

Feedback: Departmental Bargaining Chamber – 21 June 2021

OHS compliance in relation to COVID-19 guidelines

The employer reported that the mitigating strategies amidst alert level 3 are in place to deal with the high risk of COVID-19 infections. The steering committee is sitting every fortnight and labour is represented. The employer further reported that health and safety protocols are implemented correctly. The PSA noted the report and will continue to monitor developments so that members are advised accordingly. The PSA urged the employer to maintain a rotational system and remote work arrangement during alert level 3 to prevent more infections.

Organisational structure and staffing

The employer submitted an organisational structure for consultation. The PSA is concerned that the structure does not address the issue of capacity and service delivery adequately. Most members are overloaded with work of more than one post. Therefore, there is a need to review the structure so that the gaps identified can be closed. However, the structure was circulated late to parties and it was agreed that the matter be deferred to a special DBC meeting on 29 June 2021.

The members are requested to submit inputs about the *attached* organisational structure to peter.mngomezulu@psa.co.za and tsekiso.sebati@dpme.gov.za by **25 June 2021**.

The PSA wants to take this opportunity to wish all employees who are unwell owing to COVID-19 a speedy recovery.

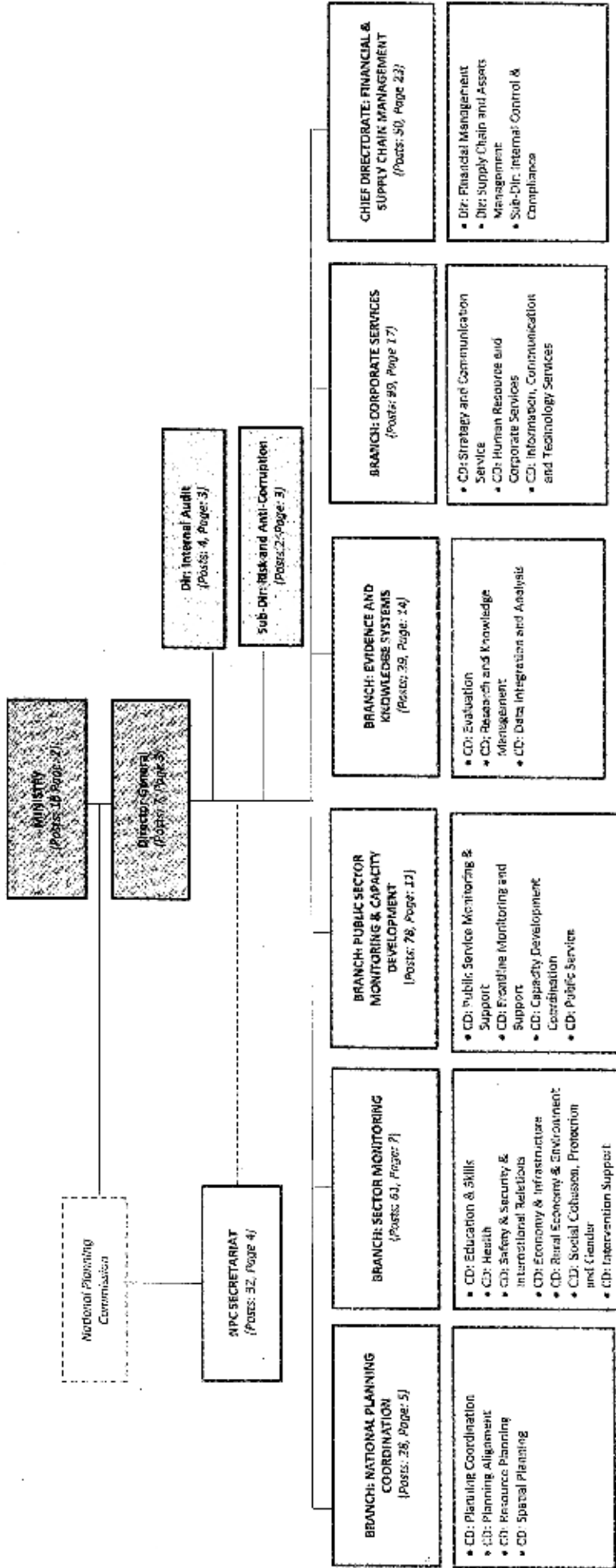
GENERAL MANAGER



**planning, monitoring
& evaluation**

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

**Department of Planning, Monitoring and Evaluation (DPME)
Organisation and Post Establishment (March 2020)**



Approved by the Minister

 Mr J Mthembu, MP
 Minister in the Presidency
 Date: 11/03/2020

Recommendation by the Director General

 Acting Director General
 Date: 11/03/2020

Total number of funded posts: 418



1 X Minister
1 X Deputy Minister
(Posts: 2)

MINISTER: PRIVATE OFFICE
(Posts: 9)

Purpose: Provide executive support to the Minister.

Functions:

1. Manage and coordinate the domestic and international programmes of the Minister
2. Provide content support to the Minister regarding Parliamentary and Cabinet matters, meetings, conferences and documents received from the institutions falling under the portfolio of the Minister
3. Manage the administration of the Promotion of Access to Information Act (PAIA) within the Ministry.
4. Provide administrative / secretarial support service to the Minister
5. Coordinate and facilitate public appearances of the Minister and accompany the principals on official visits, both locally and internationally.

1 X Chief of Staff: L14
 1 X Private & Appointment Secretary: L13
 1 X Media Liaison Officer: L13
 1 X Parliamentary Officer: L13
 1 X Community Outreach Officer: L11
 1 X Assistant Appointment & Admin Secretary: L9
 1 X Receptionist: L5
 2 X Household Aide: L3

OFFICE OF THE DEPUTY MINISTER
(Posts: 7)

Purpose: Provide executive support to the Deputy Minister

Functions:

1. Act as key point of communication between the office of the Deputy Minister, the Presidency, Ministers' Offices, Director Generals, the Department of Planning, Monitoring and Evaluation and other organs of state
2. Act as primary point of contact between the Deputy Minister and the National Youth Development Agency
3. Participate in, record and follow up on actions from the Deputy Ministers strategic meetings with stakeholders

1 X Head of Office: L19
 1 X Private & Appointment Secretary: L12
 1 X Community Outreach Officer: L11
 1 X Parliamentary & Cabinet Support L11
 1 X Receptionist: L5
 2 X Household Aide: L3

Initials Minister

Initials ADG

DIRECTOR GENERAL
(Posts: 13)

Purpose: To oversee and support effective planning, monitoring and evaluation.

Functions:

1. Oversee the matrix and transversal planning coordination services.
2. Oversee the sector monitoring services.
3. Oversee the public sector monitoring, capacity development and frontline support services.
4. Oversee the evidence and knowledge systems.
5. Manage and facilitate the provision corporate services.
6. Manage the provision of internal audit services.
7. Manage the provision of risk, anti-corruption and integrity management services.
8. Manage the provision of executive support and intergovernmental services.

1 X Director General L16
1 X Personal Assistant L9
(Posts: 2)

OFFICE OF THE DIRECTOR GENERAL
(Posts: 5)

Purpose: To manage the provision of executive support services.

Functions:

1. Provide technical, administrative and secretarial support services.
2. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structure such as FOSAD, GRA Diluter.
3. Maintain PSA and PAMA delegation register (delegations are developed by the assigned officials i.e. CEO and Head of HR)
4. Facilitate stakeholder engagement and participation.

1 X Head of the Office: L13
1 X DO: Administration L11
1 X Admin Officer L7
1 X Senior Registry Clerk/ Messenger/ Driver L6

Concurrent Organisational Structure March 2020 Master 3

Initials Minister

DIR: INTERNAL AUDIT
(Posts: 4)

Purpose: To provide an independent objective assurance and consulting services in order to assist DPEM to achieve its goals and objectives.

