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File Reference: POB Staff establishment

Author: Adv NG Mpangane

Report Number:

Designation: Acting Head of Corporate Services

APPROVAL

1st Level: EMT (N/A)

2nd Level: Section 80 Committee ()

3rd Level: MAYCO (24/05/2023)

4th Level: Council (02/06/2023)

STAFF ESTABLISHMENT / ORGANISATIONAL STRUCTURE FOR PUBLIC OFFICE BEARERS' (POB) FOR MANGAUNG METROPOLITAN MUNICIPALITY (MMM).

1. PURPOSE

1.1 The purpose of the report is to obtain Council approval of the reviewed staff establishment / organisational structure of Public Office Bearers' offices aligned to the Municipal Staff Regulations (MSR) which came into effect from 01 July 2022.

2. BACKGROUND

2.1 Mangaung Metropolitan Municipality (MMM) participated in the policy review and development of the Municipal Staff Regulations by national CoGTA. MSR emanates from the diagnostic report on the performance of municipalities that was conducted by national CoGTA in 2014 that revealed that some municipalities are still experiencing governance and institutional challenges in meeting their obligations. Some of the challenges included bloated municipal administration in non-core functions of municipalities and high incidence of irregular and inappropriate appointments.

The objectives of the MSR are to:

- (a) Create a career local public administration that is fair, efficient, effective and transparent;
- (b) Create a development oriented local public administration governed by good human resource management and career development practices;
- (c) Ensure an accountable local public administration that is responsive to the needs of local communities;
- (d) Ensure that high standards of professional ethics are fostered within local government;

- (e) Strengthen the capacity of municipalities to perform their functions through recruitment and appointment of suitably qualified and competent persons; and
- (f) Establish a coherent HR governance regime that will ensure adequate checks and balances, including enforcement of compliance with the legislation.

2.2 All municipalities across the country including MMM were urged to commence preparations for transitional measures after enactment of the MSR in September 2021, in cognisance of the fact that new councils were to be elected after November 2021 local government elections. However, it appears that MMM was not ready at the time of date of implementation of 01 July 2022. The MSR were tabled in Council on 19 August 2022 for noting of the new regulatory environment in so far as human resources systems and management in municipalities.

3 DISCUSSION

3.1 In accordance with the MSR, a municipality is mandated to provide capacity to support the offices of public office bearers, within its administrative and financial capacity. MMM was under provincial intervention due to failure to meet its financial obligations and as part of implementation of the Municipal Recovery Plan, the municipality was obligated to review its cost of employee costs and staff compliments due to bloated structure of the Public Office Bearers (PoBs).

3.2 As a result, MMM embarked on organisational review and extensive interaction and consultation were held with National Treasury by the erstwhile Head of Department, Corporate Services, mainly for the purpose of effecting cost saving measures on employee costs. All comments and inputs from National Treasury were incorporated resulting in reduction of staff compliments from 200 to 75 employees and employee related costs shown in Table 1 below.

Office	Staff	Total Cost R
Speaker	67	45,945,777
Chief Whip	22	15,629,827
MPAC	11	8,132,473
Executive Mayor	81	58,423,679
Deputy Executive Mayor	22	15,364,172
TOTAL	203	143,495,928

3.3 Subsequent thereto, the positions were advertised internally and externally based on National Treasury comments, however the recruitment process was halted due to workshop by national and provincial CoGTA held on 02 August 2022 councillors, and administration on the requirements of MSR and but emphasis on prototype staff establishment / organisational structure for metros due to the fact that Mangaung had bloated organisational structure with high employee costs as illustrated in table 1 above. MSR mandatory staff compliment for public office bearers is 70 posts shown in Table 2 below as gazetted on 21 September 2021. Job profiles have been developed outlining expected roles and responsibilities.

Office	Number of posts	Total Cost R
Executive Mayor	7	4,373,355
Deputy Executive Mayor	4	2,601,998
Speaker	9	5,502,334

Chief Whip	2	958,166
Councillor Support (including MPAC)	48	24,547,804
TOTAL	70	R37,983,657

Deviation and additional post in terms of the MSR

The MSR makes provision for deviation on the prototyped structures only on conditions that approval must be obtained from the MEC responsible for local government in the province upon good cause shown. In this regard, both Section 80 for Corporate Services, MAYCO and former Speaker made proposal for additional **24 positions** to be distributed amongst office of the public bearers to address gaps and limitation in the current MSR prototype as follows –

- Office of the Executive Mayor to address media relations /communications, special programmes and public engagements.
- office of the Speaker regarding ward coordinators and public participation due to the number of wards at the metro.
- Office of Whip of Council and MPAC be added aimed at capacitating council structures to improve service delivery.

