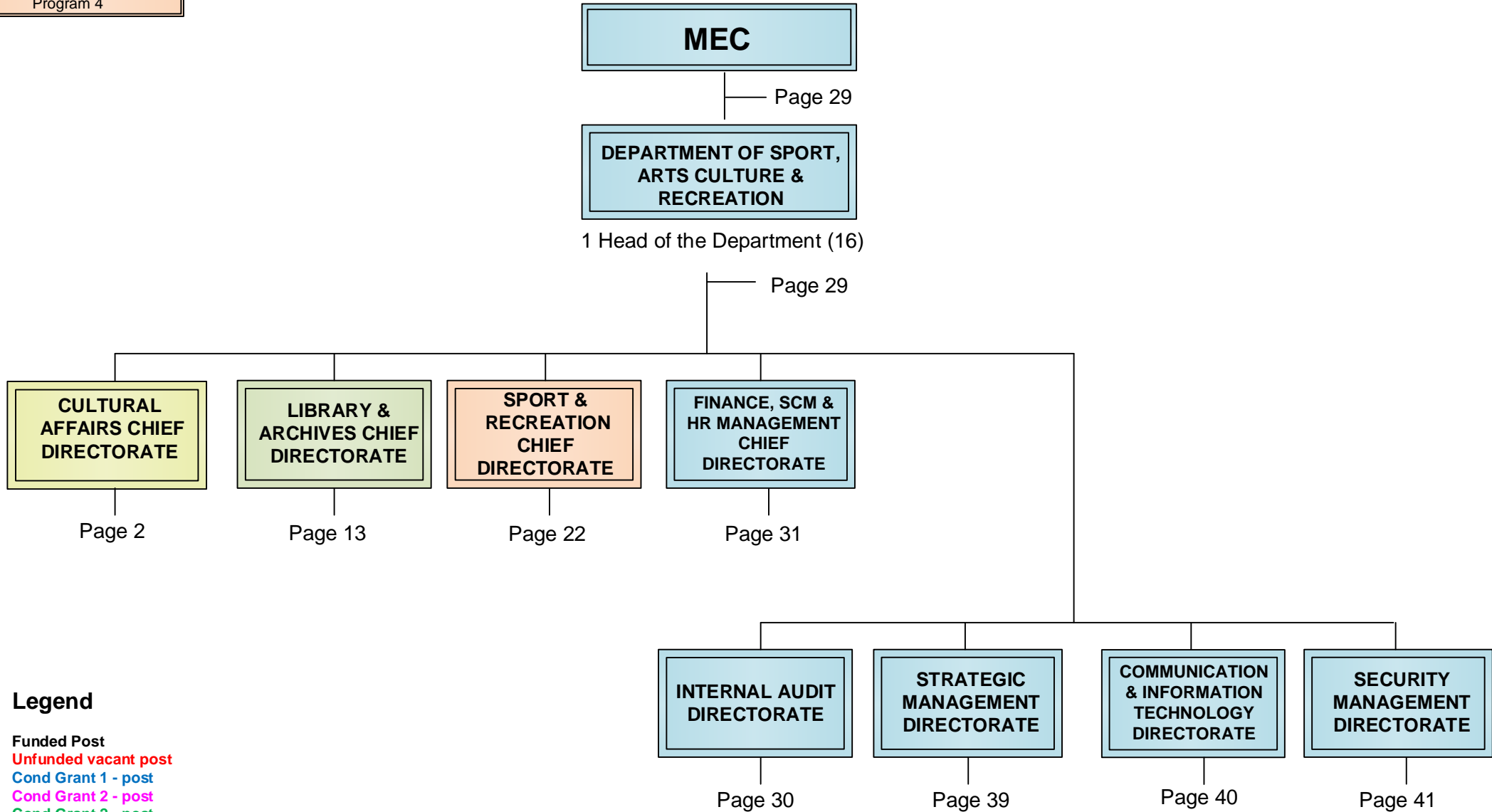


## Programs

|           |
|-----------|
| Program 1 |
| Program 2 |
| Program 3 |
| Program 4 |



## Legend

- Funded Post
- Unfunded vacant post
- Cond Grant 1 - post
- Cond Grant 2 - post
- Cond Grant 2 - post

Number in brackets reflects salary level

Obj: Management Program 2  
Resp: Management Cultural Affairs

**CULTURAL AFFAIRS  
CHIEF DIRECTORATE**

**200000**

**PURPOSE:** To promote, develop and manage arts, culture, and heritage and language services in the Province

**FUNCTIONS:**

1. Provide strategic managerial direction to arts, culture, heritage and language services
2. Manage and develop Arts, Culture, Heritage and Language programmes and services
3. Coordinate and manage the implementation of policies for arts, culture, heritage and language services

1 Chief Director: Cultural Affairs(14)  
1 Personal Assistant (7)

**ARTS & CULTURE  
DIRECTORATE**

**200100**

**PURPOSE:** To manage and develop arts and culture programmes and services in the Province

**FUNCTIONS:**

1. Provide management and coordination's of visual and performing arts in the Province
2. Provide management and coordination of community arts centre's in the Province
3. Develop, promote and coordinate film and television activities

**HERITAGE, MUSEUM AND LANGUAGE  
SERVICES DIRECTORATE**

**200200**

**PURPOSE:** To manage and develop heritage, museum and language services in the Province

**FUNCTIONS:**

1. Provide management and coordination of heritage and museum services
2. Provide management and coordination of language services

**ARTS & CULTURE  
DIRECTORATE**

**200100**

**PURPOSE:** To manage and develop arts and culture programmes and services in the Province

**FUNCTIONS:**

1. Provide management and coordination's of visual and performing arts in the Province
2. Provide management and coordination of community arts centre's in the Province
3. Develop, promote and coordinate film and television activities

1 Director: Arts & Cultural Affairs (13)  
1 Personal Assistant (7)

**PROVINCIAL ARTS & CULTURE  
COMMITTEE (PACC) SUPPORT  
SERVICES**

**200106**

1 PACC Coordinator (8)

**PERFORMING AND VISUAL  
ARTS SUB-DIRECTORATE**

**200101**

**PURPOSE:** To manage and coordinate visual and performing arts

**FUNCTIONS:**

1. To Manage and co-ordinate Performing Arts in the Province
2. To Manage and co-ordinate Visual Arts in the Province
3. To Management and co-ordinate Crafts in the Province
4. To Manage and co-ordinate Special Arts Programmes (Arts in Schools, Arts in Prisons, EPWP)
5. Manage and co-ordinate the Free State Music Program

Page 4

**FILM UNIT SUB-DIRECTORATE**

**200104**

**PURPOSE:** To manage the film unit for the province

**FUNCTIONS:**

1. Render management and coordination of film development and production activities
2. Render coordination of television development and production activities
3. Render management and coordination of stakeholders and funders in the Province, nationally and international
4. Render management, coordination and development of filming locations and film studios in the Province
5. Render and ensure maintenance and conservation of film locations and studios in the Province

1 Deputy Director: Film Unit (11)

**COMMUNITY ARTS CENTERS**

**200120**

**PURPOSE:** To manage and coordinate Community Arts Centers

**FUNCTIONS:**

1. Develop and implement projects related to performing and visual arts and crafts
2. Ensure the implementation of awareness programs
3. Coordinate the establishment and provide support to arts and culture structures
4. Develop and maintain a data base

Page 5

**SUPPORT SERVICES  
SUB-DIVISION**

**200199**

**PURPOSE:** To provide administrative support service

**FUNCTIONS:**

1. Provide a general administrative support service
2. Manage usage of official vehicles allocate to the Directorate
3. Provide Human Resource and Financial Management support service within the directorate
4. Maintain an effective record system
5. Provide SCM support services
6. Execute inventory and asset control responsibilities

1 Administration Officer (7)  
3 Administrative Clerk (5)  
1 Driver (3)  
1 General Worker (2)

**PERFORMING AND VISUAL  
ARTS SUB-DIRECTORATE**

**200101**

**PURPOSE:** To manage and coordinate visual and performing arts

**FUNCTIONS:**

1. To Manage and co-ordinate Performing Arts in the Province
2. To Manage and co-ordinate Visual Arts in the Province
3. To Management and co-ordinate Crafts in the Province
4. To Manage and co-ordinate Special Arts Programmes (Arts in Schools, Arts in Prisons, EPWP)
5. Manage and co-ordinate the Free State Music Program

1 Deputy Director: Visual & Performing Arts (11)

**PERFORMING ARTS DIVISION**

**200102**

- 1 Assistant Director: Performing Arts (9)
- 2 Cultural Coordinator (8)
- 2 Technician (Sound) (6)
- 1 Technician (Sound) (6)
- 1 Admin.Clerk/Driver (4)

**VISUAL ARTS & CRAFTS  
DIVISION**

**200103**

- 1 Assistant Director: Visual Arts & Crafts (9)
- 1 Cultural Coordinator (8)

**SPECIAL ARTS & CULTURE  
PROGRAMMES DIVISION**

**200105**

**ARTS IN SCHOOLS, PRISONS,  
EPWP, MINEDANCE FESTIVAL**

1 Assistant Director (9)

**FREE STATE MUSIC  
PROGRAMME DIVISION**

**200108**

- 1 Assistant Director (9)
- 2 Snr. Cultural Officer (8)
- 4 Asst. Cultural Officer (5)

Obj: Arts and Culture  
Resp: Performing and Visual Arts

**COMMUNITY ARTS CENTERS**

**200120**

PURPOSE: To manage and coordinate Community Arts Centers

FUNCTIONS:

1. Develop and implement projects related to performing and visual arts and crafts
2. Ensure the implementation of awareness programs
3. Coordinate the establishment and provide support to arts and culture structures
4. Develop and maintain a data base

1 Deputy Director: Community Arts Centers (11)

Obj: Arts and Culture  
Resp: Mmabana Arts Center

**MMABANA CULTURE CENTER**

**200121**

PURPOSE: To promote excellence in the performing and visual arts and crafts sector in the Province

FUNCTIONS:

1. Provide training performing and visual arts and crafts
2. Provide outreach programmes to Motheo District
3. Provide access to facilities for the community

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Obj: Arts and Culture  
Resp: Lejweleputswa Arts Center

**LEJWELEPUTSWA COMMUNITY ARTS CENTER**

**200150**

PURPOSE: To develop and Implement projects related to performing and visual arts and crafts

FUNCTIONS:

1. Provide training in performing and visual arts and crafts
2. Provide outreach programmes to the district
3. Provide access to facilities for the community.

1 Ass.Dir.: Com. Arts Center (9)  
1 Admin Clerk (5)  
1 Cultural Facilitator (7)  
4 Cultural Officer (7)  
1 Cleaner (2)  
1 General Worker/Driver (2)

Obj: Arts and Culture  
Resp: Fezile Dabi Arts Center

**FEZILE DABI COMMUNITY ARTS CENTER**

**200160**

PURPOSE: To develop and Implement projects related to performing and visual arts and crafts

FUNCTIONS:

1. Provide training in performing and visual arts and crafts
2. Provide outreach programmes to the district
3. Provide access to facilities for the community.

1 Ass.Dir.: Com. Arts Center (9)  
1 Admin Clerk (5)  
1 Cultural Facilitator (7)  
3 Cultural Officer (7)  
1 Cleaner (2)  
1 General Worker/Driver (2)

Obj: Arts and Culture  
Resp:

**XHARIEP COMMUNITY ARTS CENTER**

**200170**

PURPOSE: To develop and Implement projects related to performing and visual arts and crafts

FUNCTIONS:

1. Provide training in performing and visual arts and crafts
2. Provide outreach programmes to the district
3. Provide access to facilities for the community.

1 Ass.Dir.: Com. Arts Center (9)  
1 Cultural Facilitator (7)

Obj: Arts and Culture  
Resp:

**THABO MOFUTSANYANE COMMUNITY ARTS CENTER**

**200175**

PURPOSE: To develop and Implement projects related to performing and visual arts and crafts

FUNCTIONS:

1. Provide training in performing and visual arts and crafts
2. Provide outreach programmes to the district
3. Provide access to facilities for the community.

1 Ass.Dir.: Com. Arts Center (9)  
1 Cultural Facilitator (7)  
1 Cultural Officer (7)  
1 Admin Clerk (5)

Obj: Arts and Culture  
Resp: Musicon

**MUSICON ACADEMY OF MUSIC**

**200180**

PURPOSE: To promote classical traditional and choral music in the province

FUNCTIONS:

1. Provide development of classic, traditional and choral music in the Free State
2. Provide provision of training programmes in all music genres
3. Provide outreach programmes in all music genres

Page 7

Obj: Arts and Culture  
Resp: Mmabana Arts Center

**MMABANA CULTURE CENTER**

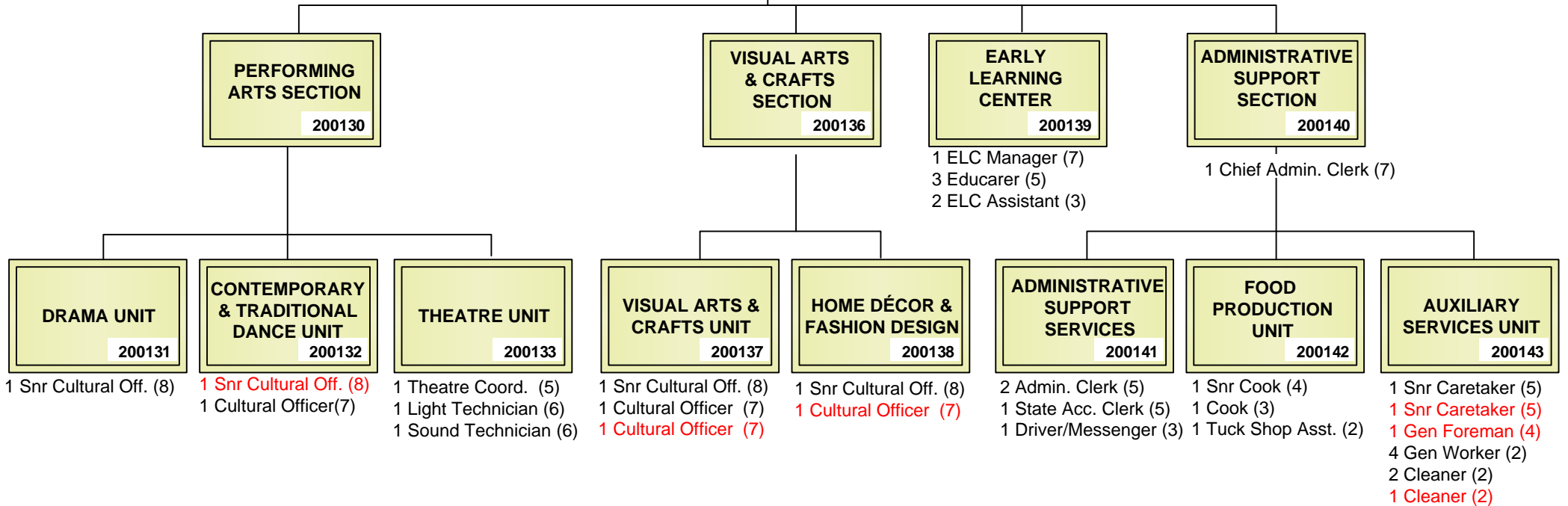
200121

PURPOSE: To promote excellence in the performing and visual arts and crafts sector in the Province

