UMZIMVUBU LOCAL MUNICIPALITY

UPHUHLISO KUMNTU WONKE

UMZIMVUBU
LOCAL MUNICIPALITY

ORGANISATIONAL DEVELOPMENT POLICY

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ORGANISATIONAL DEVELOPMENT POLICY

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1. PREAMBLE

1.1 Uniformity is essential for a variety of sector processes such as wage bargaining, comparative

Understanding of workforce establishment levels and organization of education and training.

1.2 This policy must be read in the context of the task job evaluation system, for the local government sector.

1.3 All expressions used in this policy which are defined in the labour relations act, 1995 (act no 66 if 1995), shall bear the same meanings as in the act and unless the contrary intention appears, words importing the masculine gender shall include the feminine.

2. OBJECTIVES

2.1. To provide a framework for the formulation of an establishment plan for the Municipality.

2.2. To put in place requirements for organisational establishment.

2.3. To give effect to the objectives of the Municipal Structures Act, 1998 and Municipal Systems Act, 2000 as amended.

2.4. To provide a framework for formulation of a responsive Human Resources Plan.

2.5. To regulate formulation of organograms, creation and abolition of posts within the Municipality.

3. SCOPE OF APPLICATION

3.1.This policy shall apply to all the permanent and temporary Municipal functionaries of the Municipality, unless otherwise specified.

3.2. This policy shall also apply to posts created in terms of Sections 57 and 66 of the Municipal Systems Act, 2000, as amended.

3.3. This policy shall apply to the creation of both established and non-established posts within th Municipality.

3.4. This policy shall be binding to Council, Councillors, Management and Staff.

4. DEFINITIONS

4.1. Dispute: means an issue of conflict declared in writing by an affected party or parties as such to the other party.

4.2. Established post: means a formally created post intended to be filled on a permanent basis or on a long term basis.

4.3. Non-Section 57 post: means a post not created in terms of Section 57 of the Municipal Systems Act, 2000.

4.4. Organisational component: means a strategic unit of an organization established to achieve strategic objective of the organization.

4.5. Section 57 post: means a post created by the Municipality in terms of the provisions of Section 57 of the Municipal Systems Act, 2000, as amended.

4.6. Section 66 posts: means posts other than Section 57 posts created in terms of the provisions of Section 66 of the Municipal Systems Act, 2000, as amended.

4.7 Designated Job Evaluation Manager "shall mean the manager appointed by the Municipal Manager to manage the implementation process.

4.8 Effective Date: shall mean "the date of implementation should a job be upgraded, and shall be the beginning of the calendar month following thirty (30) days after receipt of the grading request by the JE unit.

4.9 Factors: shall mean the four task factors of complexity, knowledge, influence and pressure.

4.10 Job Description: "a description of the content and duties of a post in terms of criteria and guidelines determined;

5. LEGAL FRAMEWORK AND REQUIREMENTS

5.1. This policy is premised from the relevant provisions of the Labour Relations Act (66 of 1995);

5.2. It also derives its legitimacy from the Municipal Structures Act (117 of 1998), Municipal Systems Act (32 of 2000) and the Municipal Systems Act (32 of 2000), as amended.

5.3. This policy shall be implemented in terms of the objects of other relevant sister policies within the Municipality.

5.4. This policy is implemented in furtherance of the spirit of the Basic Conditions of Employment Act (75 of 1997).

6. PRINCIPLES OF ORGANISATIONAL ESTABLISHMENT

6.1. The Municipality shall strive within its financial and administrative capacity to achieve the objectives as set out in sub-section 152(1) on Objects of Local Government of the RSA Constitution and Section 66 of the Municipal Systems Act, 2000 as amended.

6.2. The Municipality shall determine an establishment plan based on its powers and functions as set out in the RSA Constitution, Municipal Structures Act, 1998, and subsequent Ministerial determinations.