Employee related costs for POB staff establishment.

The salary remuneration for consideration is **Total Cost Package** (Basic Salary plus renders structuring of contributions for pension/provident fund, medical aid and other benefits to the discretion of the employee and the employer related cost for **70** staff posts amount to the total amount of **R37,983,657**. There are no hidden costs regarding the Total Cost Salary and employees may choose their own restructuring according to their needs. The deviation and additional **24 positions** amount to the total amount of **R16,087,872**.

Table 2: Regulated 2022/2027 Term		
Office	Number of posts	Total Cost R
Executive Mayor	7	4,373,355
Deputy Executive Mayor	4	2,601,998
Speaker	9	5,502,334
Chief Whip	2	958,166
Councillor Support (including MPAC)	48	24,547,804
TOTAL	70	R37,983,657
Deviation / Additional Positions		
Office	Number of posts	
Executive Mayor	7	4,759,372
Deputy Executive Mayor	3	1,793,296
Speaker	11	6,234,419
Chief Whip	1	1,333,260
Councillor Support (including MPAC)	2	1,967,525
Deviation Post	24	
Prototype & deviation Posts	94	
TOTAL COSTS		R54,071,529

4 LEGISLATIVE PROVISIONS

- 3.1 Municipal Staff Regulations enacted into law by the Minister of Cooperative Governance and Traditional Affairs. The municipality was not ready to implement the regulations regardless of support provide by national and provincial CoGTA since 2021

5. DELEGATIONS

- 5.1 The Executive Mayor oversees the administration component of the municipality.

6. IMPLICATIONS

6.1. FINANCIAL

- (a) The payment of salaries and benefits on the Total Cost to company salary scales.

6.2. LEGAL

Municipal council must approve staff establishment for public office bearers falling within the office of the City Manager in line with the Municipal Staff Regulations. The positions must be advertised, and applicants must meet the minimum requirements of the post in line with the MSR.

6.3. COMMUNICATION

None

6.4. COMMUNITY & SERVICE DELIVERY

The absence of support staff for public office bearers impacts on development of long-term visions and strategies to improve service delivery. The public office bearers are assigned with development of strategies to improve service delivery and overseeing administration.

7. RECOMMENDATION

IT IS RECOMMENDED THAT COUNCIL:

- (a) Approve reviewed staff establishment of Public Office Bearers aligned to the Municipal Staff Regulations (MSR) that came into effect from 01 July 2022 and employee related costs savings in respect of employees due to the alignment with the Municipal Staff Regulations.
- (b) Approve the additional **24** posts (30%) and that deviation be sought from MEC in line with the Municipal Staff Regulations.
- (c) Approve that the acting City Manager immediately facilitate the filling of the positions with support from response handling company to compile a long list, conduct references, qualifications, and personal credentials of applicants to reduce turnaround time of filling these positions.

8. Submitted by


Adv N Mpangane
ACTING HEAD -CS

30/05/2023
DATE

9. APPROVED BY:


N Dumalisile (Ms)
ACTING CITY MANAGER

30/05/2023
.....
DATE

10. APPROVED BY:


G Nthatsi (Mr)
Acting EXECUTIVE MAYOR

30/05/2023
.....
DATE

11. RATIFIED BY:


G Malaza (Ms)
NATIONAL CABINET REPRESENTATIVE

30/05/2023
.....
DATE

12. ANNEXURES

12.1 ANNEXURE A

NATIONAL TREASURY COMMENTS ON THE UNREGULATED STAFF ESTABLISHMENTS FOR POB

12.2 ANNEXURE B

COST FOR UNREGULATED STAFF ESTABLISHMENT.

12.3 ANNEXURE C

12.4 COST FOR REGULATED STAFF ESTABLISHMENT.

12.5 ANNEXURE D

TOTAL COST PACKAGE FOR REGULATED AND DEVIATIONS POSITIONS.