**FUNCTIONS:**

1. Provide training performing and visual arts and crafts
2. Provide outreach programmes to Motheo District
3. Provide access to facilities for the community

- 1 Asst. Director (9)
- 1 Receptionist (5)



Obj: Arts and Culture  
Resp: Musician

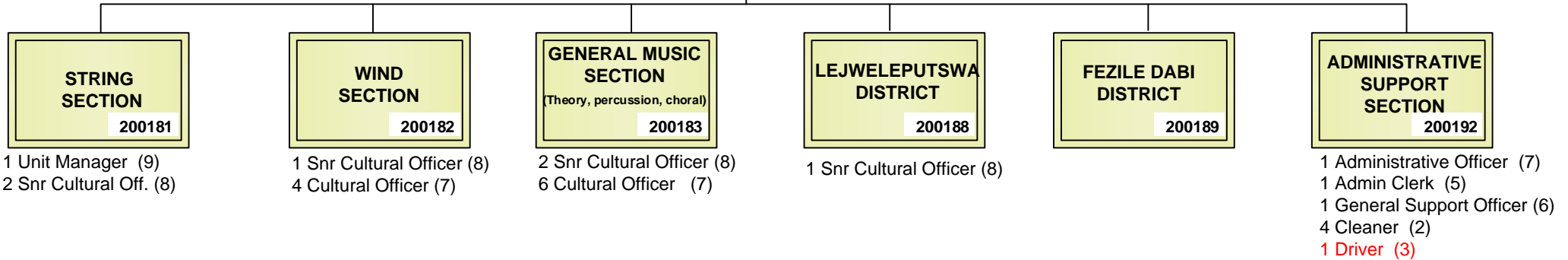
**MUSICON ACADEMY OF MUSIC**  
200180

PURPOSE: To promote classical traditional and choral music in the province

FUNCTIONS:

1. Provide development of classic, traditional and choral music in the Free State
2. Provide provision of training programmes in all music genres
3. Provide outreach programmes in all music genres

1 Asst. Director (10)  
1 Admin.Clerk (5)



Obj: Museum Services  
Resp: Community & Theme Museum

**HERITAGE, MUSEUM AND LANGUAGE SERVICES DIRECTORATE**

**200200**

**PURPOSE:** To manage and develop heritage, museum and language services in the Province

**FUNCTIONS:**

1. Provide management and coordination of heritage and museum services
2. Provide management and coordination of language services

1 Director: Heritage, Museum & Language Serv.(13)  
1 Personal Assistant (7)

Obj: Museum Services  
Resp: Community & Theme Museum

**MUSEUM SERVICES SUB-DIRECTORATE**

**200201**

**PURPOSE:** To preserve, promote and exhibit the natural and cultural history of the inhabitant of the Province

**FUNCTIONS:**

1. Ensure effective management and development of museum service in the province
2. Ensure effective coordination of museum services
3. Manage museum awareness services
3. Literary museums
4. Basotho Cultural Village

1 Deputy Director: Museum & Heritage Serv.(11)

Obj: Language Services  
Resp: Language Services

**LANGUAGE SERVICE SUB-DIRECTORATE**

**200330**

**PURPOSE:** To promote and develop official Languages and multilingualism in the Province

**FUNCTIONS:**

1. Ensure the effective management and development of languages and multilingualism policies in the Free State
2. Ensure effective provision of Language translation services in the province
3. Ensure effective provision of translation, interpreting, terminology development, literature development and multilingualism services

Page 12

Obj: Heritage Resources  
Resp: Secretariat Services

**HERITAGE SECRETARIAT SERVICES SUB-DIR.**

**200500**

**PURPOSE:** To provide Secretariat and Support services to Statutory Bodies in the Province

**FUNCTIONS:**

1. Geographical Names Committee
2. Provincial Heritage Resource Agency
3. Provincial Arts and Culture Committee
4. Research services

1 Deputy Director: Secretariat Serv. (11)  
1 **Research Coordinator (8)**  
1 PHRA Coordinator (7)  
1 Geographical Names Coordinator (7)  
1 Admin Clerk (5)

Obj: Museum Services  
Resp: Community & Theme Museum

**SUPPORT SERVICES SUB-DIVISION**

**200400**

**PURPOSE:** To provide administrative support service

**FUNCTIONS:**

1. Provide a general administrative support service
2. Manage usage of official vehicles allocate to the Directorate
3. Provide Human Resource and Financial Management support service within the directorate
4. Maintain an effective record system
5. Provide SCM support services
6. Execute inventory and asset control responsibilities

1 **Administrative Officer (7)**  
2 Admin Clerk (5)  
1 **Admin Clerk (5)**  
1 Driver/Messenger (3)

Obj: Museum Services  
Resp: Basotho Cultural Village

**BASOTHO CULTURAL VILLAGE**

**200210**

Page 9

Obj: Museum Services  
Resp: Community & Theme Museum

**PROVINCIAL MUSEUMS**

**200240**

Page 10

Obj: Museum Services  
Resp: Community & Theme Museum

**LITERARY MUSEUMS**

**200300**

Page 11

Obj: Museum Services  
Resp: Basotho Cultural Village

**BASOTHO CULTURAL VILLAGE (BCV)**  
200210

PURPOSE: To ensure effective management and development of BCV

FUNCTIONS:

1. Provide a Basotho history and culture
2. Research and educational centre
3. Provide indigenous food to tourist
4. Provide administration support services

1 Assistant Director (10)

**ARTS CULTURAL PORTRAIT SUB-DIVISION**  
200212

1 Cultural Co-ordinator (8)

**ADMINISTRATIVE SUPPORT SUB-DIVISION**  
200217

1 Events/Marketing Coordinator (7)  
 1 State Accountant (7)  
 1 Administrative Officer (7)  
 2 Museum Officer (5)  
 2 Admin Clerk / Driver (4)

**AUXILIARY SERVICES SECTION**  
200220

Auxiliary Officer (6)

**LIVING MUSEUM SECTION**  
200213

2 Cultural Officer (Herbalist) (7)  
 12 Museum Assistants (4)  
 (2 SHIFTS)

**GUIDED TOURS SECTION**  
200214

3 Museum Human Scientist (7)  
 2 Cultural Officers (Craft) (7)

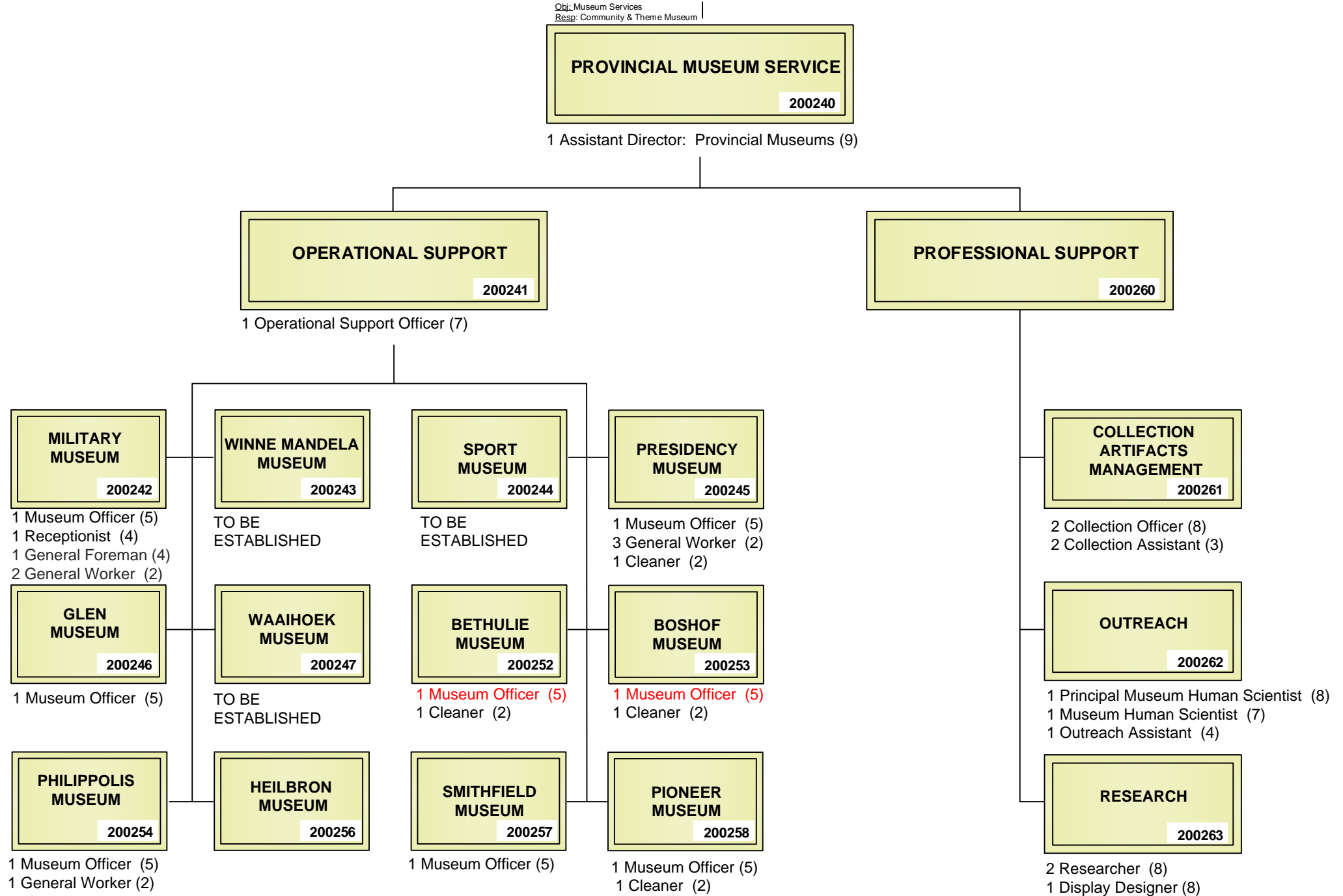
**RESTAURANT SUB-SECTION**  
200221

2 Snr Cook (5)  
 3 Cook (4)  
 3 Cook (4)  
 (2 SHIFTS)

**MAINTENANCE SERVICES**  
200222

1 General Foreman (4)  
 2 Handyman (3)  
 2 Museum Attendant (3)

Obj: Museum Services  
 Resp: Community & Theme Museum



Obj: Museum Services  
 Resp: Community & Theme Museum

**LITERARY MUSEUMS**

**200300**

**PURPOSE:** To maintain and extend the collection of AFRIKAANS/SESOTHO Literary Heritage

**FUNCTIONS:**

1. To collect and conserve material evidence pertaining to literature
2. To publicize and popularize literature
3. To provide all sections of the reading public, both locally and abroad, with the means of access
4. To serve as a source of expertise through research, conservation, exhibitions and public programmes

Obj: Museum Services  
 Resp: Afrikaans Literature Museum

**AFRIKAANS LITERATURE MUSEUM**

**200310**

1 Assistant Director: Afrikaans Literature Museum (9)

Obj: Museum Services  
 Resp: Sesotho Literature Museum

**SESOTHO LITERATURE MUSEUM**

**200320**

1 Assistant Director: Sesotho Literature Museum (9)

**PROFESSIONAL SUPPORT**

**200312**

- 3 Principal Museum Human Scientist (8)
- 1 Museum Human Scientist (7)
- 1 Museum Clerk (5)
- 1 Museum Assistant (3)
- 1 Museum Assistant (3)

**ADMINISTRATIVE SUPPORT**

**200311**

- 1 Chief Admin Clerk (7)
- 2 Admin Clerk (5)
- 1 Admin Support Assistant (4)
- 1 Admin Clerk/Messenger (3)
- 1 General Worker (2)

**PROFESSIONAL SUPPORT**

**200321**

- 2 Principal Museum Human Scientist (8)
- 2 Museum Human Scientist (7)
- 1 Museum Officer (5)

**ADMINISTRATIVE SUPPORT**

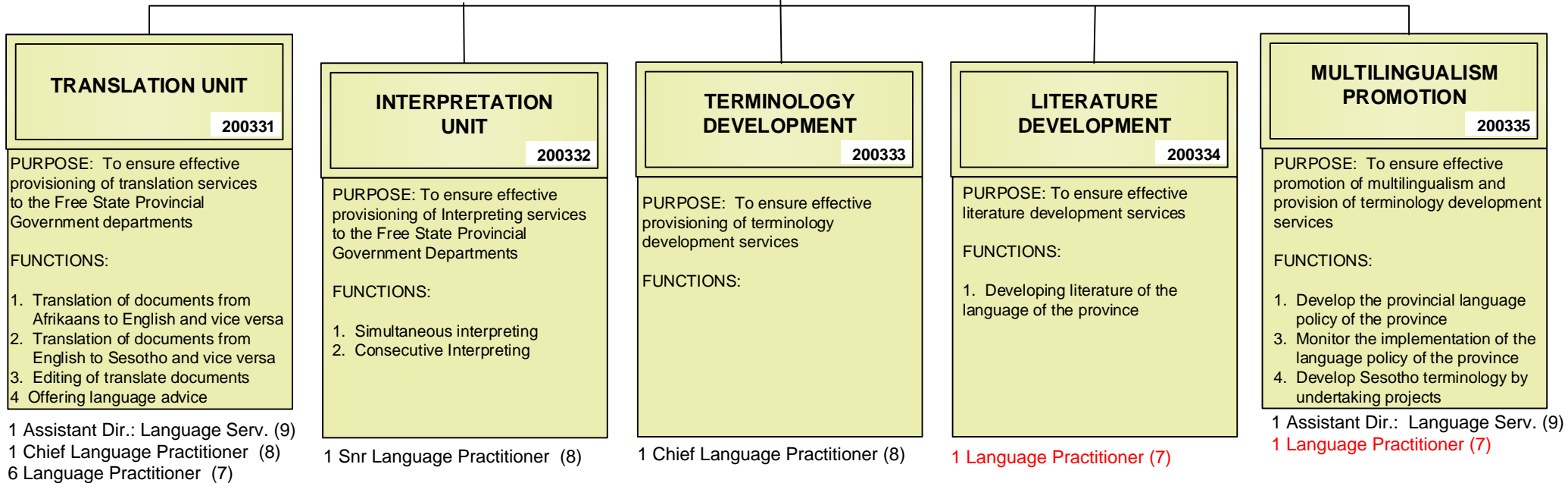
**200322**

- 1 Admin Clerk (5)

Obj: Language Services  
Resp: Language Services



1 Deputy Director: Language Services (12)



Obj: Management (Prog 3)  
Resp: Management (Library and Archive services)

**LIBRARY AND ARCHIVES  
CHIEF DIRECTORATE**

**300000**

**PURPOSE:** To provide, develop and promote library and archive services in the Province

**FUNCTIONS:**

1. Ensure the effective management and development of Library and Archive Service in the Free State
2. Ensure the effective planning, coordination and monitoring of library services in the Free State
3. Ensure the effective planning, coordination and monitoring of community library services in the Free state
4. Ensure the effective planning, coordination and monitoring of Archive Services in the Free State
5. Ensure the effective functioning of the provincial library and information service board and the provincial archives council