Functions:

1. Review adequacy and effectiveness of governance processes.
2. Review and evaluate the adequacy, effectiveness and efficiency of Risk Management processes.
3. Review and evaluate the adequacy, effectiveness and efficiency of Internal controls.
4. Provide consultancy services to EXCO and senior management.
5. Conduct corporate governance audits
6. Conduct performance audits.
7. Conduct financial audits
8. Conduct compliance audits.
9. Conduct IT and forensic audits.
10. Provide technical and secretarial support services to the Internal Audit Committee.

1 X Dir: Internal Audit L13
1 X DO: Internal Audit L11
1 X ASD: Internal Audit L9
1 X Internal Auditor L7

Initials ADG

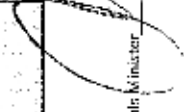
DIR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT
(Posts: 2)

Purpose: To manage the provision of risk, anti-corruption, and integrity management services.

Functions:

1. Provide enterprise risk management services.
2. Facilitate the development and implementation of a Business Continuity plan.
3. Provide anti-corruption, ethics and integrity management services.
4. Administer gift register and financial disclosure systems, (including monitoring of remuneration of work outside the public service).
5. Develop and promote the implementation of codes of conduct.
6. Promote integrity and ethical behaviour.

1 X Director: Risk and Anti-Corruption L13
1 X Deputy Director: Risk and Anti-Corruption L11




NPC SECRETARIAT
(Posts: 32)

Purpose: To support & coordinate activities of the Commission to carry out its mandate

Functions:

1. Manage & coordinate the work programme of the NPC
2. Establish standard procedures & protocols for the effective & efficient running of the Commission.
3. Provide logistical services such as Travel & Transport, Seminars & Conferences, Catering, Printing, & Publications, & administration of allowances
4. Manage & coordinate NPC partnerships with external stakeholders
5. Conduct reviews & professional evaluation of the Commission's activities & disseminate progress reports
6. Prepare content (presentations, briefing papers, concept notes, etc.) for NPC Commissioners for events & engagements
7. Manage & monitor the annual budget of the NPC

(Posts: 8)

Office of the Secretary of Planning

- 1 X Secretary of Planning L25
- 1 X DD: Secretariat Service L11
- 2 X ASD: Administration L9
- 1 X Admin Officer L7

Office of the Deputy Secretary of Planning

- 1 X Dep Secretary of Planning L15
- 1 X DD: NPC Admin Support L11
- 2 X ASD: Administration L9

CD: SOCIAL
(Posts: 6)

- 1 X Chief Sector Expert: Social L14
- 2 X Senior Sector Expert: Social L13
- 1 X Specialist Planning Coordination L12
- 2 X Research Assistant L7

CD: ECONOMY
(Posts: 6)

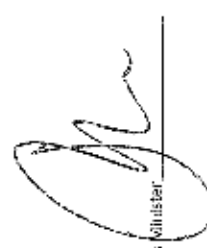
- 1 X Chief Sector Expert: Economy L14
- 2 X Senior Sector Expert: Economy L13
- 1 X Specialist Planning Coordination L12
- 1 X Assistant Specialist: PICI L10
- 1 X Research Assistant L7

CD: GOVERNANCE
(Posts: 6)

- 1 X Chief Sector Expert: Governance L14
- 2 X Senior Sector Expert: Governance L13
- 1 X Specialist Planning Coordination L12
- 1 X ASD: Research Coordinator L10
- 1 X Research Assistant L7

CD: RESEARCH, PARTNERSHIPS AND DEVELOPMENT
(Posts: 6)

- 1 X Chief Sector Expert: Research, Partnership & Development L14
- 1 X Senior Sector Expert: Research, Partnership and Development L13
- 1 X Dir- NPC Stakeholder Management L13
- 2 X Research Assistant L7
- 1 X Admin Officer L7




BRANCH: NATIONAL PLANNING COORDINATION

(Posts: 28)

Purpose: To oversee macro and transversal planning services.

Functions:

1. Manage the facilitation of long-term macro and transversal plans and alignment of budget priorities
2. Manage the development and implementation of planning frameworks & coordinate alignment of medium term plans across government
3. Manage spatial planning and land use management services

1 X DDC: National Planning Coordination L15

1 X Assistant Director L9

1 X Personal Assistant L7

(Posts: 3)

CD: Planning Coordination
(Posts: 4)

CD: Planning Alignment
(Posts: 14)

CD: Resource Planning
(Posts: 6)

CD: Spatial Planning
(Posts: 4)



CD: PLANNING COORDINATION
(Posts: 4)

Purpose: To facilitate long-term macro and transversal planning and alignment of budget priorities.

Functions:

1. Support the institutionalisation of macro and transversal planning.
2. Research, scenario planning and develop long term plans
3. Coordinate and consolidate the alignment of MTEF budget allocations to NDP priorities and produce annual mandate paper
4. Support regional and continental planning cooperation

- 1 X Chief Director: Planning Coordination L14
- 1 X Specialist: Planning Coordination L12
- 1 X Assistant Specialist: Planning Coordination L12
- 1 X Team Secretary L6

CD: PLANNING ALIGNMENT
(Posts: 11)

Purpose: To facilitate the development and alignment of medium term plans and delivery agreements for the transversal/cross-cutting priorities.

Functions:

1. Manage, oversee and support the development and implementation of strategic and annual performance planning and performance reporting and monitoring frameworks and processes at provincial and national level.
2. Coordinate and consolidate the review of strategic plans, annual performance plans and budget allocations to improve the quality of plans and their alignment with the NDP, MTSF and other plans.
3. Coordinate performance dialogues with key national departments on plans and priorities

- 1 X Chief Director: Planning Alignment L14
- 2 X Sr Specialist: Planning Alignment L15
- 5 X Specialist: Planning Alignment L12
- 2 X Assistant Specialist L10
- 2 X Senior Planning Officer L8
- 1 X Planning Officer L7

CD: R. BCE PLANNING
(Posts: 6)

Purpose: To support implementation of National Plans through ensuring alignment of budgets to long and medium term plans

Functions:

1. Produce budget prioritisation framework (Mandate Paper) to guide Departments and entity budget proposals, and evaluate Departmental Budget proposals
2. Annually assess adherence to budget priorities
3. Coordinate DPMF participation in national Medium-term Expenditure Committee (Budget) process. Ministers Committee on the Budget and other relevant budget meetings.

- 1 X Chief Director: Resource Planning L14
- 2 X Senior Specialist: Budget Priorities L15
- 2 X Specialist: Budget Priorities L12
- 1 X Team Secretary L8

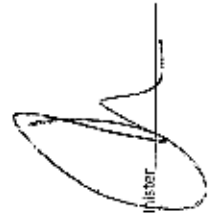
CD: SPATIAL PLANNING
(Posts: 4)

Purpose: To develop and Manage the spatial planning system and administer legislation in the regard.

Functions:

1. Develop National Spatial Policy, including the National Spatial Development Framework
2. Provide integrated spatial planning support to Provinces and Municipalities
3. Develop norms, standards, and guidelines for aspects related to spatial planning (ent Land use Management).
4. Develop mechanisms for monitoring of implementation of SPLUMA
5. To provide Geographic Information Support

- 1 X Chief Director: Spatial Planning L14
- 1 X Senior Sector Expert: Spatial Planning L13
- 1 X Chief GIS Professional (GISD)
- 1 X GIS Professional (OSD)




BRANCH: SECTOR MONITORING

(Posts: 61)

Purpose: To oversee the sector monitoring services.