**NATIONAL TREASURY
COMMENTS ON THE
UNREGULATED STAFF
ESTABLISHMENT FOR POB**

COSTING OF PROPOSED STRUCTURE: POBs

POST	QTY	SALARY COST PER ANNUM	TOTAL COST PER ANNUM	NT Comments	Discussion points.
LEGISLATIVE ORGAN					
Secretary of Council	1	0			
OFFICE OF SPEAKER					
Head: Office of the Speaker	1	1,626,684	1,626,684		
Secretary	1	779,363	779,363		
Office Support					
Office Manager	1	1,376,596	1,376,596	What is the motivation for Office Manager when there is provision for the Head: Office of the Speaker. One post is recommended to execute these functions. Not supported.	
Researcher	2	1,214,994	2,429,988	It is proposed tha only one 1 Researcher post be provided for.	Agree
Executive Secretary	1	541,871	541,871		
Receptionist/Secretary]	1	298,306	298,306	1 Executive Secretary sufficas to assist the Speaker, Executive Secretary is already provided for under line 13. Not supported.	
Driver/Bodyguard	1	567,501	567,501		
Councillor Support					
Coordinator: Councillor Support	1	1,041,007	1,041,007	There is no need for a Coordinator: Councillor Support. The Head: Office of the Speaker should be able to coordinate this function. Not supported.	Leave it as Coordinator.
Councillor Support Officer	3	604,633	1,813,899		
Senior Protocol Officer	1	1,157,791	1,157,791		
Protocol Officer	2	1,005,439	2,010,878	These are not required, this work can be executed by the Senior Protocol Officer. Not supported.	Agree with NT comments
Personal Assistant: MAYCO member	11	779,363	8,572,993	As much as it is important for each MMC to have their own PAs, given the financial constraints MMM is currently facing; using the PAs on a shared function arrangement makes a good business sense and will contribute to further savings. The proposal is to reduce the number of PAs to 6 and adopt a shared service approach.	Revert to the original proposal, recommendation of NT is not realistic. Move to E Mayor's office.
Cleaner/Teamaker	3	253,414	760,242	It is recommended that provision only be made for 1 post and not 3 posts. This work can be executed by one employee. Utilise current municipal Cleaners to do the office cleaning function.	Agree
Community Development & Participation					
Community Development Coordinator	1	1,041,007	1,041,007		
Community Development Worker	1	637,362	637,362		
Public Participation Coordinator	1	1,041,007	1,041,007		
Ward Committee Clerk	21	297,018	6,237,378	What is the motivation for 21 Ward Clerks, this can also be provided on shared service arrangements wherein 1 clerk can service more wards. Consider reducing the number of Clerks from 21 to 10. The MMM has 51 Wards, and are expected to services all Ward Committees.	
SUBTOTAL	54	14,263,356	31,933,873		
OFFICE OF THE COUNCIL WHIP					
Senior Admin Officer	1	1,041,007	1,041,007	What is the rationale for so much salary scale for Senior Admin Officers. Are Admin Officers remunerated on this basis across the municipality, irrespective of the departments they are located?.	Add Office Manager taken from the Speaker's Office. Convert tom Head. Add Party Secretaries for each party x 9. Add Researcher, Messenger/ Driver.
Senior Secretary	1	506,514	506,514		

POST	QTY	SALARY COST PER ANNUM	TOTAL COST PER ANNUM	NT Edmentl	Discussion points.
SUBTOTAL	2	1,547,521	1,547,521		
OFFICE OF CHAIRPERSON MPAC					
Head: Office of Chairperson MPAC	1	1,376,596	1,376,596	Clarify the difference in salary scales between this post and other posts with the same classification (similar names assuming the salary scales and grades should carry the same/ similar salary values).	To correct scales of Heads - standardisation, place all Heads at entry level @ R1 376 596 instaed of R1 675 896
Committee Coordinator	1	1,041,007	1,041,007	See salary comments of Senior Admin Officers.	Make 2 Coordinators, identify savings from other areas. Support is important for this office given its oversight role.
Researcher	1	1,041,007	1,041,007		
Personal Assistant	1	779,363	779,363		
Light Vehicle Driver	1	238,504	238,504		
SUBTOTAL	5	4,476,477	4,476,477		
EXECUTIVE MAYOR					
Chief of Staff	1	1,675,896	1,675,896		Oversees all political staff in all POB offices. There will only be one Chief of Staff supporting all POB offices.
Secretary	1	779,363	779,363	Is this post graded the same as that of PA?	
Personal Assistant	1	779,363	779,363		
Office of the Executive Mayor					
Head: Office of Executive Mayor	1	1,571,664	1,571,664	This might cause duplication of functions. The Chief of Staff should be able to execute bothe functions. Consider collapsing one post between Chief of Staff and Head: Office of EM and combine the functions.	Withdraw NT comments.
Special Advisor / Researcher	1	1,675,896	1,675,896		
Community Liaison Officer	1	567,501	567,501		
Executive Secretary	1	541,871	541,871		
Receptionist	1	298,306	298,306		
Driver x (4 guards on shifts arrangements)	1	253,414	253,414		
SUBTOTAL	9	8,143,274	8,143,274		
Office of the Deputy Executive Mayor					
Head: Office of Deputy Executive Mayor	1	1,571,664	1,571,664		
Executive Secretary	1	541,871	541,871		
Personal Assistant	2	779,363	1,558,726		
Driver	1	253,414	253,414		
SUBTOTAL	5	3,146,312	3,925,675		
TOTAL	75	31,576,940	30,026,820		