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

Obj: Management (Prog 3)  
Resp: Management (Library and Archive services)

**LIBRARY SERVICES  
DIRECTORATE**

**300100**

**PURPOSE:** To provide, develop and promote library services in the Province

**FUNCTIONS:**

1. Ensure the effective management and development of Library Service in the Free State
2. Ensure the effective planning, coordination and monitoring of library services in the Free State

Obj: Archive Services  
Resp: Prov Archives

**ARCHIVE SERVICES  
DIRECTORATE**

**300700**

**PURPOSE:** To render archive services which provide for proper records management practice and the administration, conservation and safekeeping of valuable public records

**FUNCTIONS:**

1. Ensure the effective management and development of the Archive Services in the province
2. Ensure the effective rendering of record management services in the Province
3. Ensure the effective management of archives at repositories
4. Provide administrative support services to the Directorate

**LIBRARY SERVICES DIRECTORATE**

**300100**

**PURPOSE:** To provide, develop and promote library services in the Province

**FUNCTIONS:**

1. Ensure the effective management and development of Library Service in the Free State
2. Ensure the effective planning, coordination and monitoring of library services in the Free State

1 Director: Library Services (13)  
1 Personal Assistant (7)

**PROFESSIONAL SUPPORT SERVICES SUB-DIRECTORATE**

**300100**

**PURPOSE:** To create an enabling environment for the rendering of library and information services in the province

**FUNCTIONS:**

1. Render library collection management services
2. Render specialized information services

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**COMMUNITY LIBRARIES**

**300150**

**PURPOSE:**

**FUNCTIONS:**

**ADMINISTRATIVE SUPPORT DIVISION**

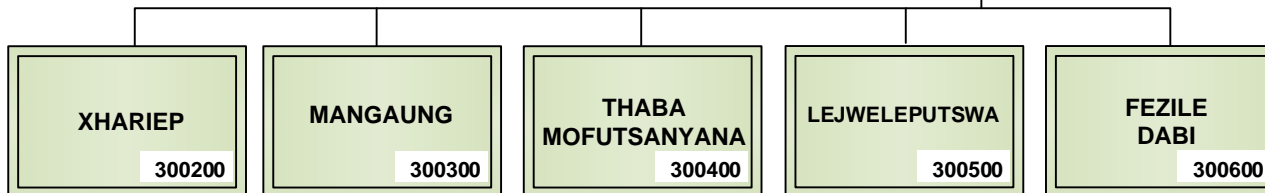
**300800**

**PURPOSE:** To provide administrative support services to the Directorate

**FUNCTIONS:**

1. Provide asset control services
2. Provide supply chain services
3. Handel transport services
4. Provide registry services
5. Render a messenger services

1 Snr Admin Officer (8)  
1 Chief Admin Clerk (7)  
1 Admin Clerk (5)  
1 Registry Clerk (5)  
1 Admin Clerk /Driver (4)  
3 Cleaner (2)



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Page 20

Obj: Management (Prog 3)  
 Resp: Management (Library and Archive services)

**PROFESSIONAL SUPPORT SERVICES**

PURPOSE: To create an enabling environment for the rendering of library and information services in the province

FUNCTIONS:

- 1.Render library collection management services
- 2.Render specialized information services

Obj: Management (Prog 3)  
 Resp: Management (Library and Archive services)

**COLLECTION MANAGEMENT SUB-DIRECTORATE** 300101

PURPOSE: To render collection management services to district libraries and community libraries

FUNCTIONS:

1. Provide collection development services
2. Provide documentation services
3. Provide preparation and distribution services

1 Deputy Director: Proff. Services (11)

**COLLECTION DEVELOPMENT DIVISION**  
300102

1 Ass.Dir.: Col.Man. (9)  
 2 Principal Librarian (8)  
 1 Principal Librarian (8)  
 1 Library Assistant (5)  
 2 Supply Chain Clerk (5)

**DOCUMENTATION DIVISION**  
300103

1 Ass.Dir.: Col.Man. (9)  
 3 Principal Librarian (8)  
 1 Principal Librarian (8)  
 1 Library Assistant (5)

**PREPARATION SECTION**  
300104

1 Admin Officer (7)  
 12 Library Assistant (5)  
 1 Admin Clerk (Prep) (5)  
 7 Library Material Processor (2)  
 1 Library Material Processor (2)

Obj: Library Services  
 Resp: Specialized Information

**SPECIALISED SERVICES SUB-DIRECTORATE** 300105

PURPOSE: To render specialized library and information services

FUNCTIONS:

1. Manage and coordinate library information systems
2. Provide information management services to district offices and libraries
3. Provide library development services

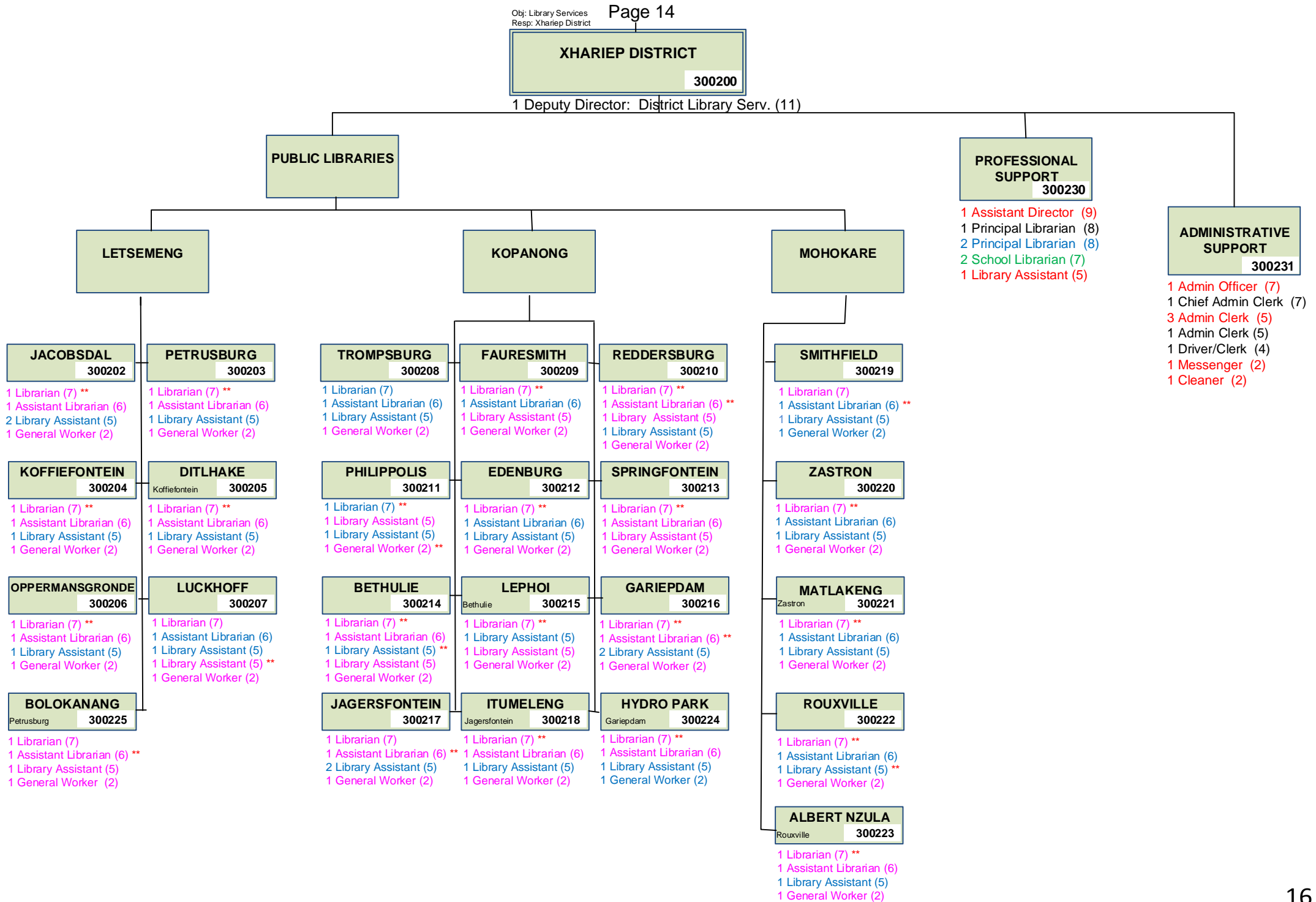
1 Deputy Director (11)

**INFORMATION MANAGEMENT DIVISION**  
300106

1 Ass. Dir.: Spec. Info. Man. (9)  
 3 Principal Librarians (8)  
 2 Librarian (7)  
 2 Library Assistant (5)  
 1 Library Assistant (5)  
 1 Library Assistant (5)  
 1 Admin Clerk (5)

**DEVELOPMENT SERVICES DIVISION**  
300108

1 Ass.Dir.: Dev. Serv. (9)  
 2 Principal Librarian (8)  
 1 Principal Librarian (8)  
 1 Librarian (7)  
 1 Librarian (7)  
 2 Library Assistant (5)  
 2 Admin Clerk (5)



**MANGAUNG METRO**  
300300

1 Deputy Director: District Library Serv. (11)

**PUBLIC LIBRARIES**

**PROFESSIONAL SUPPORT**  
300330

**ADMINISTRATIVE SUPPORT**  
300331

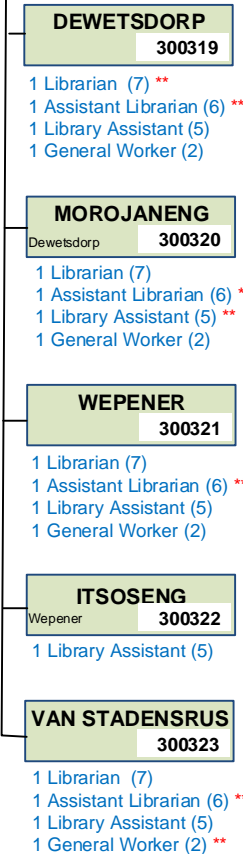
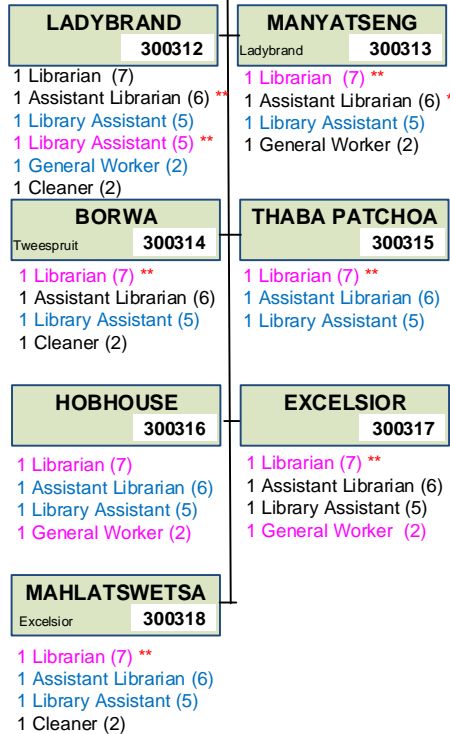
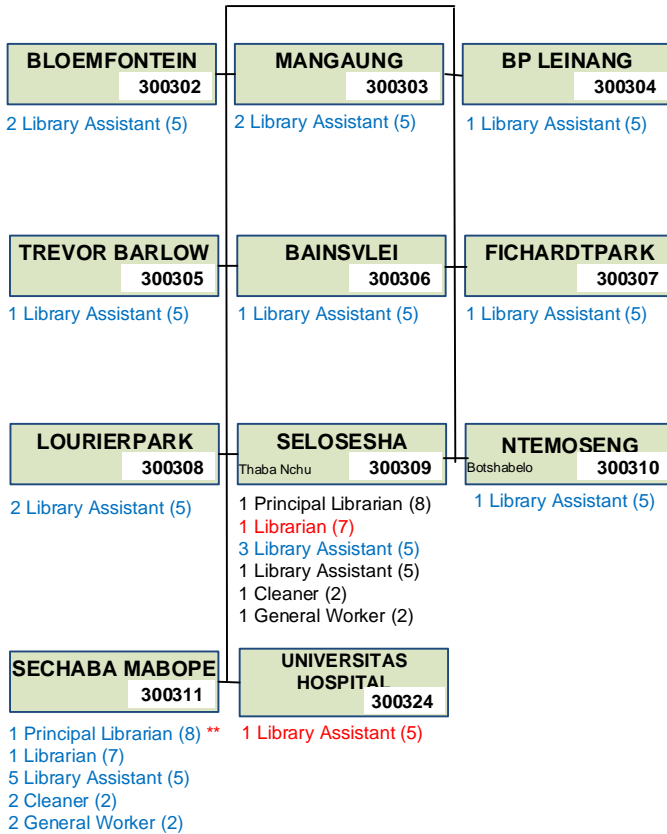
1 Assistant Director (9)  
3 Principal Librarian (8)  
3 School Librarian (7)  
1 Library Assistant (5)

1 Admin Officer (7)  
2 Admin Clerk Asset (5)  
1 Admin Clerk Stores (5)  
1 Admin Clerk General (5)  
1 Admin Clerk Registry (5)  
1 Driver/Clerk (4)  
1 Messenger (2)  
1 General Worker (2)

**MANGAUNG**

**MANTSOPA**

**NALEDI**



Obj: Library Services  
Resp: Thaba Mofutsanyane District

**THABO MOFUTSANYANE**  
300400

1 Deputy Director: District Library Serv. (11)

**PUBLIC LIBRARIES**

**PROFESSIONAL SUPPORT**  
300450

- 1 Assistant Director (9)
- 1 Principal Librarian (8)
- 3 Principal Librarian (8)
- 1 Library Assistant (5)
- 2 School Librarian (7)

**ADMINISTRATIVE SUPPORT**  
300451

- 1 Admin Officer (7)
- 3 Admin Clerk (5)
- 1 Admin Clerk Assets (5)
- 1 Admin Clerk General (5)
- 1 Admin Clerk Stores (5)
- 1 Driver/ Admin Clerk (4)
- 1 Driver/ Admin Clerk (4)
- 1 Messenger (2)
- 1 General Worker (2)

**DIHLABENG**

**SETSOTO**

**NKETOANA**

**MALUTI A POFUNG**

**PHUMELELA**

**BETHLEHEM**  
300402

- 1 Librarian (7) \*\*
- 1 Library Assistant (5)
- 6 Library Assistant (5) \*\*
- 1 Library Assistant (5) \*\*

**BOHLOKONG**  
Bethlehem 300403

- 1 Librarian (7) \*\*
- 1 Library Assistant (5)

**BAKENPARK**  
Bethlehem 300404

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)

**CLARENS**  
300405

- 1 Librarian (7)
- 1 Assistant Librarian (6) \*\*
- 1 Library Assistant (5)

**FATENG TSE NTSHO**  
Paul Roux 300406

- 1 Librarian (7)
- 1 Library Assistant (5)
- 1 Cleaner (2)