Functions:

1. Manage the facilitation of sector specific planning and monitoring services.
2. Support the development and implementation of intervention strategies and plans.

- 1 X DDC: Sector Monitoring L15
 - 1 X ASD: Administration L9
 - 1 X Personal Assistant L7
- (Posts: 3)

CD: SECTOR MONITORING AND SUPPORT

(Posts: 52)

Education & Skills
(Posts: 6)

Rural Economy & Environment
(Posts: 6)

Health
(Posts: 5)

Local Government & Human Settlements
(Posts: 14)

Safety, Security, and International Relations
(Posts: 5)

Social Cohesion, Protection and Gender
(Posts: 6)

Economy & Infrastructure
(Posts: 10)

CD: INTERVENTION SUPPORT

(Posts: 6)

Purpose: Support the development and implementation of detailed intervention strategies and plans in key priority areas

Functions:

1. Facilitate Operation: Shake on the identified priority areas
2. Convene intensive stakeholder labs to develop detailed plans
3. Monitor and report on progress with implementation of detailed plans
4. Support interventions to unblock blockages
5. Develop and maintain a public progress reporting platform

- 1 X Chief Director: Intervention Support L24
- 1 X Sr Specialist: Intervention Support L13
- 2 X Project and Content Coordinator L10



Initials Minister



Initials AIX

EDUCATION & SKILLS (Posts: 9)

Purpose: To facilitate the coordination and management of Outcome 1: Quality Basic Education and Outcome 5: A skilled and capable workforce to support an inclusive growth path, through continuous monitoring of performance as well as provision of appropriate support

Functions:

1. Monitor the implementation of NDP 2030 through the MTSF
2. Provide Technical Support to Implementation Forums and Technical Implementation Forums
3. Conduct periodic reviews of sector performance (midterm reviews, 5-year reviews and 20-year reviews)
4. Review sector plans to ensure alignment to the MTSF
5. Provide technical support to political principals
6. Support implementation of remedial actions to unblock service delivery impediments
7. Provide technical support services to the NPC
8. Design and support strategic interventions to support and unblock implementation (including Operation Phakisa)
9. Analyse APPs, Strat Plans and budget allocations for alignment to MTSF and NDP priorities
10. Support capacity development programmes
11. Identify and support the implementation of evaluations, research, learning and sharing activities to support planning and monitoring in the sectors

- 1 X Chief Director: Education & Skills L14
- 1 X Snr Sector Expert: Education & Skills L13
- 2 X Sector Expert: Education & Skills L12
- 1 X Outcomes Assistant: Education & Skills L10
- 1 X Senior Admin Officer L8

HEALTH (\$2,1200) (Posts: 5)

Purpose: To facilitate the coordination and management of Outcome 2: A long and Health Life for all South Africans, through continuous monitoring of performance as well as provision of appropriate support

Functions:

1. Monitor the implementation of NDP 2030 through the MTSF
2. Provide Technical Support to Implementation Forums and Technical Implementation Forums
3. Conduct periodic reviews of sector performance (midterm reviews, 5-year reviews and 20-year reviews)
4. Review sector plans to ensure alignment to the MTSF
5. Provide technical support to political principals
6. Support implementation of remedial actions to unblock service delivery impediments
7. Provide technical support services to the NPC
8. Design and support strategic interventions to support and unblock implementation (including Operation Phakisa)
9. Analyse APPs, Strat Plans and budget allocations for alignment to MTSF and NDP priorities
10. Support capacity development programmes
11. Identify and support the implementation of evaluations, research, learning and sharing activities to support planning and monitoring in the sectors

- 1 X Chief Director: Health L14
- 1 X Snr Sector Expert: Health L13
- 1 X Sector Expert: Health L12
- 1 X Assistant Sector Expert: Health L10
- 1 X Senior Admin Officer L8


SAFETY, SECURITY, AND INTERNATIONAL RELATIONS (Posts: 5)

Purpose: To facilitate the coordination and management of Outcome 3: All people in South Africa are and feel safe and Outcome 11: Create a better South Africa and contribute to a better Africa and a better world

Functions:

1. Monitor the implementation of NDP 2030 through the MTSF
2. Provide Technical Support to Implementation Forums and Technical Implementation Forums
3. Conduct periodic reviews of sector performance (midterm reviews, 5-year reviews and 20-year reviews)
4. Review sector plans to ensure alignment to the MTSF
5. Provide technical support to political principals
6. Support implementation of remedial actions to unblock service delivery impediments
7. Provide technical support services to the NPC
8. Design and support strategic interventions to support and unblock implementation (including Operation Phakisa)
9. Analyse APPs, Strat Plans and budget allocations for alignment to MTSF and NDP priorities
10. Support capacity development programmes
11. Identify and support the implementation of evaluations, research, learning and sharing activities to support planning and monitoring in the sectors

- 1 X Chief Director: Safety, Security and International Relations L14
- 1 X Snr Sector Expert: Safety, Security and International Relations L13
- 1 X Sector Expert: Safety, Security and International Relations L12
- 1 X Outcomes Assistant: Safety, Security and International Relations L10
- 1 X Senior Admin Officer L8



Initials Minister

Concurrent Organisational Structure: March 2020 – Master 3



Initials ADG

ECONOMY AND INFRASTRUCTURE

(Posts: 10)

Purposes: To enhance planning and monitoring across the economy that will accelerate growth and investment to reduce unemployment and inequality.

Functions:

1. Monitor the implementation of NDP 2030 through the MTSF
2. Provide Technical Support to Implementation Forums and Technical Implementation Forums
3. Conduct periodic reviews of sector performance (midterm reviews; 5 year reviews and 20 year reviews)
4. Review sector plans to ensure alignment to the MTSF
5. Provide technical support to political principals
6. Support implementation of remedial actions to unlock service delivery impediments
7. Provide technical support services to the NPC
8. Design and support strategic interventions to support and unblock implementation (including Operation Phakisa)
9. Analyse APPS, Strat Plans and budget allocations for alignment to MTSF and NDP priorities
10. Support capacity development programmes
11. Identify and support the implementation of evaluations, research, learning and sharing activities to support planning and monitoring in the sectors

- 1 X Chief Director: Economy & Infrastructure L14
- 1 X Sr Sector Expert: Economy L13
- 1 X Sr Sector Expert: Infrastructure L13
- 1 X Sector Expert: Infrastructure L12
- 1 X Assistant Sector Expert: Infrastructure L10
- 3 X Sector Expert: Economy L12
- 1 X Economics Assistant: Economy L10
- 1 X Senior Admin Officer L8

Distressed Mining Communities

- 1 X Sr Sector Expert L13
- 1 X Senior Admin Officer L8

Concurrent Organisational Structure Merit 2020 – Master 3

In this Minister



RURAL ECONOMY AND ENVIRONMENT

(Posts: 6)

Purposes: Coordination, planning and monitoring of comprehensive rural development towards achievement on the national objectives of inclusive growth and food security for all.