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Current offices of POBs	143,495,928
Proposed offices of POBs	50,026,820
TOTAL COST SAVINGS	93,469,108

COSTING OF REVISED STRUCTURE FOR OFFICES OF POBs_10022022

POST	QTY	COST PER ANNUM	TOTAL COST PER ANNUM	City Organisational Design Team Comments
OFFICE OF SPEAKER				
Head: Office of the Speaker	1	1,256,537	1,256,537	
Secretary	1	308,763	308,763	
<i>Office Support</i>				
Personal Assistant	1	604,633	604,633	
Driver/Bodyguard (VIP Officers)	4	445,196	1,780,784	Introduce shift system to mitigate overtime
<i>Councillor Support</i>				
Councillor Support Officer	3	604,633	1,813,899	
Senior Protocol Officer	1	1,100,539	1,100,539	
Shared Secretaries to Chairs of Council Committees	3	308,763	926,289	
Community Development & Participation				
Community Development Coordinator	1	982,634	982,634	
Public Participation Coordinator	1	982,634	982,634	
Ward Committee Clerk	21	297,018	6,237,378	This is Flagged for future review given that Ward Committee members receive stipends. To be phased in specific numbers to phased in pending review discussions.
Petitions & Hearings Officer	1	604,633	604,633	
SUBTOTAL	39		16,846,290	
EXECUTIVE MAYOR				
Chief of Staff	1	1,386,492	1,386,492	
Secretary	1	308,763	308,763	
<i>Office Support</i>				
Office Manager	1	1,256,537	1,256,537	
Private Secretary	1	308,763	308,763	
Secretary to Special Advisor	1	308,763	308,763	
PA's to MMC's	10	604,633	6,046,330	
Receptionist	1	345,338	345,338	
Cleaner	1	247,567	247,567	Function can be provided by Facilities Management provided that Municipality conducts intensive training on protocols immediately for employees in offices of POBs.
<i>Mayoral Support</i>				
Special Advisor	1	1,386,492	1,386,492	Any duplication of functions with work performed by Chief of Staff will be eliminated with clear strategy focused job description. However it is proposed that ideally the incumbent should be a professional who possesses and imbued with broad array of strategic and policy acumen. This flagged for review in the future.
Protocol Officer	1	982,634	982,634	
Executive Support Officer	1	516,154	516,154	
VIP Guards	4	445,196	1,780,784	Shift System to be introduced to mitigate overtime
Community Liaison				
Community Liaison Officer	1	604,633	604,633	
Community Liaison Officer Special Programmes (Women Coordinators (EPWP & PEP)	2	604,633	1,209,266	
	2	604,633	1,209,266	
SUBTOTAL	29		17,897,782	
Office of the Deputy Executive Mayor				
Head: Office of Deputy Executive Mayor	1	1,256,537	1,256,537	It is proposed that the municipality should consider replacing the post with that of Manager, as Chief of Staff exercises oversight in both offices. This must be flagged for review in the future.
<i>Office Support</i>				
Personal Assistant	1	604,633	604,633	
Cleaner	1	247,567	247,567	Function can be provided by Facilities Management provided that Municipality conducts intensive training on protocols immediately for employees in offices of POBs.
<i>Deputy Mayoral Support</i>				
Executive Support Officer	1	516,154	516,154	
VIP Guards	4	445,196	1,780,784	Shift System to be introduced to mitigate overtime
Special Programmes				
Liaison Officer	2	604,633	1,209,266	This is meant to assist the Office
SUBTOTAL	11		5,614,941	
Office of the Council Whip				
Head: Council Whip	1	1,256,537	1,256,537	
Administrative Secretary	1	308,763	308,763	
<i>Office Support</i>				
Support Officer	1	516,154	516,154	
Secretary to Council Whip	1	308,763	308,763	