**FOURIESBURG**  
300407

- 1 Library Assistant (5)

**MASHAENG**  
Fouriesburg 300408

- 1 Librarian (7) \*\*
- 1 Library Assistant (5)

**MAUTSE SCHOOL**  
Rosendal 300409

- 1 Librarian (7) \*\*
- 1 Library Assistant (5)

**FICKSBURG**  
300411

- 1 Librarian (7)
- 1 Library Assistant (5)
- 1 Library Assistant (5)
- 1 Library Assistant (5) \*\*
- 1 Library Assistant (5)
- 1 General Worker (2)

**SENEKAL**  
300413

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**CLOCOLAN**  
300415

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**MARQUARD**  
300417

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**MEQHELENG**  
Ficksburg 300412

- 1 Librarian (7)
- 2 Library Assistant (5)
- 1 Library Assistant (5)
- 2 General Worker (2)

**MATWABENG**  
Senekal 300414

- 1 Librarian (7)
- 1 Assistant Librarian (6) \*\*
- 2 Library Assistant (5)
- 1 General Worker (2)

**HLOHLOWANE**  
Clocolan 300416

- 1 Librarian (7)
- 1 Assistant Librarian (6) \*\*
- 1 Library Assistant (5)
- 1 Library Assistant (5)
- 1 Library Assistant (5)
- 1 General Worker (2)

**MOANANENG**  
Marquard 300418

- 1 Librarian (7)
- 1 Library Assistant (5)
- 1 General Worker (2)

**REITZ**  
300419

- 1 Librarian (7)
- 1 Assistant Librarian (6) \*\*
- 1 Library Assistant (5)
- 1 General Worker (2)

**PETRUS STEYN**  
300421

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**LERETSWANA**  
Arlington 300423

- 1 Librarian (7)
- 1 Assistant Librarian (6) \*\*
- 1 Library Assistant (5)
- 1 General Worker (2)

**NTHA**  
Lindley 300425

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2) \*\*

**PETSANA**  
Reitz 300420

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5) \*\*
- 1 Library Assistant (5)
- 1 General Worker (2)

**MAMAFUBEDU**  
300422

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**LINDLEY**  
300424

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2) \*\*

**RJR MASEIA**  
Phutaditjaba 300426

- 1 Librarian (7) \*\*
- 2 Assistant Librarian (6)
- 2 Cleaner (2)

**HARRISMITH**  
300430

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 Cleaner (2)

**KHOLOKOENG**  
300438

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)

**INTABAZWE**

- 1 Librarian (7)
- 1 Library Assistant (5)
- 1 Cleaner (2)

**RJR CHILDRENS'**

- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 Cleaner (2)

**COMMUNITY / SCHOOL**  
300428

- 5 Assistant Librarian (6)
- 1 Assistant Librarian (6)
- 6 Library Assistant (5)

**TSHIAME**  
Harrismith 300432

- 1 Librarian (7) \*\*
- 1 Library Assistant (5)
- 1 Cleaner (2)

**DYATALAWA**  
300439

- 1 Librarian (7)
- 1 Assistant Librarian (6) \*\*
- 1 Library Assistant (5)
- 1 General Worker (2) \*\*

**KESTELL**

- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 Cleaner (2)

**VREDE**  
300433

- 1 Librarian (7)
- 1 Library Assistant (5)
- 1 General Worker (2)

**THEMBALIHLE**  
Vrede 300434

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**WARDEN**  
300435

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**EZENZELENI**  
Warden 300436

- 1 Librarian (7) \*\*
- 1 Assistant Librarian (6)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**MEMEL**  
Zamani 300437

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**LEJWELEPUTSWA**  
 300500

1 Deputy Director: District Library Serv. (11)

**PUBLIC LIBRARIES**

**PROFESSIONAL SUPPORT**  
 300540

- 1 Assistant Director (9)
- 1 Principal Librarian (8)
- 1 Principal Librarian (8)
- 1 Principal Librarian (8)
- 2 Library Assistant (5)
- 4 School Librarian (7)

**ADMINISTRATIVE SUPPORT**  
 300541

- 1 Admin Officer (7)
- 3 Admin Clerk (5)
- 1 Admin Clerk Asset (5)
- 2 Admin Clerk (5)
- 1 Driver/Clerk (4)
- 1 Driver/Clerk (4)
- 1 Messenger (2)
- 2 General Worker (2)
- 1 General Worker (2) \*\*

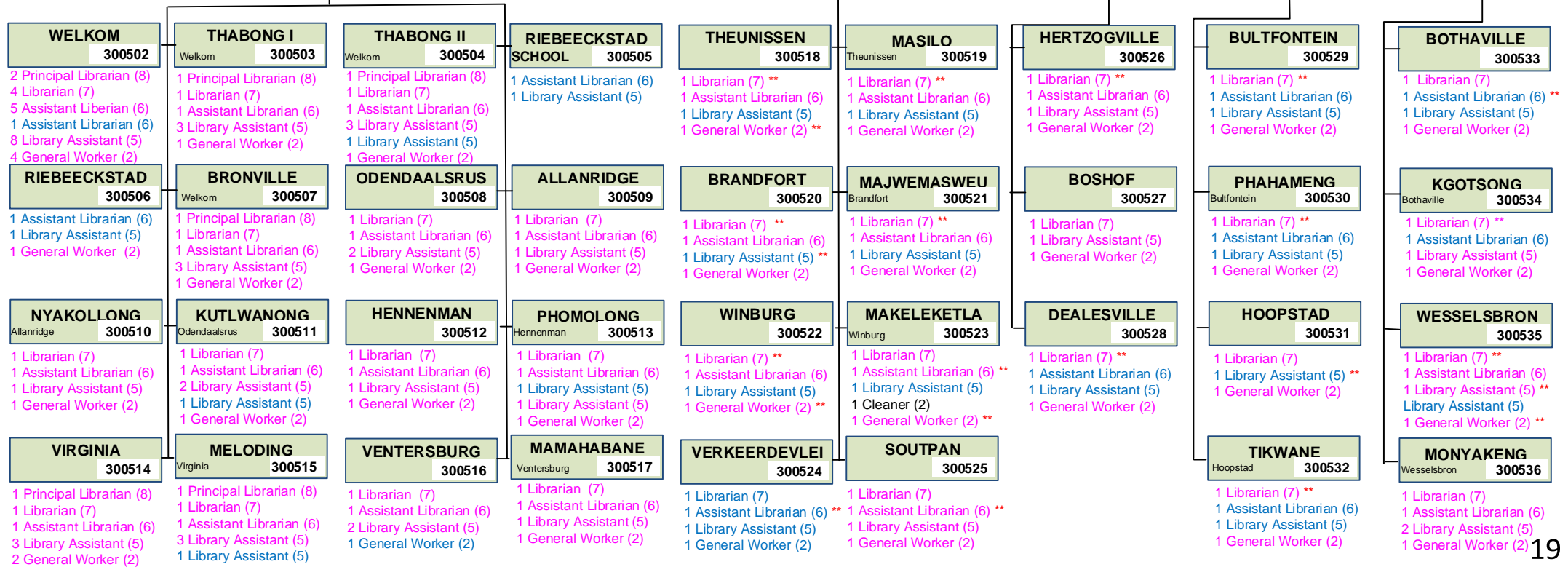
**MATJHABENG**

**MASILONYANA**

**TOKOLOGO**

**TSWELOPELE**

**NALA**



**FEZILE DABI**  
 300600

1 Deputy Director: District Library Serv. (11)

**PUBLIC LIBRARIES**

**PROFESSIONAL SUPPORT**  
 300630

- 1 Assistant Director (9)
- 2 Principal Librarian (8)
- 1 Principal Librarian (6)
- 2 Library Assistant (5)
- 2 School Librarian (7)

**ADMINISTRATIVE SUPPORT**  
 300631

- 1 Admin Officer (7)
- 2 Admin Clerk (5)
- 1 Admin Clerk Assets (5)
- 1 Admin Clerk Registry (5)
- 1 Admin Clerk (5)
- 1 Admin Clerk General (5)
- 1 Driver/Clerk (4)
- 1 Driver/Clerk (4)
- 1 Messenger (2)
- 2 Cleaner (2)

**MOQHAKA**

**NGWATHE**

**MAFUBE**

**METSIMAHOLO**

**KROONSTAD**  
 300602

- 1 Principal Librarian (8)
- 1 Librarian (7)
- 1 Librarian (7)
- 2 Assistant Librarian (6)
- 2 Library Assistant (5)
- 2 Library Assistant (5)
- 2 General Worker (2)

**TSWELOPELE**  
 Kroonstad 300603

- 1 Principal Librarian (8)
- 1 Librarian (7)
- 2 Assistant Librarian (6)
- 1 Library Assistant (5)
- 2 Library Assistant (5)
- 2 General Worker (2)

**SEDIBENG**  
 Kroonstad 300604

- 1 Librarian (7)
- 2 Assistant Librarian (6)
- 4 Library Assistant (5)
- 2 General Worker (2)

**STEYNSRUS**  
 300605

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**MATLWANGTLWLANG**  
 Steynsrus 300606

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**VILJOENSKROON**  
 300607

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**RAMMULOTSI**  
 Viljoenskroon 300608

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**BRENTPARK**  
 Kroonstad 300622

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**VOORUITSIG**  
 300629

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**PARYS**  
 300609

- 1 Principal Librarian (8)
- 2 Librarian (7)
- 2 Assistant Librarian (6)
- 2 Library Assistant (5)
- 2 General Worker (2)

**THUTONG**  
 Parys 300610

- 1 Librarian (7)
- 2 Assistant Librarian (6)
- 3 Library Assistant (5)
- 1 General Worker (2)

**VREDEFORT**  
 300611

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**VREDESHOOP**  
 300612

- Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**KOPPIES**  
 300613

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**KWAKWATSI**  
 Koppies 300614

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**EDENVILLE**  
 300615

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**PHIRITONA**  
 Heilbron 300616

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**SANDERVILLE**  
 300617

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**HEILBRON**  
 300618

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**SCHONKENVILLE**  
 Parys 300619

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**FRANKFORT**  
 300623

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**NAMAHADI**  
 Frankfort 300624

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**VILLIERS**  
 300625

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**QALABOTJHA**  
 Villiers 300626

- 1 Librarian (7)
- 2 Library Assistant (5)
- 1 General Worker (2)

**CORNELIA**  
 300627

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**TWEELING**  
 300628

- 1 Librarian (7)
- 1 Assistant Librarian (6)
- 1 Library Assistant (5)
- 1 General Worker (2)

**REFENKOTSO**  
 Deneysville 300621

- 1 Librarian (7)
- 1 Library Assistant (5)
- 2 Library Assistant (5)
- 1 General Worker (2)

**SASOLBURG**  
 300632

- 1 Assistant Director (9)
- 2 Librarian (7)
- 10 Library Assistant (5)
- 1 General Worker (2)

**ZAMDELA**  
 Sasolburg 300633

- 1 Librarian (7)
- 5 Library Assistant (5)
- 1 General Worker (2)

**DENEYSVILLE**  
 300634

- 1 Librarian (7)
- 2 Library Assistant (5)
- 1 General Worker (2)

**ORANJEVILLE**  
 300635

- 1 Librarian (7)
- 3 Library Assistant (5)
- 4 General Worker (2)

**ARCHIVE SERVICES  
DIRECTORATE**

**300700**

**PURPOSE:** To render archive services which provide for proper records management practice and the administration, conservation and safekeeping of valuable public records

- FUNCTIONS:**
1. Ensure the effective management and development of the Archive Services in the province
  2. Ensure the effective rendering of record management services in the Province
  3. Ensure the effective management of archives at repositories
  4. Provide administrative support services to the Directorate

- 1 Director: Archive Services (13)  
1 Personal Assistant (7)

**RECORDS MANAGEMENT  
SUB-DIRECTORATE**

**300701**

**PURPOSE:** To render records management services to governmental bodies

- FUNCTIONS:**
1. Develop and provide electronic records management services
  2. Develop, implement and assess records systems
  3. Do records inspections
  4. Provide records management training
  5. Do appraisal of records and issuing of disposal authorities

- 1 Deputy Director: Records Management (11)  
1 Assistant Director: Records Man. (9)  
2 Principal Archivist (8)  
1 Archivist (7)  
1 Archivist (7)  
1 Archivist Assistant (5)

**ARCHIVES ADMINISTRATION  
SUB-DIRECTORATE**

**300702**

**PURPOSE:** To manage archives at repositories

- FUNCTIONS:**
1. Provide document management services
  2. provide community outreach programmes
  3. Conduct oral history research and programmes

- 1 Deputy Director: Archives (11)  
1 Assistant Director: Archives Admin. (9)  
1 Principal Archivist (8)  
3 Archivist (7)  
4 Archivist (7)  
2 Archivist Assistant (5)

**ADMINISTRATIVE SUPPORT  
DIVISION**

**300703**

**PURPOSE:** Provide administrative support services to the Directorate

- FUNCTIONS:**
1. Provide asset control services
  2. Provide supply chain services
  3. Handel transport services
  4. Provide registry services

- 1 Snr Administrative Officer (8)  
1 Admin Clerk (5)  
3 Cleaner (2)

Obj: Management (Prog 4)  
 Resp: Management Sport and Recreation

**SPORT & RECREATION  
 CHIEF DIRECTORATE**

**400000**

PURPOSE: To promote and develop sport and recreation in the Free State Province

FUNCTIONS:

1. Ensure the effective management, coordination and effective delivery of sport and recreation in the province
2. Management Sport Science and High Performance service
3. Manage Community Sport programmes in the province
4. Manage Youth and Talent development in the province
5. Render a operational support service to the Chief Directorate

1 Chief Director: Sport & Recreation (14)  
 1 Personal Assistant (7)  
 1 Receptionist (4)

Obj: Community Sport  
 Resp: Community Sport

**COMMUNITY SPORT  
 DIRECTORATE**

**400100**

PURPOSE: To initiate, develop sport programmes targeted at communities

FUNCTIONS:

1. Ensure effective management of community sport programmes in the province
2. Ensure management, coordination and implementation of recreational sport programmes
3. Ensure effective management of relationships with relevant provincial and sectoral stakeholders
4. Manage and implement the club development programme
5. Manage, coordinate and implement mass participation programmes in the districts

Obj: Sport  
 Resp: FSSSI High Performance and Sport Science

**FREE STATE  
 SPORT SCIENCE INSTITUTE**

**400200**

PURPOSE: To manage and support the delivery of Sport High Performance and scientific support programmes in the Province

FUNCTIONS:

1. Effective management of the FSSSI services in the province
2. Manage, develop and coordinate sport and exercise service on local, district and at provincial levels
3. Manage and coordinate High Performance services in the province
4. Presentation and facilitation of capacity building programmes

Obj: Sport  
 Resp: FSSSI Facility Management

**OPERATIONAL SUPPORT  
 DIRECTORATE**

**400300**

PURPOSE: To provide support to the Chief Directorate in the delivery of programmes

FUNCTIONS:

1. Manage and control all administrative activities
2. Handle procurement administration
3. Control the computerized filing system
4. Manage and maintain the CDSR facilities
5. Manage monitoring and reporting linked to the National PMU