Functions:

1. Monitor the implementation of NDP 2030 through the MTSF
2. Provide Technical Support to Implementation Forums and Technical Implementation Forums
3. Review, monitor challenges and blockages and identify and provide guidance on areas for improvement and unblocking bottlenecks in economic infrastructure programme
4. Monitor reports to Cabinet, Cabinet Committees and Political Principals and advise and supported
5. Support the commissioning and completion of research and evaluation reports that supports the implementation of economic infrastructure
6. Provide trend Analysis of economic growth and employment related development indicators
7. Support and monitor the implementation of the Presidential Infrastructure Champion Initiative

Topics:

Economic regulators, Water, Energy, ICT, Transport, Air, Infra (PIC), 1 Specialist each for Water, Energy, Transport and ICT

- 1 X Chief Director: Rural Economy & Environment L14
- 1 X Sr Sector Expert: Rural Economy & Environment L13
- 1 X Sector Expert: Rural Economy L12
- 1 X Sector Expert: Environment L12
- 1 X Assistant Sector Expert: Rural Economy & Environment L10
- 1 X Senior Admin Officer L8

In this ADG



LOCAL GOVERNMENT & HUMAN SETTLEMENTS

(Posts: 14)

Purpose: To facilitate the coordination and management of Outcome 8: Human Settlements and Outcome 9: A Responsive, Accountable, Effective & Efficient Developmental Local Government System through continuous monitoring of performance and provision of appropriate support

Functions:

1. Monitor the implementation of NDP 2030 through the MTSF
2. Provide Technical Support to Implementation Forums and Technical Implementation Forums
3. Conduct periodic reviews of sector performance (midterm reviews, 5-year reviews and 20-year reviews)
4. Review sector plans to ensure alignment to the MTSF
5. Provide technical support to political principals
6. Support implementation of remedial actions to unblock service delivery impediments
7. Provide technical support services to the NPC
8. Design and support strategic interventions to support and unblock implementation (including Operation Phakisa and the GMM system)
9. Analyse APPs, Strat Plans and budget allocations for alignment to MTSF and NDP priorities
10. Support capacity development programmes
11. Identify and support the implementation of evaluations, research, learning and sharing activities to support planning and monitoring in the sectors

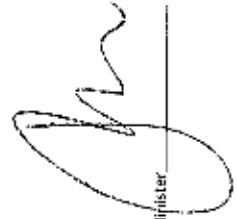
1 Chief Director: Local Government & Human Settlements L14

- 1 X Sector Expert: Local Government L12
- 3 X Sr Specialist: Local Government L13
- 5 X Specialists: Local Government L12
- 1 X Team Secretary L6

- 1 X Sr Sector Expert: Human Settlements L13
- 1 X Sector Expert: Human Settlements L12
- 1 X Senior Admin Officer L8

Consolidated Organisational Structure March 2020 -- Master 3

Initials Minister



SOCIAL COHESION, PROTECTION AND GENDER

(Posts: 6)

Purpose: To facilitate the coordination and management of Outcome 13 and 14 through continuous monitoring of performance as well as provision of appropriate support

Functions:

1. Monitor the implementation of NDP 2030 through the MTSF
2. Provide Technical Support to Implementation Forums and Technical Implementation Forums
3. Conduct periodic reviews of sector performance (midterm reviews, 5-year reviews and 20-year reviews)
4. Review sector plans to ensure alignment to the MTSF
5. Provide technical support to political principals
6. Support implementation of remedial actions to unblock service delivery impediments
7. Provide technical support services to the NPC
8. Design and support strategic interventions to support and unblock implementation (including Operation Phakisa)
9. Analyse APPs, Strat Plans and budget allocations for alignment to MTSF and NDP priorities
10. Support capacity development programmes
11. Identify and support the implementation of evaluations, research, learning and sharing activities to support planning and monitoring in the sectors

- 1 X Chief Director: Social Cohesion, Protection and Gender L14
- 1 X Sr Sector Expert: Social Cohesion, Protection and Gender L13
- 2 X Sector Expert: Social Cohesion, Protection and Gender L12
- 1 X Assistant Sector Expert: Social Cohesion, Protection and Gender L10
- 1 X Senior Admin Officer L8

Initials AOC



BRANCH: PUBLIC SECTOR MONITORING AND CAPACITY DEVELOPMENT
(Posts: 78)

Purpose: Oversee public sector monitoring, capacity development and frontline monitoring and support services

Functions:

1. Review, monitor and support the implementation of MTSF outcome 1.1 and implement strategic interventions to support and unblock implementation.
2. Facilitate service delivery improvements through frontline and citizen-based monitoring and effective complaints resolution systems.
3. Coordinate capacity development programmes to ensure effective development and application of PM&E policies, tools, systems and guidelines in government.
4. To monitor performance of public sector institutions and provide support to the implementation of PM&E performance management and development system.

1 X DDG: Public Sector Monitoring & Capacity Development L15
1 X ASD: Administration L9
1 X DIR: PSD Coordination L13
1 X Personal Assistant L7
(Posts: 4)

CD: PUBLIC SECTOR MONITORING & SUPPORT
(Posts: 13)

CD: FRONTLINE MONITORING AND SUPPORT
(Posts: 49)

CD: CAPACITY DEVELOPMENT COORDINATION
(Post: 6)

PUBLIC SERVICE:
(Posts: 4)



Initials Minister



Initials ADD

CD: PUBLIC SECTOR MONITORING & SUPPORT
(Posts: 33)

Purpose: To monitor performance of public sector institutions and provide support to the implementation of IPD performance management and development system.

Functions:

1. Monitoring of performance of national and provincial departments and sectors.
2. Targeted support to areas of weakness in government departments and sectors.
3. Monitoring and support to public entities on governance matters.
4. Implementation of the Needs of Department's Performance Management and Development System.

- 1 X Chief Director: Public Service Monitoring and Support L14
- 2 X Director: Management Monitoring & Support L13
- 5 X Deputy Director: Management Monitoring & Support L11
- 1 X Director: Managerial Leadership Monitoring and Support L13
- 2 X Deputy Director: Managerial Leadership Monitoring & Support L12
- 1 X Assistant Director: Public Service Monitoring and Support L10
- 1 X Team Secretary L6

CD: CAPACITY DEVELOPMENT COORDINATION
(Posts: 8)

Purpose: Coordinate capacity development programmes to ensure effective development and application of PM&E policies, tools, systems and guidelines in government.

Functions:

1. Coordinate and support the assessment, development and application of PM&E capacity across government
2. Support the development and improvement of externally-focused monitoring tools, systems and guidelines to support a government-wide PM&E system
3. Facilitate stakeholder partnerships with the National School of Government, Higher Education institutions, donors and private sector training providers to develop and implement PM&E capacity development programmes and innovations
4. Coordinate international collaboration and knowledge sharing on PM&E

- 3 X Chief Director: Capacity Development Coordination L14
- 2 X Sr. Capacity Development Specialist L13
- 3 X Capacity Development Specialist L12
- 1 X Assistant Specialist: Capacity Development L10
- 1 X Admin Officer L7

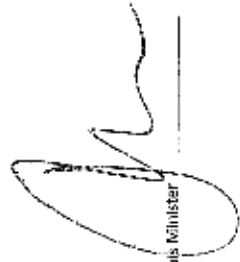
CD: PUBLIC SERVICE
(Posts: 4)

Purpose: To facilitate development of MTSF and provide technical support to the implementation of Priority 6 on Capable, Ethical and Developmental State

Functions:

1. Contribute to planning activities for MTSF and related plans
2. Facilitate implementation of Priority 6 and budget prioritisation.
3. Conduct periodic reviews of sector performance
4. Monitor accountability of sector departments' remedial actions based on priority 6 implementation reports.
5. Analyse APPS, Strat Plans and budget allocations for alignment to MTSF and NDP priorities
6. Identify and support the implementation of evaluations, research to support planning and monitoring in the sectors

- 2 X Chief Director: Public Service L14
- 1 X Senior Sector Expert: Public Service L13
- 1 X Sector Expert: Public Service L12
- 1 X Team Secretary L6



1 X DD: Frontline Monitoring & Support L14
 1 X Team Secretary L6
 (Posts: 2)

CO: FRONTLINE MONITORING AND SUPPORT
 (Posts: 49)

Purpose: To improve frontline service delivery and strengthen the embeddedness of government in communities

Functions:

1. Develop systems to monitor frontline services
2. Provide project management support to Political Principals
3. Develop and facilitate the implementation of an integrated special model for participatory monitoring
4. Collect, refer and monitor resolutions of citizens' complaints

DIR: FSD SYSTEMS AND IMPLEMENTATION
 (Posts: 15)

Purpose: Develop and implement monitoring systems that are responsiveness to priority of policy and service delivery level.