Cleaner	1	247,567	247,567	Services can be provided by Facilities Management provided that the municipality conducts intensive training on protocols immediately for employees in offices of POBs.
Party Support				
PA's to Political Party	9	604,633	5,441,697	
Whip Support				
Researchers	6	982,634	5,895,804	Shared services are proposed to be centralised at the Office of the Chief Whip. Three of these should have dotted line function support to Speaker, Council Whip and Executive Mayor. The other three should support with specific focus to three clusters of Finance, Service Delivery and Institutional Governance
Executive Support Officer	1	516,154	516,154	
Committee Support Officer	3	516,154	1,548,462	
SUBTOTAL	24		16,039,901	
MPAC				
Head: MPAC	1	1,256,537	1,256,537	
Secretary	1	308,763	308,763	
Office Support				
Committee Coordinator	1	982,634	982,634	
Secretary to MPAC Chairperson	1	308,763	308,763	Costing to based on secretarial level instead of those of PA's as per advice of NT
Cleaner	1	247,567	247,567	Services can be provided by Facilities Management provided that municipality conducts intensive training on protocols immediately for employees in offices of POBs.
MPAC Support				
Committee Clerk	1	297,018	297,018	
Light Vehicle Driver	1	238,504	238,504	
Researcher	1	982,634	982,634	This Researcher position should not be mixed with researchers centralised in the Chief Whip. The incumbent should possess auditing and financial skills
Cleaner/Teamaker	1	247,567	247,567	Services can be provided by Facilities Management provided that Municipality conducts intensive training on protocols immediately for employees in offices of POBs.
SUBTOTAL	9		4,622,420	
TOTAL	112		61,021,334	

ANNEXURE "A"
COSTING AS PER MSR COMPLIANT STAFF COMPLEMENT

SALARY LEVEL	POST	QTY	SALARY COST PER ANNUM 2022/2023	TOTAL COST To Employer (Current regime: Starting notch)
OFFICE OF THE EXECUTIVE MAYOR				
GM	Chief of Staff	1	1 454 436	1 454 436
SL8	Administrative Secretary	1	541 453	541 453
SL9	Private Secretary	1	467 016	467 016
SL6	Special Advisor	1	692 015	692 015
SL7	Community Liaison Officer	1	634 265	634 265
SL12	Receptionist	1	323 901	323 901
SL15	Driver	1	260 269	260 269
	SUBTOTAL	7		4 373 355
OFFICE OF THE DEPUTY EXECUTIVE MAYOR				
SL3	Head: Office of Deputy Executive Mayor	1	1 333 260	1 333 260
SL8	Administrative Secretary	1	541 453	541 453
SL9	Private Secretary	1	467 016	467 016
SL15	Driver	1	260 269	260 269
	SUBTOTAL	4		2 601 998
OFFICE OF SPEAKER				
SL3	Head: Office of the Speaker	1	1 333 260	1 333 260
SL8	Administrative Secretary	1	541 453	541 453
SL7	Public Participation & Outreach Officer	1	634 265	634 265
SL7	Public Petitions & Hearings Officer	1	634 265	634 265
SL8	Ward Committee Clerk	2	541 453	1 082 906
SL6	Administration Officer	1	692 015	692 015
SL12	Receptionist	1	323 901	323 901
SL16	Driver	1	260 269	260 269
	SUBTOTAL	9		5 502 334
OFFICE OF THE COUNCIL WHIP				
SL7	Support Officer	1	634 265	634 265
SL12	Secretary	1	323 901	323 901
	SUBTOTAL	2		958 166
COUNCILLOR SUPPORT				
	Manager: Councillor Support	1		
MAYORAL COMMITTEE SUPPORT				
SL7	Councillor Support Officer	9	634 265	5 708 385
SL12	Secretary	9	323 901	2 915 109
	SUBTOTAL	18		8 623 494
OFFICE OF MPAC				
SL7	Committee Support Officer	1	634 265	634 265
SL7	Data & Information Officer (Researcher)	1	634 265	634 265
SL12	Secretary	1	323 901	323 901
	SUBTOTAL	3		1 592 431
POLITICAL PARTY SUPPORT				
SL7	Executive Support Officer	9	634 265	5 708 385
SL12	Data & Information Officer (Researcher)	9	634 265	5 708 385
	Secretary	9	323 901	2 915 109
	SUBTOTAL	27		14 331 879
	GRAND TOTAL	70		37 983 657