Obj: School Sport  
 Resp: School Sport (Own funds)

**SPORT & TALENT  
 DEVELOPMENT DIRECTORATE**

**400400**

PURPOSE: To facilitate team delivery to inter-provincial school sport competitions as well as to promote active mass participation of all learners that will lead to the identification of talented athletes for a sustainable sport and recreation environment

FUNCTIONS:

1. Ensure effective management of the implementation of School Sport Mass participation programme in the province
2. Plan, coordinate, implement and monitor sport development strategy in the province
3. Ensure successful delivery of School sport teams to national school sport competitions

Obj: Community Sport  
Resp: Community Sport

**COMMUNITY SPORT  
DIRECTORATE**

**400100**

**PURPOSE:** To initiate, develop sport programmes targeted at communities

**FUNCTIONS:**

1. Ensure effective management of community sport programmes in the province
2. Ensure management, coordination and implementation of recreational sport programmes
3. Ensure effective management of relationships with relevant provincial and sectoral stakeholders
4. Manage and implement the club development programme
5. Manage, coordinate and implement mass participation programmes in the districts

- 1 Director: Community Sport (13)
- 1 Personal Assistant (7)
- 1 Admin Clerk (5)
- 1 Admin Clerk (5)
- 1 Cleaner (2)

**DISTRICT OPERATIONS**

**400101**

**PURPOSE:** To facilitate sport programmes targeted at communities in the Districts

**FUNCTIONS:**

1. Coordination and implementation of recreational sport programmes
2. Management of relationship with relevant stakeholders
3. Coordinate and implement club development

- 1 Deputy Director: District Operations (Com.Sport) (12)

**FEZILE  
DABI**

**400102**

Page 24

**XHARIEP**

**400103**

Page 24

**MANGAUNG**

**400104**

Page 24

**DISTRICT OPERATIONS**

**400122**

**PURPOSE:** To facilitate sport programmes targeted at communities in the Districts

**FUNCTIONS:**

1. Coordination and implementation of recreational sport programmes
2. Management of relationship with relevant stakeholders
3. Coordinate and implement club development

- 1 Deputy Director: District Operations (Com.Sport) (12)

**LEJWELEPUTSWA**

**400126**

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**THABA  
MOFUTSANYANA  
II**

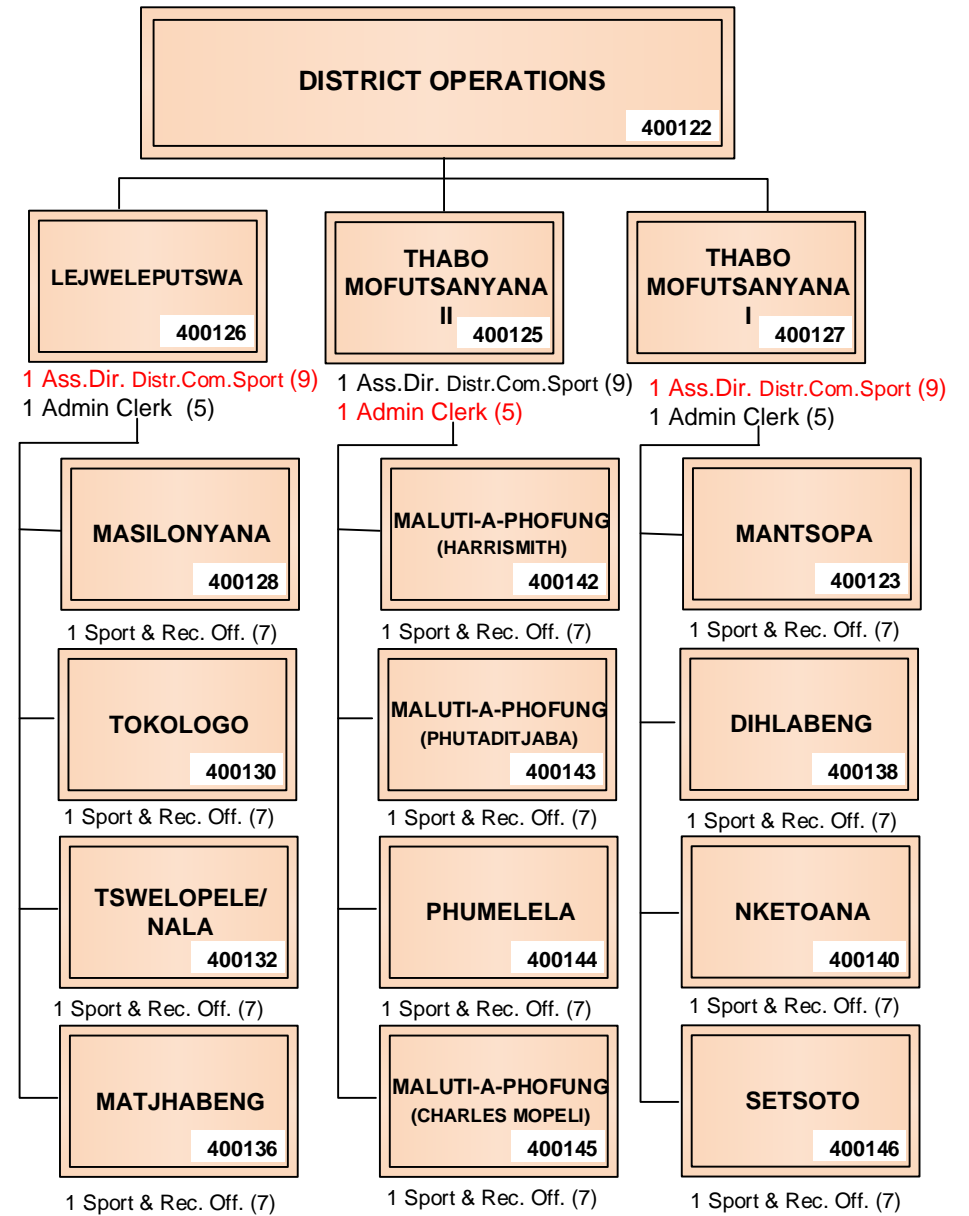
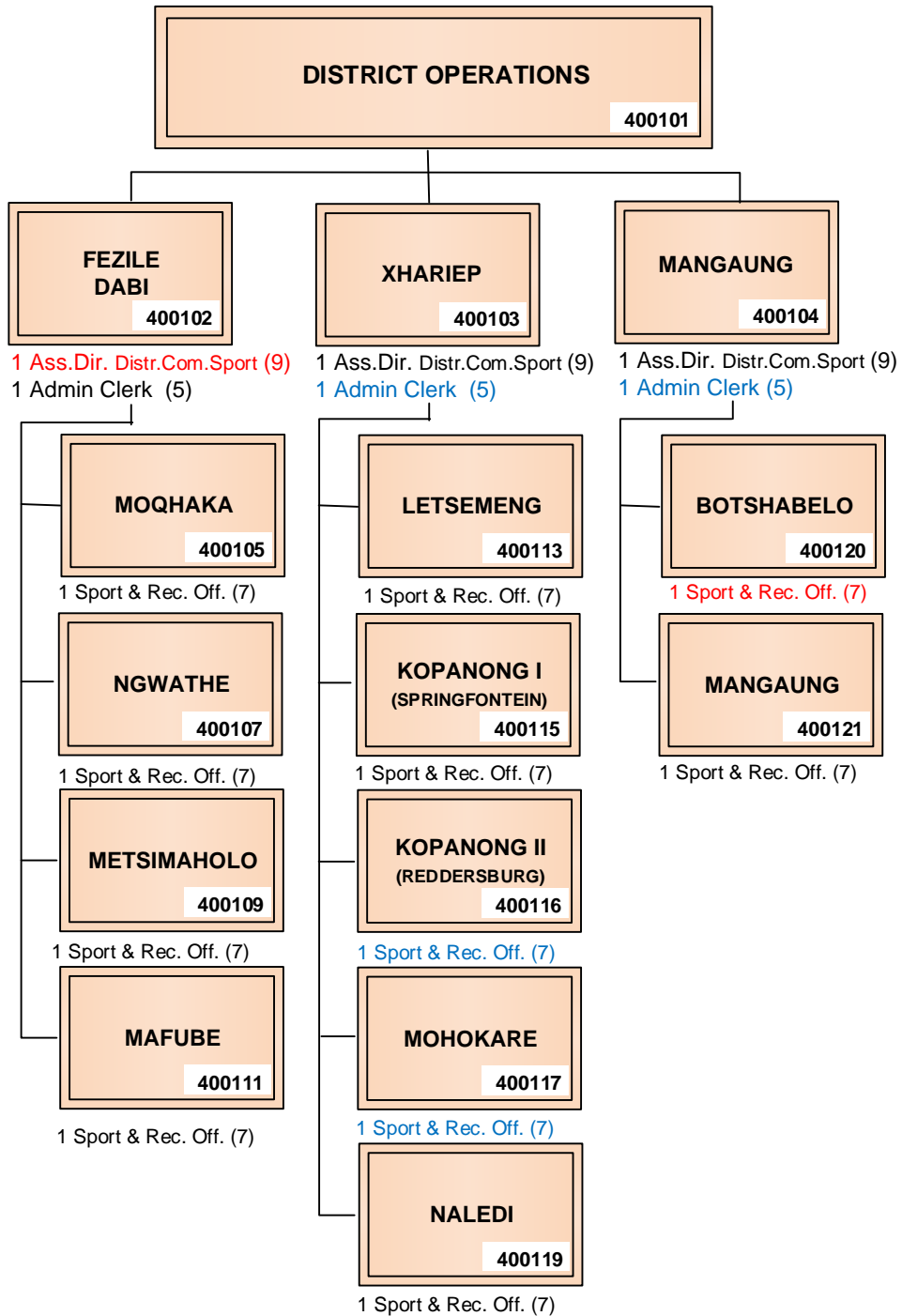
**400125**

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**THABA  
MOFUTSANYANA  
I**

**400127**

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Obj: Sport  
 Resp: FSSSI High Performance and Sport Science

**FREE STATE  
SPORT SCIENCE INSTITUTE**

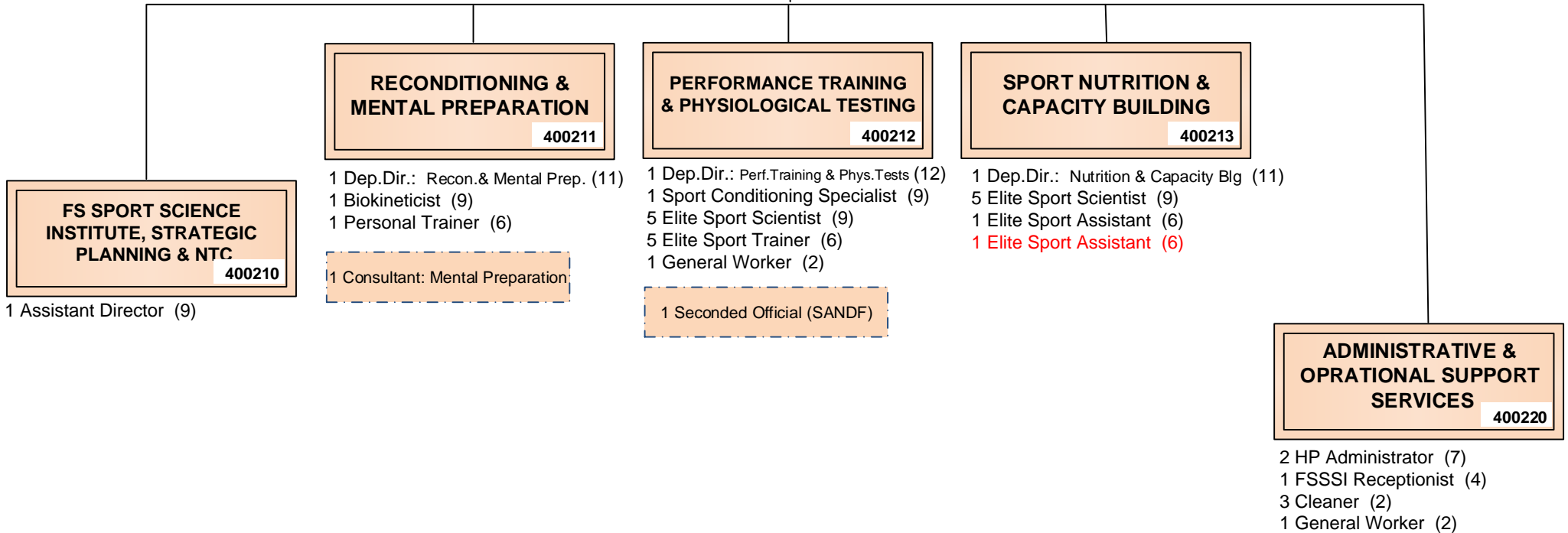
**400200**

PURPOSE: To manage and support the delivery of Sport High Performance and scientific support programmes in the Province

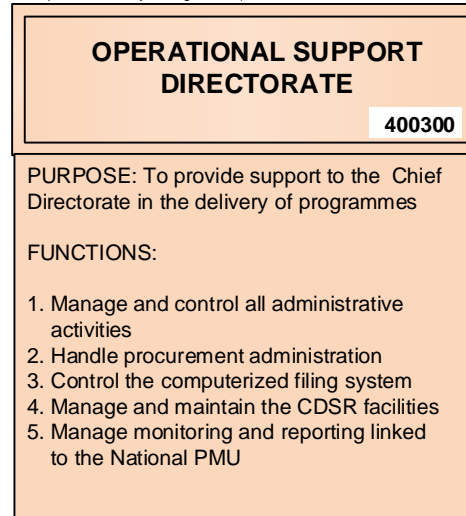
FUNCTIONS:

1. Effective management of the FSSSI services in the province
2. Manage, develop and coordinate sport and exercise service on local, district and at provincial levels
3. Manage and coordinate High Performance services in the province
4. Presentation and facilitation of capacity building programmes