Functions:

1. Research policies, norms and standards to improve and sustain the relevance of the implementation of the FSDM Programme
2. Building FSDM capacity and development of knowledge products
3. Database management, development of reports, and reporting for the FSDM Programme
4. Plan, develop and maintain the FSDM systems tools, methodologies and guidelines
5. Monitoring and implementation of the FSDM programme in facilities line with DPMF priorities.
6. Internal and external stakeholder management, and provincial and sector championing with relevant national and provincial

DIR: FSD SYSTEMS
 (Posts: 4)

- 1 X Director: FSD Monitoring Systems L13
- 2 X Deputy Director: Coordination Systems L14
- 1 X Monitoring and Research Officer L7

Dir: FSD Implementation
 (Posts: 10)

- 1 X Director: FSD Implementation L11
- 9 X Deputy Director: FSD Implementation L12
- 1 X Sr Admin Officer L8

DIR: EXECUTIVE MONITORING
 (Posts: 6)

Purpose: Provide support to Political Principals on taking Government to the people through the Presidential / Ministerial Siyahola and Imizwa Programmes.

Functions:

1. Provide support to political principals on priority projects.
2. Planning, facilitating and reporting on the implementation of Presidential and Ministerial Siyahola & Imizwa projects.
3. Monitoring & support to Service Delivery Protest / Complaints.

- 1 X Director: Executive Monitoring L14
- 2 X Deputy Director: Executive Monitoring L12
- 2 X Assistant Director: Executive Monitoring L10
- 1 X Team Secretary L6

DIR: CITIZEN BASED MONITORING
 (Posts: 5)

Purpose: Establish, coordinate and enhance citizen based monitoring systems

Functions:

1. Support the development and implementation of citizen-based monitoring by service delivery departments.
2. Knowledge sharing on citizen-based monitoring tools and approaches

- 1 X Director: Citizen Based Monitoring L13
- 1 X Deputy Director: CBM L12
- 1 X Sr CBM Officer: CBM L8
- 1 X CBM Officer L7
- 1 X Sr Admin Clerk L6

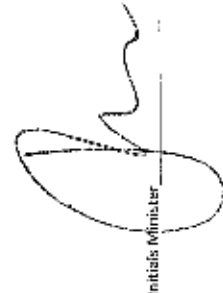
DIR: PRESIDENTIAL HOTLINE
 (Posts: 2)

Purpose: manage the Presidential Hotline, coordinate, and enhance complaints resolution systems in government

Functions:

1. Manage and develop the Presidential Hotline as apex complaints system.
2. Provide strategic leadership for improved complaints resolution systems in government.

- 1 X Director: Presidential Hotline L13
- 1 X DD: Project Admin L12
- 4 X Deputy Director: Presidential Hotline L12
- 11 X Assistant Director: Presidential Hotline L10
- 4 X Admin Officer L7



Initials: Minister



Initials: ADG

BRANCH: EVALUATION, EVIDENCE AND KNOWLEDGE SYSTEMS

(Posts: 39)

Purpose: Coordinate and support the generation, collation, access and timely use of quality evidence to support PM&F in the Department and across government

Functions:

1. Manage and support the coordination and implementation of the national evaluation system
2. Manage the provision of research and knowledge management support to the Department
3. Provide data collation, verification and analysis services to the Department

1 X DCE: Evaluation, Evidence and Knowledge Systems
LL5

1 X ASD: Administration L3


1 X Personal Assistant L7

(Posts: 3)

CD: EVALUATION
(Posts: 15)

CD: RESEARCH AND KNOWLEDGE MANAGEMENT
(Posts: 5)

CD: DATA INTEGRATION AND ANALYSIS
(Posts: 15)



CB: EVALUATION
(Posts: 16)

Purpose: Manage and support the coordination and implementation of the national evaluation system

Functions:

1. Undertake, commission and support priority national evaluations to support NDP/MTSF.
2. Support development and implementation of departmental evaluation plan
3. Develop national evaluation policy, guidelines and systems.
4. Design and support evaluation capacity development across government.
5. Support government departments and SOEs on evaluations.
6. Quality assess evaluations across Government.
7. Provide feedback on evaluation findings for the budget process.

- 1 X Chief Director: Evaluation L14
- 4 X Sr Evaluation Specialist L13
- 5 X Assistant Evaluation Specialist L10
- 4 X Senior Evaluation Officers L8
- 1 X D2: Evaluation L12
- 1 X Team Secretary L5

Concluded Organisational Structure March 2020 – Master 3

Initials Minister



CD: RESEARCH AND KNOWLEDGE MANAGEMENT
(Posts: 5)

Purpose: Manage the provision of research and knowledge management support to the Department

Functions:

1. Develop and implement an integrated departmental business intelligence and Knowledge Management and Sharing strategies, policies and systems
2. Develop, implement and review DPME research policies, strategies and systems, including protocols and standards
3. Coordinate the DPME research agenda and undertake or commission strategic research assignments
4. Provide DPME inputs to maximise the contribution of national research systems to NDP and MTSF
5. Guide, promote and develop capacity around policy-relevant research methodologies
6. Facilitate physical and electronic storage and accessibility of DPME information internally and externally
7. Build and support a culture of knowledge sharing in DPME and learning from good practices

- 1 X Chief Director: Research and Knowledge Management L14
- 1 X Dir: Research L13
- 1 X Research Specialist L12
- 1 X Assistant Research Specialist L10
- 1 X Team Secretary L5

Initials ADG



CD: DATA INTEGRATION AND ANALYSIS
(Posts: 45)

Purpose: To coordinate for collation and verification of data integration and analysis.

Functions:

1. Source and collect, quality, timely and relevant internal and external data for different programmes
2. Audit data systems and data held by DPME units and other government departments
3. Provide data analysis service for DPME, including analysis of data on demographics, spatial data and finance
4. Support planning and monitoring to develop measurable indicators
5. Develop data repository and tools for collation and intelligent mining of data
6. Create, design and implement a system for political principals, including a project database/dashboard (Data War Room)
7. Coordinate data forums to enhance access and quality of data linked to NDP and MTSF
8. Verify and validate data in conjunction with Stats SA (SASOAF)

- 1 X Chief Director: Data Integration & Analysis L14
- 1 X Dir: Data Integration and Analysis L13
- 5 X PM Data Specialist L17
- 5 X Assistant Data Specialist L10
- 1 X Sr Data Clerk L5
- 1 X Sr Data Analyst Specialist L13
- 1 X Dir: Data Centres L13
- 1 X ASD Data Centres L12
- 1 X ASD Admin Officer L9

BRANCH: CORPORATE SERVICES
(Posts: 99)

Purpose: To render corporate services to the Department

Functions:

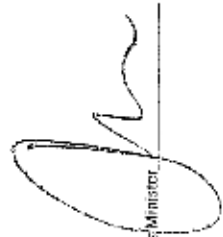
1. To manage and coordinate the provision of strategy, M&E and governance support services and marketing communications & 5G stakeholders/Jetion Services
2. To render Legal, Human Resources and Security and Facilities management services
3. To manage the provision of information, communication and technology management services

- 1 X DDO: Corporate Services L15
- 1 X ASD: Administration L9
- 1 X Ministry Administrative Support and Co-ordination L11
- 3 X Parliamentary and Cabinet Support L13 (Posts: 4)

CD: STRATEGY AND COMMUNICATION SERVICES
(Posts: 17)

CD: HUMAN RESOURCES AND CORPORATE SERVICES
(Posts: 57)

CD: ICT MANAGEMENT
(Posts: 23)



Initials: Minister



Initials: AJO

CO: STRATEGY AND COMMUNICATION SERVICES

(Posts: 17)

Purpose: To manage and coordinate the provision of strategy, M&E, governance support and marketing, communication and stakeholder liaison services.