ADDITIONAL POSTS FOR DEVIATION REQUEST TO MEC

SALARY LEVEL	POST	QTY	SALARY COST PER ANNUM 2022/2023	TOTAL COST To Employer (Current regime: Starting notch)	GRAND TOTAL [COMPLIANT PLUS DEVIATION]
OFFICE OF THE EXECUTIVE MAYOR					
SL5	Special Programmes Coordinator	1	1 046 594	1 046 594	
SL7	Special Programmes Officer	3	634 265	1 902 795	
SL7	Media Liaison Officer	2	634 265	1 268 530	
SL8	EPWP/PEP Administrator	1	541 453	541 453	
	SUBTOTAL	7		4 759 372	9 132 727
OFFICE OF THE DEPUTY EXECUTIVE MAYOR					
SL6	Administration Officer	1	692 015	692 015	
SL9	Senior Clerk	1	467 016	467 016	
SL7	Community Liaison Officer	1	634 265	634 265	
	SUBTOTAL	3		1 793 296	4 395 294
OFFICE OF SPEAKER					
SL7	Public Participation & Outreach Officer	3	634 265	1 902 795	
SL8	Ward Committee Clerk	8	541 453	4 331 624	
	SUBTOTAL	11		6 234 419	11 736 753
OFFICE OF THE COUNCIL WHIP					
SL3	Head: Office of Council Whip	1	1 333 260	1 333 260	
	SUBTOTAL	1		1 333 260	2 291 426
COUNCILLOR SUPPORT					
MAYORAL COMMITTEE SUPPORT					
	SUBTOTAL			0	8 623 494
OFFICE OF MPAC					
SL3	Head: Office of MPAC	1	1 333 260	1 333 260	
SL7	Committee Support Officer (Sec. 79)	1	634 265	634 265	
	SUBTOTAL	2		1 967 525	3 559 956
POLITICAL PARTY SUPPORT					
	SUBTOTAL	0		0	14 331 879
	SUBTOTAL	24		16 087 872	54 071 529



**COST FOR UNREGULATED STAFF
ESTABLISHMENT**

CONFIDENTIAL

COST OF CURRENT PBO OFFICES

POST DESIGNATION	NO. OF POSTS	SALARY COST PER ANNUM	TOTAL PER ANNUM
LEGISLATIVE ORGAN			
Secretary of Council	1		0
Secretary	1	300,108	300,108
Office of Speaker			
Head: Office of Speaker	1	1,626,684	1,626,684
Secretary	1	300,108	300,108
Office Support			
Office Manager	1	1,376,596	1,376,596
Manager Research	1	1,376,596	1,376,596
Researcher	2	1,041,007	2,082,014
Personal Assistant	1	779,363	779,363
Executive Secreatry	1	541,871	541,871
Receptionist/Secretary	1	298,306	298,306
Snr Protocol Officer	1	1,157,791	1,157,791
Protocol Officer	1	1,041,007	1,041,007
Body Guard/Driver	1	391,380	391,380
Body Guard/Driver	1	567,501	567,501
Driver/Messenger	1	253,414	253,414
Messenger Gr I	1	258,616	258,616
Cleaner/Teamaker	2	247,567	495,134
Council Support			
Manager Council Support	1	1,376,596	1,376,596
Coordinator: Council Support	5	1,041,007	5,205,035
Council Support Officer	3	604,633	1,813,899
Community Development & Participation			
Manager CDW	1	1,336,891	1,336,891
Community Development Work Coordinator	1	1,041,007	1,041,007
Community Development Worker	1	637,362	637,362
Manager Public Participation	1	1,336,891	1,336,891
Public Participation Coordinator	10	1,041,007	10,410,070
Ward Committee Clerk	20	286,926	5,738,520
Section 79 Committees			
Manager Section 79 Committees	1	1,376,596	1,376,596
Section 79 Coordinator	2	1,041,007	2,082,014
Senior Clerk	1	465,450	465,450
Section 79 Clerk	1	278,957	278,957
SUBTOTAL	67	23,422,245	45,945,777
Office of Chief Whip			
Head: Office of Chief Whip	1	1,626,684	1,626,684
Manager Administration	1	1,376,596	1,376,596
Chief Admin Officer (SAO)	1	982,634	982,634
Researcher	3	1,041,007	3,123,021
Constituency Liasion Officer	1	567,501	567,501
Snr Admin Officer	1	605,088	605,088
Snr Secretary	1	506,514	506,514