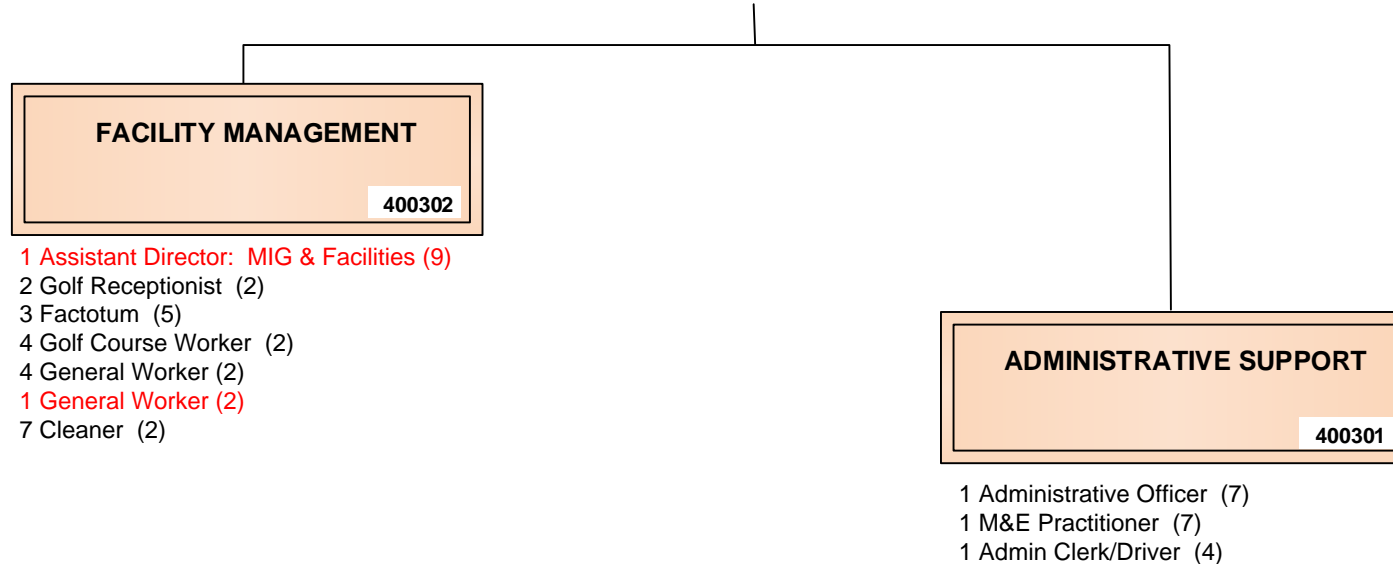
1 Director: FS Sport Science Institute (13)  
 1 Personal Assistant (7)



Obj: Sport  
Resp: FSSSI Facility Management



1 Director: Operational Support (Sport) (13)  
1 Personal Assistant (7)



Obj: School Sport  
 Resp: School Sport (Own funds)

**SPORT & TALENT DEVELOPMENT DIRECTORATE**  
 400400

**PURPOSE:** To facilitate team delivery to inter-provincial school sport competitions as well as to promote active mass participation of all learners that will lead to the identification of talented athletes for a sustainable sport and recreation environment

**FUNCTIONS:**

1. Ensure effective management of the implementation of School Sport Mass participation programme in the province
2. Plan, coordinate, implement and monitor sport development strategy in the province
3. Ensure successful delivery of School sport teams to national school sport competitions

1 Director: Sport & Talent Development (13)  
 1 Personal Assistant (7)

**SCHOOL SPORT PROJECTS & PROGRAMMES SUB-DIRECTORATE**  
 400411

**Purpose:** To manage all provincial, inter-provincial school sport events and competitions

**FUNCTIONS:**

1. Ensure successful delivery of School sport teams to national school sport competitions
2. Project management of all provincial school sport projects
3. Coordinate the talent identification and development programme
4. Manage the athlete support programme

1 Deputy Director: School Sport Proj. & Prog. (11)

**PROJECTS & PROGRAMMES ADMINISTRATION**  
 400412

**TALENT IDENTIFICATION & DEVELOPMENT**  
 400413

1 Assistant Director: SSMP Prog. (9)

**SPORT & TALENT DEVELOPMENT DISTRICT CENTRES**

**LEJWELEPUTSWA & FEZILE DABI**  
 400414

Page 28

**XHARIEP & MANGAUNG**  
 400419

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**THABO MOFUTSANYANA**  
 400431

Page 28

**SUPPORT SERVICES UNIT**  
 400410

**PURPOSE:** To provide administrative support services

**FUNCTIONS:**

1. Provide a general administrative support service
2. Manage usage of official vehicles allocate to the Directorate
3. Provide Human Resource and Financial Management support service within the directorate
4. Maintain an effective record system
5. Provide SCM support services
6. Execute inventory and asset control responsibilities

2 Admin Clerk (5)

**SPORT & TALENT DEVELOPMENT  
DISTRICT CENTERS:  
LEJWELEPUTSWA & FEZILE DABI** 400414

PURPOSE: To promote active mass participation of all learners that will lead to sustainable sport and recreation environment

FUNCTIONS:

1. Ensure effective management and implementation of School Sport Mass participation programme in the province
2. Manage the implementation of school sport leagues
3. Organize district and local school sport competitions
4. Manage the capacity building programme for educators

1 Deputy Director: Sport Talent Development (11)

**LEJWELEPUTSWA  
SCHOOLS SPORT MASS  
PARTICIPATION** 400415

- 1 Assistant Dir.: SSMP Prog. (9)
- 1 School Sport Prom Officer (7)
- 1 School Sport Prom Officer (7)

**FEZILE DABI  
SCHOOLS SPORT MASS  
PARTICIPATION** 400417

- 1 Assistant Dir.: SSMP Prog. (9)
- 1 School Sport Prom Officer (7)

**LEJWELEPUTSWA  
LOCAL TALENT  
DEVELOPMENT CENTER** 400416

- 1 Sport Trainer (6)
- 1 Admin Clerk (5)
- 1 General Assistant (2)

**FEZILE DABI  
LOCAL TALENT  
DEVELOPMENT CENTER** 400418

- 1 Assistant Director: LTDC (9)
- 1 Sport Trainer (6)
- 1 General Assistant (2)

**SPORT & TALENT DEVELOPMENT  
DISTRICT CENTERS:  
XHARIEP & MANGAUNG** 400419

PURPOSE: To promote active mass participation of all learners that will lead to sustainable sport and recreation environment

FUNCTIONS:

1. Ensure effective management and implementation of School Sport Mass participation programme in the province
2. Manage the implementation of school sport leagues
3. Organize district and local school sport competitions
4. Manage the capacity building programme for educators

1 Deputy Director: Sport Talent Development (11)

**XHARIEP  
SCHOOLS SPORT MASS  
PARTICIPATION** 400420

- 2 School Sport Prom Officer (7)

**XHARIEP  
LOCAL TALENT  
DEVELOPMENT CENTER** 400421

- 1 General Assistant (2)

**MANGAUNG  
SCHOOLS SPORT MASS  
PARTICIPATION** 400422

- 1 Assistant Dir.: SSMP Prog. (9)
- 2 School Sport Prom Officer (7)

**MANGAUNG  
LOCAL TALENT  
DEVELOPMENT CENTER** 400430

- 2 General Assistant (2)

**SPORT & TALENT DEVELOPMENT  
DISTRICT CENTERS:  
THABO MOFUTSANYANA** 400431

PURPOSE: To promote active mass participation of all learners that will lead to sustainable sport and recreation environment

FUNCTIONS:

1. Ensure effective management and implementation of School Sport Mass participation programme in the province
2. Manage the implementation of school sport leagues
3. Organize district and local school sport competitions
4. Manage the capacity building programme for educators

1 Deputy Director: Sport Talent Development (11)

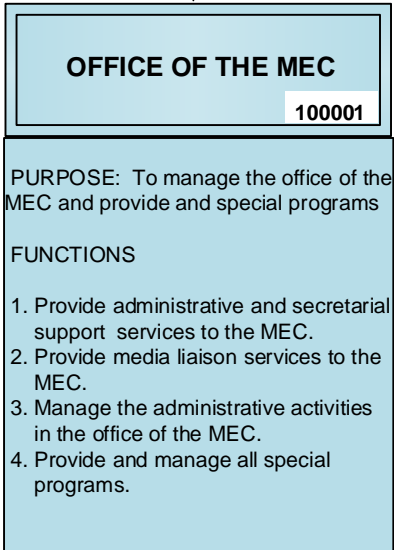
**THABO MOFUTSANYANA  
SCHOOLS SPORT MASS  
PARTICIPATION** 400432

- 1 School Sport Prom Officer (7)
- 1 School Sport Prom Officer (7)\*\*

**THABO MOFUTSANYANA  
LOCAL TALENT  
DEVELOPMENT CENTER** 400433

- 1 Assistant Director: LTDC (9)
- 1 Sport Trainer (6)
- 1 General Assistant (2)

Obj: Office of the MEC (including Management)  
 Resp: Office of the MEC

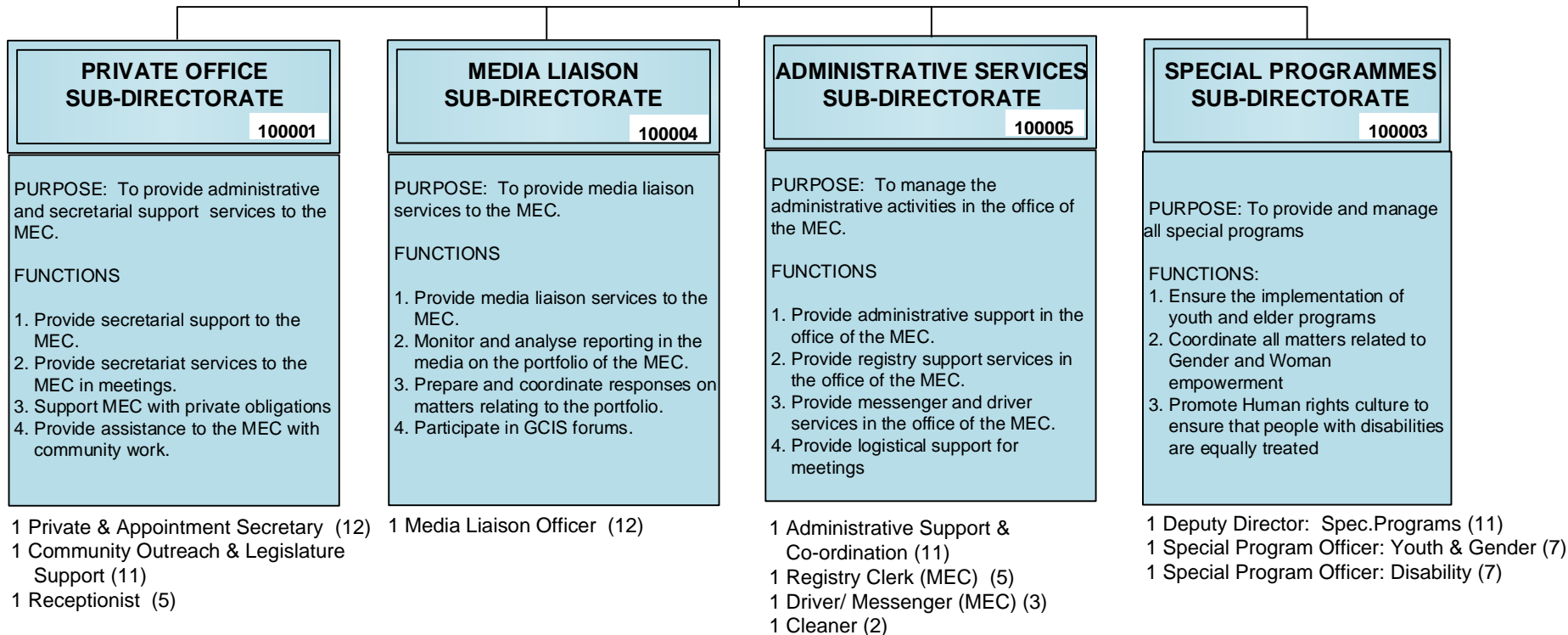


1 Director: Office of the MEC (13)

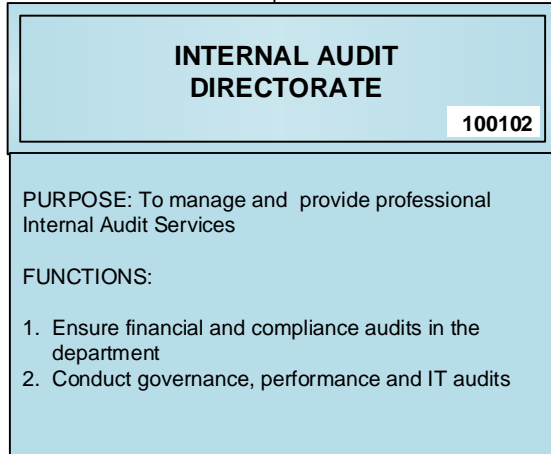
Obj: Office of the MEC (including Management)  
 Resp: Office of the HOD



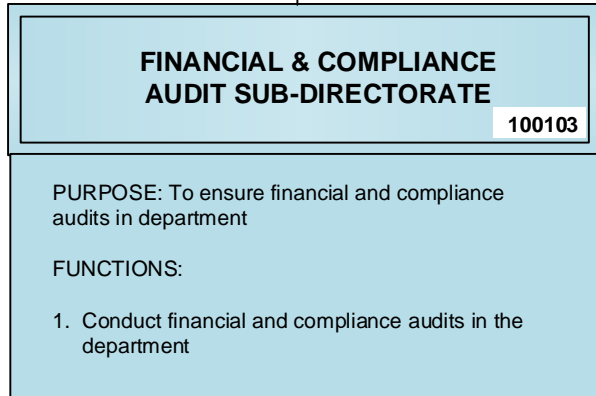
- 1 Director: Office of HoD (13)
- 1 Personal Assistant (8)
- 1 Admin Clerk (5)
- 1 Secretary/ Admin Officer (7)
- 1 Driver/Messenger (3)
- 1 Cleaner (2)



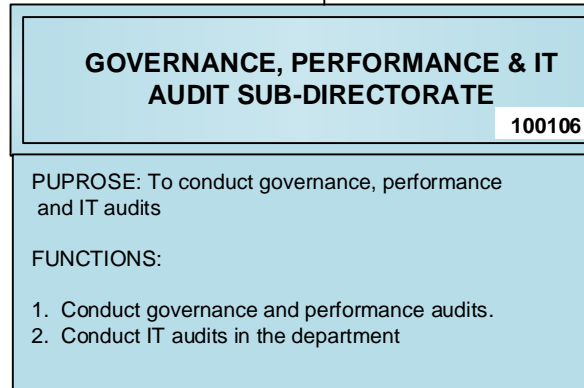
Obj: Office of the MEC (including Management)  
Resp: Internal Audit



1 Director: Internal Audit (13)  
1 Personal Assistant (7)



1 Deputy Director: Internal Audit. (11)  
1 Ass.Dir.: Internal Audit (9)  
2 Internal Auditor (7)



1 Deputy Director: Internal Audit (11)  
1 Assistant Dir.: Internal Audit (9)  
2 Internal Auditor (7)

Obj: Office of the MEC (including Management)  
 Resp: Office of the HOD

**FINANCE, SUPPLY CHAIN & HUMAN RESOURCES MANAGEMENT CHIEF DIRECTORATE**

**100200**

**PURPOSE:** To Promote and provide sound financial administration, procurement and human resource systems in a manner that support service delivery in the department

**FUNCTIONS:**

1. Management of departmental budget
2. Management of the financial administration services
3. Provision of effective and efficient supply chain management services
4. Facilitation of risk management for the department
5. Design, implement and monitor the effective functioning of an internal control system in the department
6. Ensure effective human resource management

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

Obj: Corporate Services  
 Resp: Financial Administration

**FINANCIAL MANAGEMENT DIRECTORATE**

**100201**

Page 32

Obj: Corporate Services  
 Resp: Supply Chain Management

**SUPPLY CHAIN MANAGEMENT DIR.**

**100213**

Page 33

Obj: Corporate Services  
 Resp: Financial Management

**RISK MANAGEMENT SUB-DIRECTORATE**

**100230**

**PURPOSE:** Administer efficient and effective risk management systems within the department

**FUNCTIONS:**

1. Development and implementation of risk management systems
2. Facilitation of risk identification, control mitigation of risks and control improvements
3. Embedding of risk management systems within line management functions
4. Analysis and reporting on a consolidated department risk profile