Functions:

1. To coordinate the provision of strategy, planning, monitoring and evaluation services in the Department and the development and implementation strategies and plans.
2. Provide marketing, communications and stakeholder liaison services to the Minister, Deputy Minister and the Department.
3. To render executive support and coordination services to the Department.

1 X Chief Director: Strategy & Communication Service L14
1 X Admin Officer L7
(Posts: 2)

DR: STRATEGY & SERVICE DELIVERY SUPPORT

(Posts: 3)

Purpose: Provide and coordinate the provision of strategy, planning, monitoring and evaluation services in the department

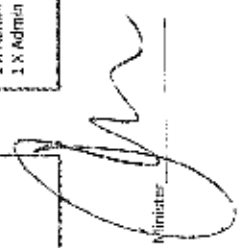
Functions:

1. Design and maintain strategic planning processes and procedures in the department.
2. Facilitate and compile strategic and operational plans.
3. Facilitate the development and implementation of departmental service delivery model and improvement plans and initiatives.
4. Design and maintain monitoring, evaluation and reporting framework and systems.
5. Coordinate and compile institutional performance and strategic reports.
6. Conduct monitoring and evaluation of the implementation of policies programmes and systems.

1 X Director: Strategy & Service Delivery Support L13
1 X Deputy Director: Strategy & Service Delivery Support L11
1 X Assistant Director: Strategy & Service Delivery Support L9

Continued Organizational Structure: March 2020 – Master: 3

Initial: Minister



DIR: MARKETING AND COMMUNICATION SERVICES

(Posts: 20)

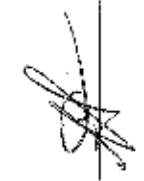
Purpose: Provide marketing, communications and stakeholder liaison services to the Minister, Deputy Minister and Department

Functions:

1. Develop and implement an annual communications and stakeholder engagement plan
2. Facilitate and support stakeholder liaison, media relations, marketing and events
3. Develop and support the RDP brand
4. Manage the profile of the department
5. Provide content research and speech writing services to the Minister and Department
6. Provide internal and external communication support

1 X Sr Spclt.: Research, Content & Speech Writing L13
1 X Sr Specialist: Media Engagements L13
1 X Specialist: Events and Communications L11
4 X Specialist: Internal Communications L11
2 X Asst. Specialist: Graphics Design L9
1 X Asst. Specialist: Events and Communication L9
1 X Senior Communications Officer L8
1 X Admin Officer: Events/Projects and Communications L7
1 X Admin Officer L7

Initial: ADS



SUB-DR: EXECUTIVE COORDINATION AND GOVERNANCE SUPPORT

(Posts: 2)

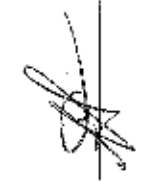
Purpose: To render executive support and coordination services to the Department

Functions:

1. Provide Executive Secretariat and Coordination services
2. Coordinate governance structures
3. Maintain terms of reference of Exco and all departmental governance structures
4. Manage filing of all minutes and meeting documents
5. Facilitate requests i.e. PAJA

1 X Deputy Director: Executive Support L11
1 X Assistant Director: Executive Support L9

Initial: ADS



CD: HUMAN RESOURCE AND CORPORATE SERVICES
(Posts: 97)

Purpose: To render legal, human resources, security, and facilities management services.

Functions:

1. Coordinate and provide legal services to the department
2. Manage the provision of human resource management and development services.
3. Provide and coordinate security, facilities and registry management services

1 X Chief Director: Human Resource & Corporate Services: C34
1 X Admin Officer: L7
(Posts: 2)

LEGAL SERVICES
(Posts: 1)

Purpose: Manage and facilitate the provision of legal services.


Functions:

1. Provide sound legal advice and opinions to the Executive, Director-General/Head of Department/ Component and Department.
2. Assist with compliance with BJA and PMA.
3. Manage and advise on litigation matters.
4. Manage, craft and amend legislation and related legal instruments.
5. Assist with drafting international Memorandums of Understanding.
6. Advise on the drafting of the service level agreements/contracts.

3 X Senior Legal Admin Officer: CSD L12

DIR: HUMAN RESOURCE MANAGEMENT
(Posts: 27)

DIR: FACILITIES AND SECURITY
(Posts: 27)



Minister



Deputy Minister

DIR: HUMAN RESOURCE MANAGEMENT

(Posts: 27)

Purpose: Manages the provision of human resource and development services.

Functions:

1. Provide human resource administration services.
2. Provide human resource utilization and development programmes.
3. Provide labour relations services.

1 X Director: Human Resource Management L13
1 X Team Secretary L6
(Posts: 2)

SUB-DIR: OD, HR PLANNING AND ADMINISTRATION

(Posts: 24)

Purpose: Provide human resource administration services

Functions:

1. Provide organisational review and design services
2. Provide human resource planning and information management services
3. Provide recruitment and conditions of services
4. Maintain personnel records.

1 X Deputy Director: OD, HR Planning & Administration L11
1 X ASD: OD, HR Planning & Administration L3
1 X ASD: HR Administration L3
2 X Chief Personnel Officer: HRA L8
1 X Sr. HR Practitioner: OD & HR Planning L8
1 X HR Practitioner: HRA L7
5 X Sr Personnel Officer: HRA L6
2 X HR Registry Clerk L5

SUP-DIR: HR UTILISATION AND DEVELOPMENT

(Posts: 6)

Purpose: Provide human resource utilization and development programmes

Functions:

1. Develop and facilitate the implementation of skills development strategy.
2. Develop and facilitate the implementation of human resource strategy and plans.
3. Provide and facilitate the provision of training and development programmes.
4. Provide and coordinate the implementation of performance management system.
5. Design and facilitate the implementation of incentive system.
6. Assess the implementation of training and performance management programmes and produce reports thereof.
7. Facilitate the implementation of career management programmes

1 X OD: HRD & PMDS L11
1 X ASD: HRD L9
1 X ASD: PMDS L9
1 X Sr Personnel Practitioner: HRD L8
1 X Sr Personnel Practitioner: PMDS L8
1 X HR Practitioner: HRD L7
1 X Sr Personnel Officer: PMDS L6
1 X Sr Personnel Officer: HRD L6

SUB-DIR: LABOUR RELATIONS AND EMPLOYEE HEALTH AND WELLNESS

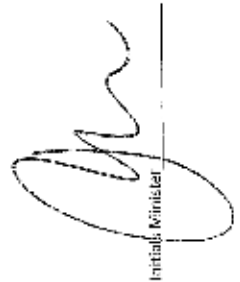
(Posts: 3)

Purpose: Provide labour relations services

Functions:

1. Facilitate the implementation of labour relations guidelines and processes.
2. Facilitate departmental collective bargaining and dispute resolution processes.
3. Facilitate the resolution of disciplinary cases, grievance and disputes processes.
4. Represent employer and assist in the implementation of litigation outcomes.
5. Promote sound employment relationships.
6. Provide reports on labour relations matters.
7. Provide employee health and wellness programmes.

1 X OD: LR, EHW & Specialised Services L11
1 X ASD: LR, EHW & Specialised Services L9
1 X Sr Practitioner: LR, EHW & Specialised Services L8



Initials Minister



Initials A.J.R.