POST DESIGNATION	NO. OF POSTS	SALARY COST PER ANNUM	TOTAL PER ANNUM
Clerk Gr I (Chief Clerk)	1	541,871	541,871
Secretary	1	291,937	291,937
Personal Assistant	9	619,579	5,576,211
Driver/Messenger	1	253,414	253,414
Cleaner/Teamaker	1	178,356	178,356
SUBTOTAL	22	8,591,181	15,629,827
Office of Chairperson MPAC			
Head: Office of Chair MPAC	1	1,376,596	1,376,596
Manager Administration	1	1,376,596	1,376,596
Researcher	2	1,041,007	2,082,014
Personal Assistant (MPAC)	1	779,363	779,363
Committee Coordinator	1	1,041,007	1,041,007
Committee Clerk//Gr I//Snr//Chief	2	286,926	573,852
Office Assistant	1	405,925	405,925
Light Vehicle Driver	1	238,504	238,504
Cleaner/Teamaker	1	258,616	258,616
SUBTOTAL	11	6,804,540	8,132,473
EXECUTIVE			
Chief of Staff	1	1,675,896	1,675,896
Secretary	1	78,000	78,000
Personal Assistant	1	779,363	779,363
Office of Executive Mayor			
Head: Office of Executive Mayor	1	1,571,664	1,571,664
Administrative Support			
Manager: Administration	1	1,291,682	1,291,682
Chief Monitoring & Evaluation	1	1,336,891	1,336,891
Snr Admin Officer	1	1,041,007	1,041,007
Admin Officer	2	649,577	1,299,154
Committee Coordinator	1	982,634	982,634
Coordinator IDP	1	1,069,150	1,069,150
Coordinator Service Delivery	3	649,577	1,948,731
Admin Assistant	1	634,613	634,613
Executive Secretary	1	541,871	541,871
Office Assistant	1	405,925	405,925
Logistics Officer	1	678,374	678,374
Chief Clerk	1	541,871	541,871
Bodyguard/Driver	6	541,871	3,251,226
Light Vehicle Driver/Messenger	2	258,616	517,232
Cleaner/Teamaker	3	253,414	760,242
Snr Protocol Officer	1	1,157,791	1,157,791
Protocol Officer	2	779,363	1,558,726
Personal Assistant: MAYCO	11	779,363	8,572,993
Cleaner/Teamaker	3	247,567	742,701
Budget & Coordination Office			
Head: Budget & Coordination	1	1,376,596	1,376,596
Chief Budget & Coordination Officer	1	1,118,639	1,118,639
Budget Coordinator	1	950,015	950,015

POST DESIGNATION	NO. OF POSTS	SALARY COST PER ANNUM	TOTAL PER ANNUM
Assistant Budget Coordinator	1	659,686	659,686
Economic & Investment Coordinator	1	678,374	678,374
Special Programmes			
Manager Special Programmes	1	1,376,596	1,376,596
Coordinator HIV/AIDS	1	689,508	689,508
Coordinator Gender Equity	1	779,363	779,363
Coordinator Elderly & Children	1	697,636	697,636
Coordinator Disability	1	779,363	779,363
Youth Development			
Manager Youth Development	1	1,127,748	1,127,748
Youth Coordinator	2	447,984	895,968
Assistant Youth Coordinator	4	604,633	2,418,532
Communications Division			
Manager Communications	1	783,828	783,828
Manager Media Liaison	1	1,336,891	1,336,891
Research/Speech Writer	1	1,214,994	1,214,994
Stakeholder Relations Coordinator	1	554,412	554,412
Research/Content Coordinator	1	605,088	605,088
Communications Officer	2	427,296	854,592
Intervention Unit			
Manager Administration IU	1	1,376,596	1,376,596
Service Delivery Coordinator	9	634,613	5,711,517
SUBTOTAL	81	36,165,939	58,423,679
Office of Deputy Executive Mayor			
Head: Office of Deputy Executive Mayor	1	1,571,664	1,571,664
Manager Administration	1	1,376,596	1,376,596
Manager Strategic Support	1	1,212,312	1,212,312
Programmes Coordinator	1	1,041,007	1,041,007
Service Delivery Coordinator	8	634,613	5,076,904
Researcher	1	1,041,007	1,041,007
Secretary	1	779,363	779,363
Personal Assistant	1	779,363	779,363
Driver/Bodyguard	4	430,128	1,720,512
Driver/Messenger	1	258,616	258,616
Messenger	1	253,414	253,414
Cleaner/Teamaker	1	253,414	253,414
SUBTOTAL	22	9,631,497	15,364,172
GRAND TOTAL	203	84,615,402	143,495,928