1 Chief Risk Officer (11)

Obj: Corporate Services  
 Resp: Financial Management

**INTERNAL CONTROL DIVISION**

**100240**

**PURPOSE:**  
 To design, implement and monitor the effective functioning of an internal control system in the department

**FUNCTIONS:**

1. Manage effective, efficient and transparent internal control inspectorate measures
2. Manage financial and financial related systems control
3. Maintain governance frameworks
4. Maintain financial information and knowledge management
5. Support the management of fraud
6. Facilitate loss control
7. Facilitate and participate in committees, fora and oversight bodies

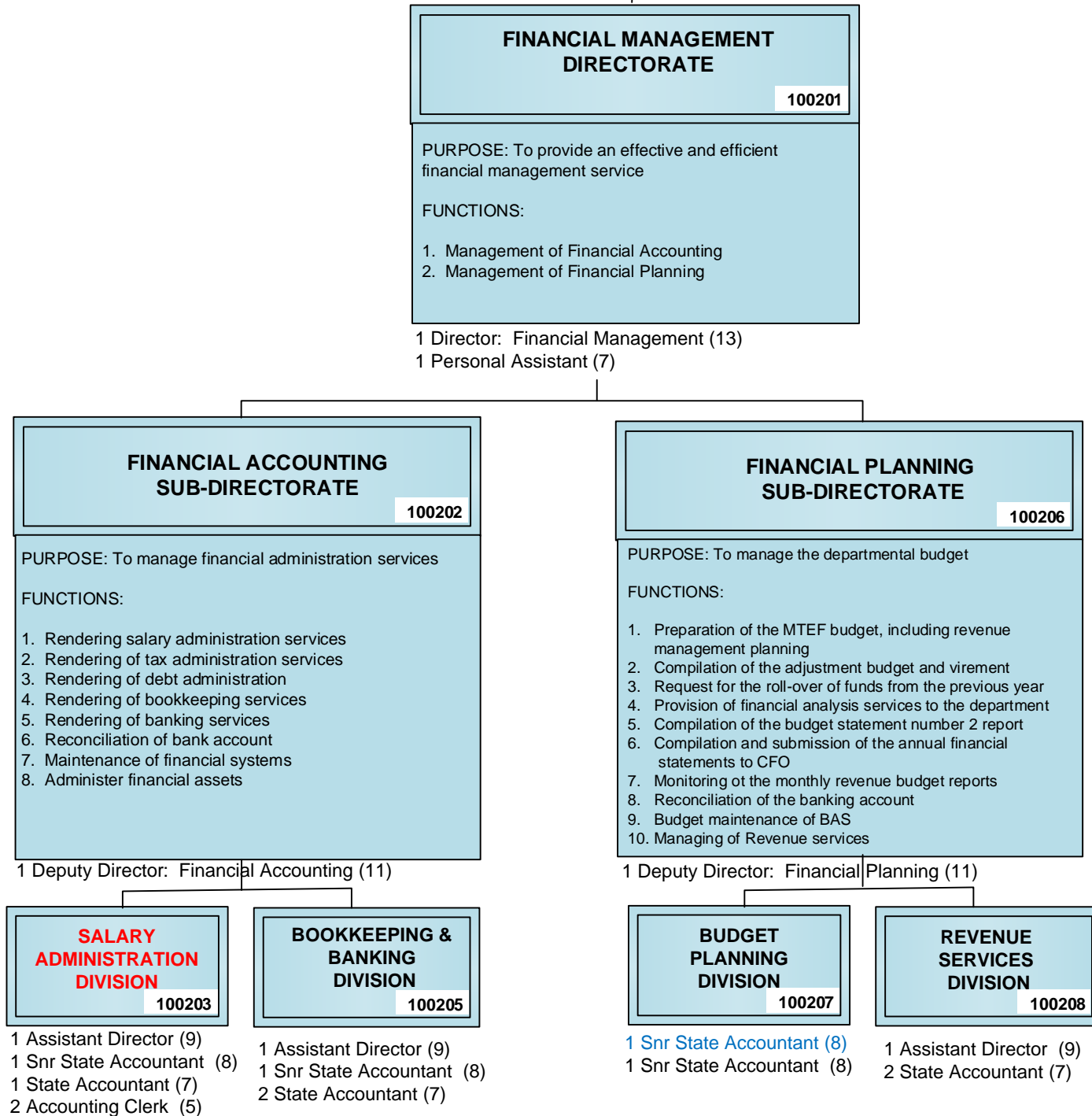
1 Assistant Director: Internal Control (9)

Obj: Corporate Services  
 Resp: Corporate Services

**HUMAN RESOURCES MANAGEMENT DIRECTORATE**

**100300**

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**SUPPLY CHAIN MANAGEMENT DIRECTORATE**

**100213**

**PURPOSE:** To provide effective and efficient supply chain management

**FUNCTIONS:**

1. Provide implementation framework for preferential procurement and application of SCM legislation
2. Ensure effective management and development of supply chain management services in the department
3. Ensure effective management of demands and acquisition services
4. Ensure effective management of logistics and asset management services
5. Ensure effective management of SCM performance and risk

1 Director: Supply Chain Management (13)  
1 Personal Assistant (7)  
1 Driver/Messenger (3)

**DEMAND, ACQUISITION & CONTRACT ADMINISTRATOR SUB-DIRECTORATE**

**100214**

**PURPOSE:** To promote and provide sound procurement systems

**FUNCTIONS:**

1. Analysis of the strategic plan of the institution to determine resources required for the fulfilment of its obligations
2. Implementation of the preferential procurement strategy
3. Specification of accepted standards for compliance of resources to be acquired
4. Assessment of the market
5. Development of an optimum sourcing strategy
6. Establishment and maintenance of a database of suppliers when obtaining quotations
7. Ensure that resources are delivered at the correct time, price and place with the correct quantity and quality that will satisfy those needs
8. Administration of contracts

**LOGISTICS & ASSET MANAGEMENT SUB-DIRECTORATE**

**100220**

**PURPOSE:** To manage logistics and asset management

**FUNCTIONS:**

1. Procurement of resources
2. Monitoring of the reliability of suppliers
3. Management of stores/warehouse
4. Management of Transport/fleet
5. Administration of losses and surpluses
6. Management of Assets
7. Administration of disposal management

**INFRASTRUCTURE MANAGEMENT SUB-DIRECTORATE**

**100440**

**PURPOSE:** Render an infrastructure management service

**FUNCTIONS:**

1. Responsible for the infrastructure budget and reporting
2. Manage the infrastructure plan
3. Provision of accommodation and building maintenance services
4. Site Management

1 Deputy Director (11)

**DEMAND & CONTRACT ADMINISTRATION DIVISION**

**100215**

1 Assistant Director (9)  
2 SCM Practitioner (7)

**ACQUISITION DIVISION**

**100216**

1 Assistant Director (9)  
1 Snr SCM Practitioner (8)  
2 SCM Practitioner (7)

**SCM PERFORMANCE & RISK MANAGEMENT DIVISION**

**100219**

1 Assistant Director (9)

**LOGISTICS DIVISION**

**100221**

1 Assistant Director (9)

**ASSET MANAGEMENT & LOSSES DIVISION**

**100224**

1 Assistant Director (9)

**ORDERS SECTION**

**100222**

1 Snr SCM Practitioner (8)  
4 SCM Practitioner (7)

**PAYMENTS SECTION**

**100223**

1 Snr SCM Practitioner (8)  
2 SCM Practitioner (7)

**ASSETS SECTION**

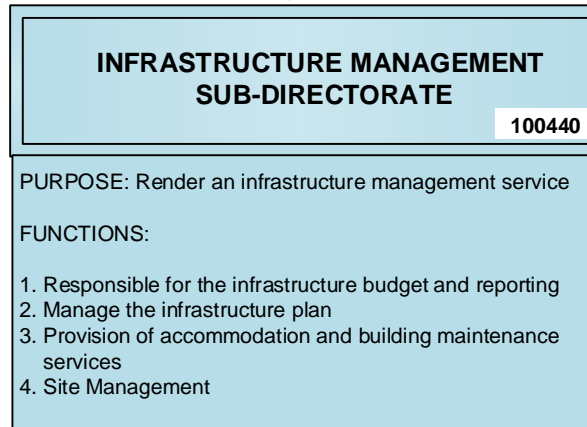
**100226**

1 Snr SCM Practitioner (8)  
5 SCM Practitioner (7)

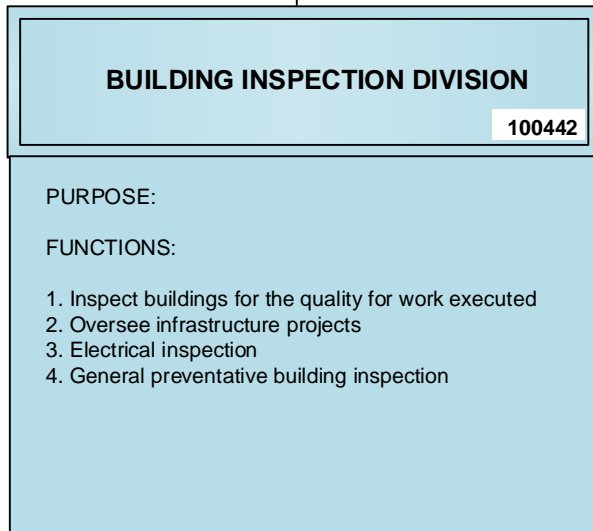
**TRANSPORT SECTION**

**100227**

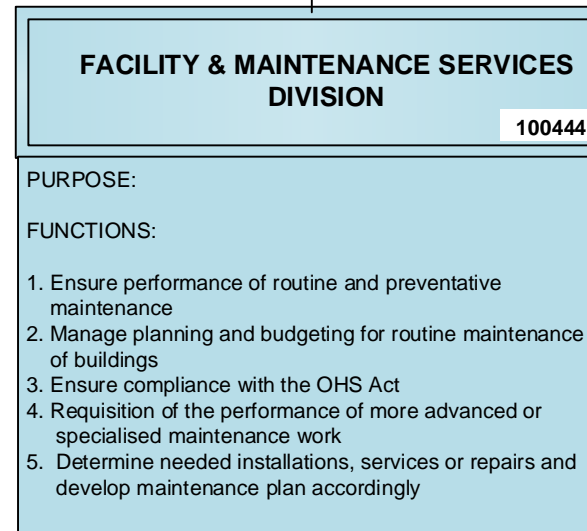
1 Snr SCM Practitioner (8)  
1 Admin Clerk (5)



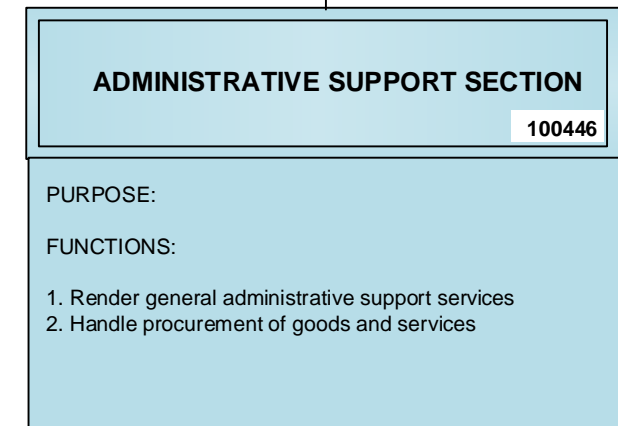
1 Deputy Director: Infrastructure Man. (11)



1 Assistant Director: Infrastructure Man. (9)  
2 Works Inspector (6)



1 Assistant Director: Infrastructure Man. (9)  
1 OHS Specialist (8)  
2 Maintenance Officer (7)  
1 Cleaner Foreman (4)  
9 Cleaner (2)



1 Administration Officer (7)  
2 Administrative Clerk (5)

**HUMAN RESOURCES  
MANAGEMENT DIRECTORATE**

100300

PURPOSE: To provide strategic human resource functions within the department

**FUNCTIONS:**

1. Provide human resource administration services
2. Manage coordination and facilitation of performance management and development programmes
3. Manage and facilitate the provision of labour relations services
4. Manage and facilitate human resource planning and information systems
5. Manage and facilitate the provision of employee wellness programmes

1 Director: Human Resources Management (13)

1 Personal Assistant (7)

**HUMAN RESOURCE  
PRACTICES &  
ADMINISTRATION  
SUB-DIR.**

100301

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**HUMAN RESOURCE  
UTILISATION, CAPACITY  
BUILDING & WELLNESS  
SUB-DIR.**

100310

Page 37

**HUMAN RESOURCE  
STRATEGIES & ORG.  
DESIGN SUB-DIR.**

100320

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**EMPLOYEE RELATIONS  
SUB-DIRECTORATE**

100330

PURPOSE: To manage and facilitate the provision of labour relations services

**FUNCTIONS:**

1. Facilitate the development of departmental labour relations policies, guidelines and processes
2. Facilitate collective bargaining and dispute resolution processes
3. Facilitate disciplinary processes
4. Facilitate consultation and negotiation processes
5. Monitoring of implementation of arbitration awards and collective agreements
6. Manage labour relations with social partners

100331

1 Deputy Director: Lab. Rel. (11)

1 Assistant Director: Lab.Rel. (9)

1 Snr LR Practitioner (8)

3 Labour Relations Practitioner (7)

**ADMINISTRATIVE SUPPORT  
SERVICES SECTION**

100333

PURPOSE: Provide admin support services to the Directorate

**FUNCTIONS:**

1. Provide asset control services
2. Provide supply chain services
3. Handel transport services

1 Snr Admin Officer (8)

1 Admin Clerk/Driver (4)

**HUMAN RESOURCE PRACTICES & ADMINISTRATION SUB-DIRECTORATE**  
100301

PURPOSE: To provide HR practices and administration services

FUNCTIONS:

1. Administer recruitment, selection and appointment of employees
2. Administer conditions of service, remuneration and employee benefits
3. Manage leave matters
4. Manage and support line managers with the implementation of PILIR
5. Manage human resource personnel records
6. Life cycle management
7. Administer incentive system

1 Deputy Director: HR Admin. (11)

**RECRUITMENT & LIFE CYCLE MANAGEMENT DIVISION**  
100302

PURPOSE:

FUNCTIONS:

1. Recruitment, selection placement and appointments
2. Implement and maintain staff establishment
3. Manage staff mobility
4. Manage probations
5. Handle testing and induction
6. Handle staff retention strategy
7. Verify qualifications, criminal records and reference checks
8. Administer and implement incentive system
9. Allowances

1 Ass.Dir.; Recruitment & Life Cycle Man. (9)  
1 Snr HR Practitioner (8)  
2 HR Practitioner (7)  
1 Snr HR Officer (7)  
2 HR Clerk (5)

**SERVICE CONDITIONS DIVISION**  
100303

PURPOSE:

FUNCTIONS:

1. Ensure effective pension related service
2. Handle injury on duty claims
3. Handle overtime and leave related matters
4. Handle medical aid services certificates
5. Handle housing benefit function
6. Health risk management related matters
7. Reporting
8. HR System control

1 Ass.Dir.: Service Conditions (9)  
2 Snr HR Officer (7)  
6 HR Clerk (5)

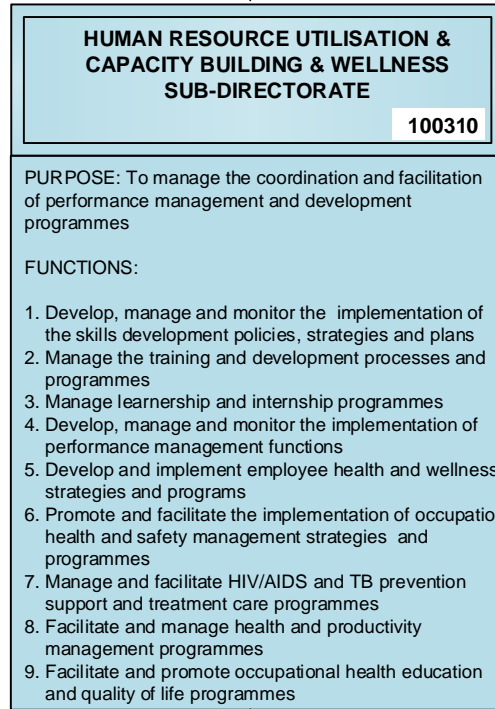
**HUMAN RESOURCE REGISTRY SECTION**  
100304

PURPOSE:

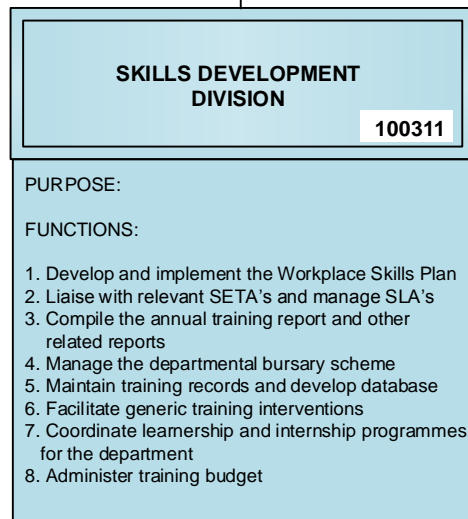
FUNCTIONS:

1. Handle filing of personal documents of officials
2. Handle filing of annual, sick and special leave forms
3. Send all circulars out in the department
4. Maintain a database of Regulations, Acts etc.
5. Archiving and disposal of files
6. Manage filing system

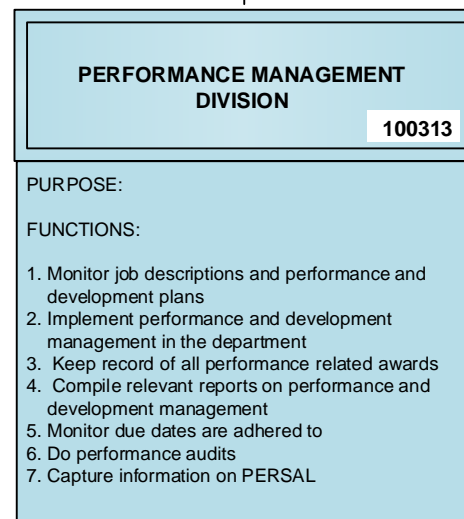
1 Snr Registry Clerk (7)  
2 Registry Clerk (5)



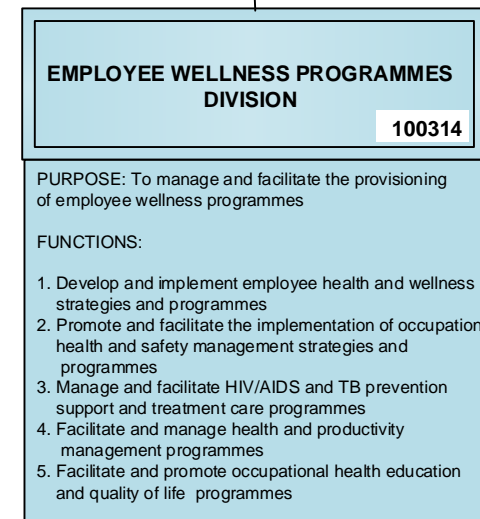
1 Deputy Director: HR Utilisation & Capacity Blg. (11)



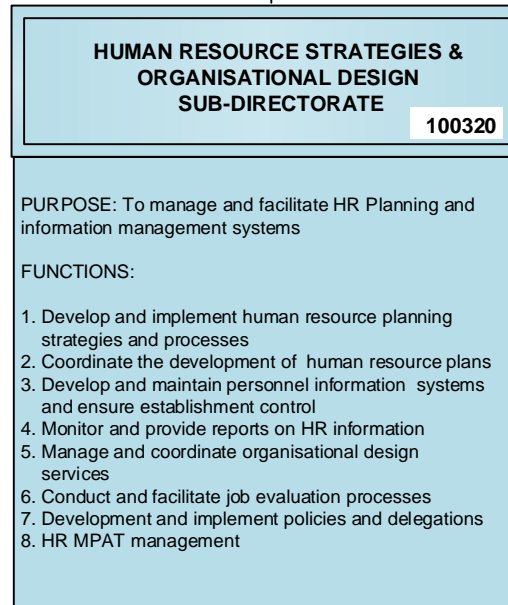
1 Assistant Dir.: SDF (9)  
 2 HRD Practitioner (7)  
 2 HR Clerk (5)



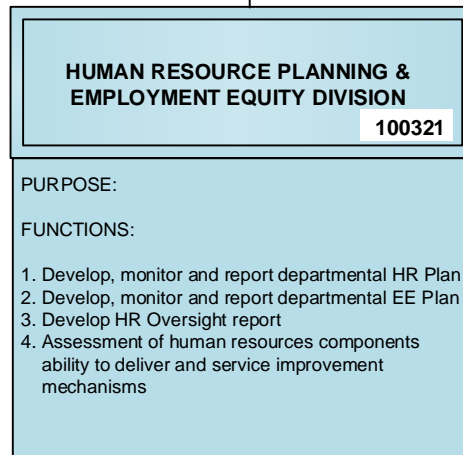
1 Assistant Dir.: PDMS (9)  
 1 HRD Practitioner (7)  
 1 HRD Practitioner (7)



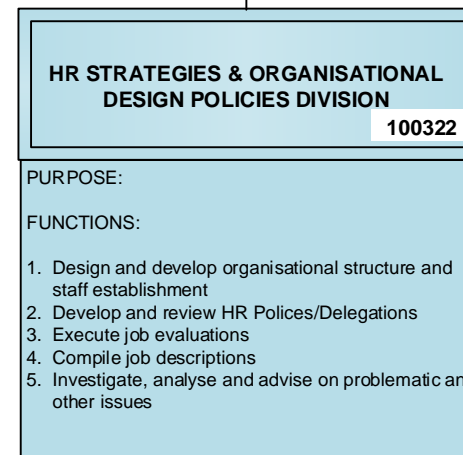
1 Assistant Dir.: Empl.Well.Prog. (9)  
 2 Wellness Coordinator (8)



1 Deputy Director: HR Strat. & OD (11)



1 Assistant Director: HR Planning & EE (9)  
 1 HR Practitioner (7)  
 1 HR Practitioner (7)



1 Ass.Dir.: HR Strat. & Org. Design (9)  
 1 Snr HR Practitioner (8)  
 1 HR Practitioner (7)  
 1 HR Practitioner (7)

Obj: Office of the MEC (including Management)  
 Resp: Strategic Planning

**STRATEGIC MANAGEMENT DIRECTORATE**

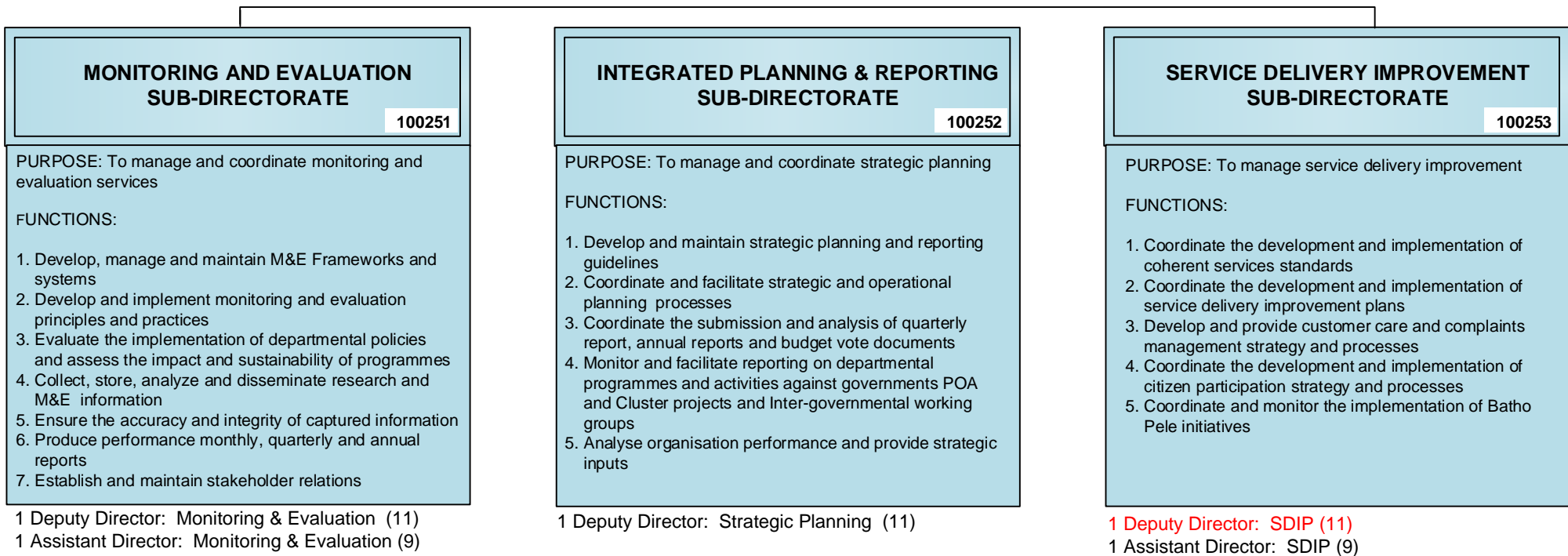
**100250**

**PURPOSE:** To manage and coordinate the implementation of strategic management

**FUNCTIONS:**

1. Manage and coordinate strategic planning
2. Manage and coordinate monitoring and evaluation service

1 Director: Strategic Management (13)  
 1 Personal Assistant (7)



**MONITORING AND EVALUATION SUB-DIRECTORATE**

**100251**

**PURPOSE:** To manage and coordinate monitoring and evaluation services

**FUNCTIONS:**

1. Develop, manage and maintain M&E Frameworks and systems
2. Develop and implement monitoring and evaluation principles and practices
3. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes
4. Collect, store, analyze and disseminate research and M&E information
5. Ensure the accuracy and integrity of captured information
6. Produce performance monthly, quarterly and annual reports
7. Establish and maintain stakeholder relations

1 Deputy Director: Monitoring & Evaluation (11)  
 1 Assistant Director: Monitoring & Evaluation (9)

**INTEGRATED PLANNING & REPORTING SUB-DIRECTORATE**

**100252**

**PURPOSE:** To manage and coordinate strategic planning

**FUNCTIONS:**

1. Develop and maintain strategic planning and reporting guidelines
2. Coordinate and facilitate strategic and operational planning processes
3. Coordinate the submission and analysis of quarterly report, annual reports and budget vote documents
4. Monitor and facilitate reporting on departmental programmes and activities against governments POA and Cluster projects and Inter-governmental working groups
5. Analyse organisation performance and provide strategic inputs

1 Deputy Director: Strategic Planning (11)

**SERVICE DELIVERY IMPROVEMENT SUB-DIRECTORATE**

**100253**

**PURPOSE:** To manage service delivery improvement

**FUNCTIONS:**

1. Coordinate the development and implementation of coherent services standards
2. Coordinate the development and implementation of service delivery improvement plans
3. Develop and provide customer care and complaints management strategy and processes
4. Coordinate the development and implementation of citizen participation strategy and processes
5. Coordinate and monitor the implementation of Batho Pele initiatives

1 Deputy Director: SDIP (11)  
 1 Assistant Director: SDIP (9)

Obj: Office of the MEC (including Management)  
Resp: Communication

**COMMUNICATION AND INFORMATION TECHNOLOGY MANAGEMENT DIRECTORATE** 100410

PURPOSE: To manage the provision of communication, events management and IT services

FUNCTIONS:

1. Provide internal communication services
2. Provide external communication services
3. Provide events management services
4. Provide publication and photo journalism service
5. Provide information communication technology services
6. Maintenance of the SITA relationship
7. Develop and maintenance of the Departmental Web Site

1 Director: Communication Marketing & IT Man. (13)  
1 Personal Assistant (7)

Obj: Office of the MEC (including Management)  
Resp: Communication

**COMMUNICATION AND MARKETING SUB-DIRECTORATE** 100411

PURPOSE: To manage communications

FUNCTIONS:

1. Provide internal communication services
2. Provide external communication services
3. Provide events management services
4. Provide publication and photo journalism service
5. Develop and maintenance of the Departmental Web Site

1 Deputy Director: Communication (11)

**EXTERNAL COMMUNICATION & EVENTS DIVISION** 100412

1 Ass.Dir.: Comm. (9)  
1 Comm. Officer (7)

**INTERNAL COMMUNICATION & SPEECH WRITING DIVISION** 100413

1 Ass.Dir.: Internal Comm. & Speech Writing (9)

**GRAPHIC DESIGN SECTION** 100414

2 Graphic Designer (7)

Obj: Office of the MEC (including Management)  
Resp: Information Technology

**INFORMATION TECHNOLOGY SUB-DIRECTORATE** 100420

PURPOSE:

FUNCTIONS:

1 Deputy Director: Information Technology (12)

**DATA TECHNOLOGY DIVISION** 100421

1 Data Technologist (10)  
1 Data Technologist (9)

**NETWORK SYSTEMS DIVISION** 100422

1 Ass.Dir.: IT Tech. Supp. (9)  
1 Snr Network Controller (8)  
2 Network Controller (7)  
5 Network Controller (7)  
1 Helpdesk Administrator (6)

**PROGRAMMING DIVISION** 100423

1 Assistant Dir.: Programming (9)  
2 Programmer (7)

Obj: Office of the MEC (including Management)  
Resp: Security Management

**SECURITY MANAGEMENT  
DIRECTORATE**

**100430**

PURPOSE: To manage and monitor the provisioning of security management services

FUNCTIONS:

1. Develop and implement security management policies, systems and procedures
2. Monitor the adherence to implementation of information technology policies based on MISS
3. Administer and monitor the implementation of security measures, including access control
4. Provide staff vetting services
5. Liaison with other security agencies

1 Director: Security Management (13)  
1 Personal Assistant (7)