DIR: FACILITIES AND SECURITY
(Posts: 27)

Purpose: Provide and coordinate security, facilities and registry management services

Functions:

- Provide and Coordinate Security and Facilities management services
- Provide registry and messenger services

1 X Director: Facilities & Security L3
1 X Team Secretary L6
(Posts: 2)

SUB-DIR: FACILITIES AND SECURITY
(Posts: 17)

Purpose: Provide and coordinate security and facilities services

Functions:

- Provide security management services
- Provide facilities and work environment management services

1 X Deputy Director: Facilities & Security L11 (Post: 1)

UNIT: SECURITY MANAGEMENT
(Posts: 3)

Purpose: Provide security management services

Functions:

- Provide security management services
- Monitor compliance with Minimum Information Security Standards (MISS)
- Administer and monitor the implementation of security measures i.e. access control
- Provide staff vetting services
- Investigate security breaches and assess of assets
- Facilitate security services at overseas events

1 X ASD: Internal Security L9
1 X Ssr Information and Vetting Officer: L8
1 X Chief Security Officer L7

UNIT: FACILITIES AND WORK ENVIRONMENT MANAGEMENT
(Posts: 12)

Purpose: Provide facilities and work environment management services

Functions:

- Provide facilities and work environment management services (including employee health and safety responsibilities attached to the functions)
- Provide infrastructure maintenance services
- Provide messenger / delivery services
- Provide refuelling services
- Provision of reception and switchboard services
- Provide cleaning services

1 X ASD: Facilities and Work Environment L9
1 X Ssr Administrative Officer: Facilities & Work Environment L8
2 X Receptionists & Switchboard Operator L4
1 X Supervisor Cleaning and Food Services L4
2 X Food Services Aid L2
5 X Cleaner L2

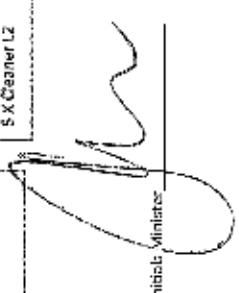
UNIT: REGISTRY SERVICES
(Post: 9)

Purpose: Provide registry and messenger services

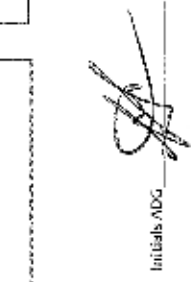
Functions:

- Support development and implementation of knowledge and records management policies & systems
- Develop and implement departmental file plan
- Provide record management and mail distribution services

1 X Assistant Director: Registry Services L9
1 X Ssr Registry Clerk L6
2 X Registry Clerk L5
5 X Messenger / Driver L4 (1 LT)



Initials:



Initials:

CD: ICT MANAGEMENT
(Posts: 22)

Purpose: To manage the provision of information, communication and technology services.

Functions:

1. Develop and monitor the implementation of ICT policies, processes and procedures
2. Provide and facilitate infrastructure and operational support services
3. Provide and maintain ICT administrative systems and ensure data integrity
4. Conduct ICT research and advise the department on ICT needs and requirements.

1 X Chief Information Officer L14
1 X Admin Officer L7
(Posts: 2)

SUB-DIR: ICT GOVERNANCE AND SUPPORT
(Posts: 4)

Purpose: Provide ICT business enablement and governance services.

Functions:

1. Develop, monitor and maintain ICT related policies
2. ICT Assets management
3. Projects and contract management coordination
4. Business Analysis and business processes mapping
5. OCIO Administration

1 X DD: Business & Systems Analyst L11
1 X ASD: ICT Administration L9
1 X ICT Project Coordinator L6
1 X ICT Services Desk Administrator L6

DIR: ICT INFRASTRUCTURE AND OPERATIONS
(Posts: 20)

Purpose: Provide ICT infrastructure and operations support services

Functions:

1. Provide ICT infrastructure and services
2. Provide ICT operations support services

1 X Dir: ICT Infrastructure L13
(Post: 3)

DIR: BUSINESS APPLICATIONS DEVELOPMENT & SUPPORT
(Posts: 5)

SUB-DIR: INFRASTRUCTURE SUPPORT
(Posts: 3)

Purpose: Provide ICT infrastructure and services.

Functions:

1. Design, install and maintain ICT infrastructure
2. Install, configure and maintain ICT infrastructure systems
3. Merge ICT infrastructure service providers
4. Develop, monitor and maintain ICT related policies
5. Manage and maintain ICT security infrastructure

1 X DD: Infrastructure Support L11
1 X Specialist: ICT Security L11
1 X ASD: Network Server L5

SUB-DIR: ICT OPERATIONS SUPPORT
(Posts: 6)

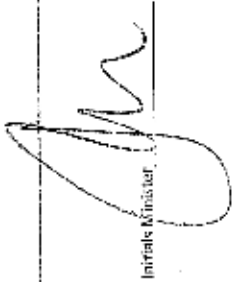
Purpose: Provide ICT operations support services

Functions:

1. Provide specialised ICT support to staff members
2. Manage ICT support service providers
3. Develop, monitor and maintain ICT related policies

1 X DD: Operations Support L11
5 X Sr: ICT Technician L8

Initials Minister



Initials A.J.G



DIR: BUSINESS APPLICATIONS DEVELOPMENT & SUPPORT

(Posts: 5)

Purpose: Provide business applications and knowledge management services

Functions:

1. Provide business applications development and support
2. Provide database management and system administration
3. Support Knowledge Management in Department
4. Ensure Alignment with emerging technologies
5. Provide business applications development and support
6. Provide database management and system admin
7. Support Knowledge Management in Department
8. Ensure Alignment with emerging technologies

1 X Dir: BA and KMS L13
(Posts: 1)

SUB-DIR: DATABASE MANAGEMENT

(Posts: 2)

Purpose: Provide database management and system administration

Functions:

1. Manage meta-data across all the departmental databases
2. Modelling, designing and develop databases
3. Systems Administration
4. Develop and implement business intelligence Tools & Data warehousing
5. Develop, monitor and maintain ICT related policies
6. Develop and support document management systems

1 X Specialist: Database Development L11
1 X ASD: Database Developer L9

SUB-DIR: APPLICATION DEVELOPMENT

(Posts: 2)

Purpose: Provide business applications development and support

Functions:

1. Develop, maintain & support business applications
2. Technical design and integration of business applications
3. Development and implementation of Quality Assurance and Quality Control standards related to application development

1 X Specialist: Application L11
1 X Application Developer L8



CD: FINANCIAL AND SUPPLY CHAIN MANAGEMENT
(Posts: 50)

Purpose: To manage and facilitate the provision of internal control, financial and supply chain management services

Functions:

1. Manage and facilitate the provision of internal control and compliance services
2. Manage and facilitate the provision of financial management services
3. Manage and facilitate the provision of supply chain and asset management services

1 X Chief Financial Officer L14
1 X Admin Officer L7
(Posts: 2)

SUB-DIR: INTERNAL CONTROL AND COMPLIANCE
(Posts: 4)

Purpose: Manage and facilitate the provision of internal control and compliance services

Functions:

1. Develop, implement and monitor financial delegations, policies and procedures
2. Implement administrative controls to ensure financial / SCM policies and procedures are complied with
3. Identify potential strategic and operational risks in the financial and SCM environment and recommend and implement mitigation strategies
4. Manage processes related to losses, trillions and wasteful and irregular expenditure
5. Monitor activities of LOGIS and BAS systems controllers
6. Coordinate responses to audit queries and findings and coordinate and monitor the implementation of improvement plans in finance and SCM
7. Fraud and loss management
8. Manage retention of financial records and monitor the retention of SCM records