**COST FOR REGULATED STAFF
ESTABLISHMENT**

CONFIDENTIAL



**TOTAL COST PACKAGE FOR
REGULATED & DEVIATIONS
POSITIONS**

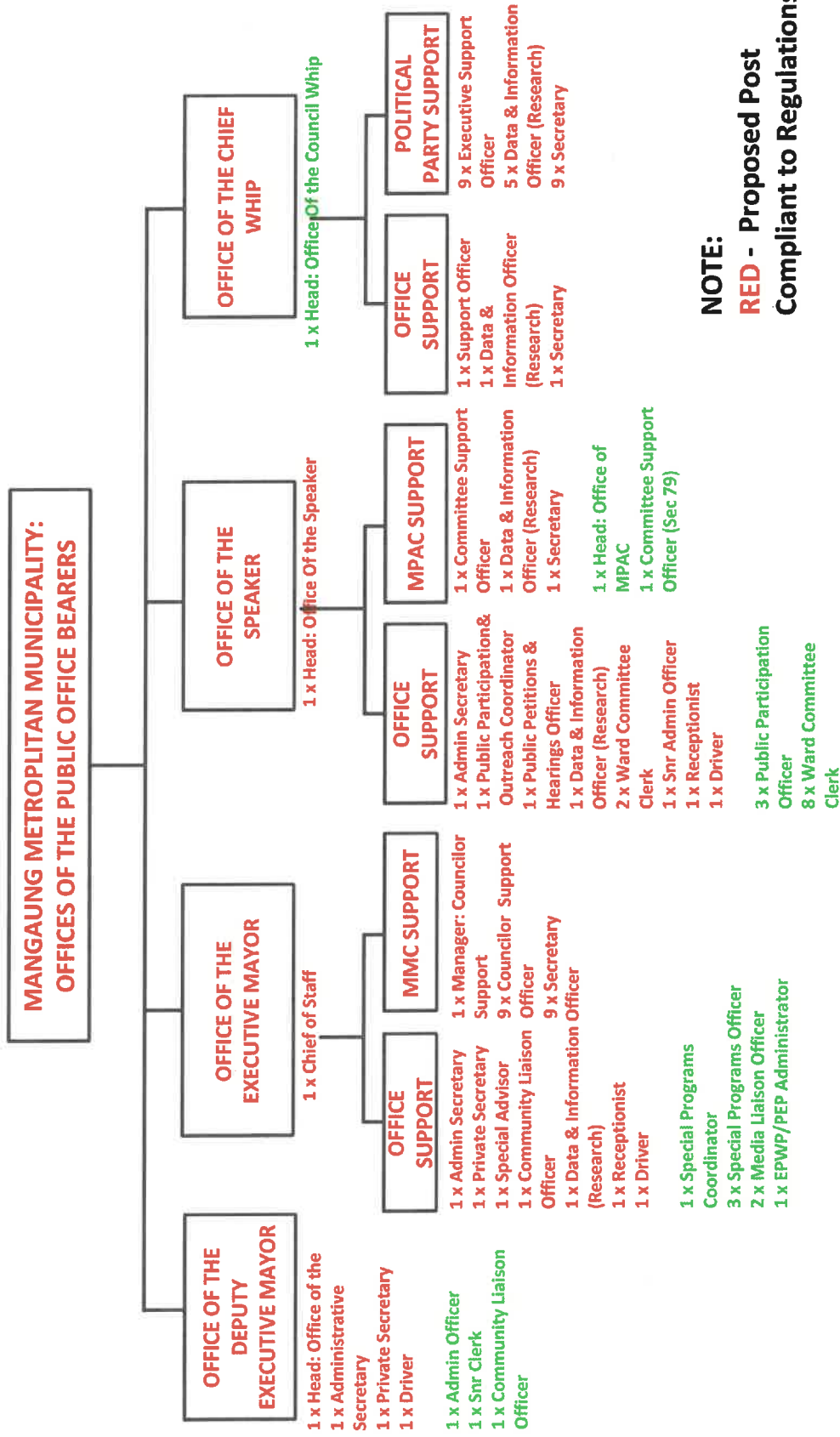
CONFIDENTIAL

Monday, November 21,, 2022

Proposed Deviations:

Proposed Organisational Structure:

MANGAUNG METRO MUNICIPALITY: OFFICES OF THE PUBLIC OFFICE BEARERS



NOTE:

RED - Proposed Post
Compliant to Regulations

GREEN – Deviation requiring approval from MEC