1 X Deputy Director: Internal Control L11
1 X ASD: Internal Control L9
1 X Dir Internal Control Clerk L6
1 X Internal Control Clerk L5

DIR: FINANCIAL MANAGEMENT
(Posts: 27)

DIR: SUPPLY CHAIN AND ASSETS MANAGEMENT
(Posts: 24)



Initials: Minister



Initials: ADG

DIR: FINANCIAL MANAGEMENT
(Posts: 20)

Purpose: To manage and facilitate the provision of financial management services

Functions:

1. Manage and facilitate the provision of management accounting services
2. Manage and facilitate the provision of financial accounting services

1 X Director: Financial Management L13
(Post: J)

SUB DIR: FINANCIAL ACCOUNTING
(Posts: 25)

Purpose: Manage and facilitate the provision of financial accounting services

Functions:

1. Provide salaries, tax and S&T services to the department
2. Provide payables, receivables and PMG management services to the department

1 X Deputy Director: Financial Accounting L11
(Posts: J)

UNIT: SALARIES, TAX AND S&T
(Posts: 7)

Purpose: To provide salaries, tax and S&T services to the department

Functions:

1. Maintaining linking codes structures on Persal
2. Payroll accounting, processing, reconciliation reporting
3. Payroll control
4. PAYE return and monthly tax submissions
5. Manual tax payments and updating of IRPs
6. Implementation of deductions
7. Creating and clearing of suspense accounts
8. Payments to commissioners and audit committee members
9. Processing and payments of claims
10. Processing of S&T advances and claims
11. Recovery of private expenditure
12. Creating and clearing of suspense accounts
13. Expenditure reconciliation and reporting
14. Monthly reporting

1 X ASD: Salaries, Tax, S&T L9
1 X Snr State Accountant (Salaries & Tax) L8
1 X Snr State Accountant (S&T) L8
1 X State Accountant (S&T) L7
1 X State Accountant (Salaries & Tax) L7
1 X Snr Accounting Clerk (S&T) L6
2 X Accounting Clerk L5

UNIT: PAYABLES, RECEIVABLES AND PMG
(Posts: 7)

Purpose: To provide payables, receivables & PMG management services to the department

Functions:

1. Expenditure management, reconciliation and reporting
2. Creating and clearing of suspense accounts
3. Processing payments and verification of source documents
4. Reconciliation of donor expenditure
5. Request and surrender of donor funds
6. Submission of VAT returns
7. Take-on and recovery of debt
8. Revenue management, reconciliation and reporting
9. Provide petty-cash services
10. Interdepartmental claims
11. Entry banking details capturing and verification
12. Bank reconciliation and reporting
13. Monthly compliance certificates
14. Creating and clearing of suspense accounts
15. Monthly reporting

1 X ASD: Payables, Receivables & PMG L9 (Payables and Debt)
1 X Snr State Accountant L8 (Payments)
1 X Snr State Accountant (PMG) L8
1 X Snr State Accountant L8 (Debt)
3 X Snr Accounting Clerk L6

SUB DIR: MANAGEMENT ACCOUNTING
(Posts: 4)

Purpose: Manage and facilitate the provision of management accounting services

Functions:

6. Develop financial management policies, processes and procedures.
7. Conduct medium term financial planning and compile Estimates of National Expenditure, Adjustments estimates and rollover requests
8. Inform and consolidate monthly demands plans and cash flows and compile in-year monitoring reports
9. Advise programme and responsibility managers with regard to allocation, additional re-allocation, approval of budget and other budgetary matters.
10. Monitor and report on expenditure trends and compile quarterly and annual financial statements
11. Advise and manage relations with Treasury
12. Provide accurate and adequate financial and other operational information for strategic planning and decision making processes
13. Coordinate and consolidate reporting on donor funds
14. Manage & maintain the code structure on SAS and reconcile it to PERSAI.
15. Provide entity oversight services to the CFO and Accounting Officer

1 X Deputy Director: Management Accounting L11
1 X ASD: System and Reporting L9
1 X ASD: Budget Planning L9
1 X State Accountant L7

DIR: SUPPLY CHAIN AND ASSETS MANAGEMENT
(Posts: 24)

Purpose: To manage and facilitate the provision of supply chain and asset management services

Functions:

1. Provide procurement management services
2. Provide assets, transport and account management

1 X Director: Supply Chain & Assets Management
L13

SUB-DIR: PROCUREMENT SERVICES
(Posts: 13)

Purpose: Provide procurement management services

Functions:

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

1 X Deputy Director: Procurement L11
(Posts: 1)

SUB-UNIT: DEMAND AND ACQUISITION MANAGEMENT
(Posts: 7)

Purpose: Provide demand and acquisition management services

Functions:

1. Plan and co-ordinate the demand for goods and services in line with APP and budget
2. Compile strategic sourcing plan, demand plan & procurement plan
3. Facilitate the alignment of demand plans, budget allocations and cash-flow projections
4. Ensure that appropriate suppliers are registered to support procurement plans
5. Administer DIME panels of professional service providers
6. Administer supplier's database & performance of suppliers
7. Provide advice on the drafting of specifications and terms of reference
8. Manage requests for quotations, proposals and tenders

1 X Assistant Director: Demand & Acquisition Management L9
1 X Sr Supply Chain Officer L8: Tenders & RFPs
1 X Supply Chain Officer L7
1 X Sr Supply Chain Officer L8: RFOs
3 X Sr Supply Chain Clerk L6

SUB-UNIT: LOGISTICS AND CONTRACT MANAGEMENT
(Posts: 5)

Purpose: Provide logistics, inventory and contract management services

Functions:

1. Provide logistics and Contract management services
2. Manage issuing of orders and related logistics services
3. Ensure delivery and quality control of goods and services
4. Provide stationary, printing and related consumables management services
5. Manage stores and warehouse
6. Alert business units to expiry of contracts and requirements to renew/replace contracts
7. Provide accurate accounting information on accounts and commitments
8. Payment and performance management of suppliers

1 X Assistant Director: Logistics & Contract Management L9
1 X Sr Supply Chain Officer L8
1 X Supply Chain Officer L7
1 X Sr Supply Chain Clerk L6
1 X Supply Chain Clerk L5

SUB-UNIT: ASSETS, FLEET & MOBILE ACCOUNTS MANAGEMENT
(Posts: 4)

Purpose: Provide assets and mobile account management services

Functions:

1. Support the specification and acquisition of assets
2. Manage the receipt, barcoding and recording of assets on the assets register
3. Manage movement, maintenance and disposal of assets
4. Perform monthly assets reconciliations and regular assets verifications
5. Administer call phone and data accounts and related assets
6. Implement systems to provide accurate accounting information on accruals and commitments
7. Payment and performance management of suppliers

1 X Assistant Director: Assets, Fleet & Mobile Accounts L9
1 X Sr Supply Chain Officer L8
1 X Admin Officer L7
1 X Sr Supply Chain Clerk L6

SUB-UNIT: TRAVEL & CORPORATE ACCOUNTS MANAGEMENT
(Posts: 5)

Purpose: Provide travel and general corporate account management services

Functions:

1. Provide travel management services
2. Administer general corporate accounts (photocopiers, faxed telephone lines, SFA, etc.)
3. Investigate trustee expenditure
4. Administer building lease payments, reconciliations and claims
5. Implement systems to provide accurate accounting information on accruals and commitments
6. Payment and performance management of suppliers

1 X Assistant Director: Travel & Corporate Accounts L9
1 X Sr Admin Officer: Travel L8
1 X Admin Officer: Travel L7
1 X Admin Officer: Corp. Accounts L7
1 X Admin Clerk L5

Initials: Mbiater



Initials: AOC