6.3. The following components of the Organisational structure and key positions shall be established:

6.3.1. Office of the Municipal Manager- Municipal Manager
6.3.2 Corporate Services Department – Strategic Executive Manager
6.3.3 Citizen & Community Services Department – Strategic Executive Manager
6.3.4 Budget & Treasury Department - Strategic Executive Manager/CFO

6.3.5 Infrastructure, Planning and Development Department – Strategic Executive Manager

6.3.6 Local Economic Development – Strategic Executive Manager

6.3.7 SPU & Communications – Strategic Executive Manager

6.4. The following structural arrangements shall be put in place in order to fulfill the mandate of the Municipality as set out in its powers, functions and the IDP framework:

6.4.1. Functional structure;

6.4.2. Organisational structure/organogram;

6.4.3. Post establishment;

6.4.4. Job descriptions;

6.4.5. Job specifications.

6.5. All jobs/posts shall be evaluated in terms of recognized and agreed-upon SALGBC job evaluation system.

7. POSTS CREATION PRINCIPLES

7.1. The first five (5) top level posts of the Municipality shall be as follows:

7.1.1. Municipal Manager

7.1.2. Strategic Executive Manager

7.1.3. Process Manager

7.1.4. Assistant Manager

7.1.5 First Line Managers

7.2. Creation of a post shall be the prerogative of the Municipality.

7.3. Creation of a post shall be precipitated by the empirical needs of service delivery.

7.4. Job analysis shall precede creation of a post, job description and job specification.

7.15 Any post which undergoes a permanent substantial change in job content, shall be re-evaluated.

7.16 The job descriptions for all posts shall be the responsibility of the Municipal Manager and immediate manager of the posts.

7.17 The compilation of job descriptions shall be in the prescribed TASK format.

7.18 Organisational Structure shall be adopted by the council and shall be signed by the municipal manager after adoption by the council

7.20 Municipal grades and minimum requirements for experience and for qualification shall be as per the table below:

Number	**Municipal Grade**	**Required experience**	**Required minimum Qualification**
1	1-3	0- 5 months	Grade 6 /Level 1 Abet
2	4-6	6-12 months	Grade 7 to Grade 12
3	7-8	12-18 months	1 year certificate
3	9-10	18-24 months	National Higher certificate / Diploma
4	11-13	2-3 Years	National Diploma (NQF 6)
5	14-17	4- 5 years	Bachelor / B-Comm Degree (NQF 7)
6	18-19	5 years	Post Graduate Diploma/ Honors (NQF 8)
7	20-26	5 Year Plus	Honours Degree (NQF 8)/ Masters (NQF 9)

7.21-That the evaluated job description shall only be re-evaluated after six month; if there has been a change of function involved to the job the post shall be evaluated it shall not require a waiting period of six month

8. ESTABLISHMENT OF COMPONENTS OF ORGANISATIONAL EFFICIENCY AND EFFECTIVENESS

8.1. Components of operational efficiency and effectiveness in the form of Departments / Strategic Business Units and the office of the Municipal Manager shall be established as the main pillars of the establishment plan.

8.2. Each department or organisational component shall have a detailed organogram with a listing of all posts and job levels.

8.3. The initial establishment plan for the entire Municipality shall be presented to Council for adoption.

8.4. Key functions for the highest three posts in each departmental organogram must be captured for exposition of the load of work.

8.5. All newly created posts shall be subject to evaluation, except the posts of Heads of Department and that of the Municipal Manager, prior to filling.

8.6. Notwithstanding clause 6.6, a newly created post with a provisional post level shall be filled prior to evaluation under circumstances of exigency or urgency.

8.7. The Corporate Services Department shall provide assistance with the creation and abolition of posts by the departments.

8.8. Trade Unions shall be consulted in respect of massive organisational restructuring.

8.9. Organisational restructuring shall not be pursued unreasonably and to the unnecessary detriment of employees or loss of jobs.

9. THE DEVELOPMENT AND MAINTENANCE OF JOB DESCRIPTIONS

9.1 It is the responsibility of the Municipal Manager and or manager delegated by the Municipal Manager to develop or maintain a job description in collaboration with his/her subordinate in accordance with the guidelines and format(s) developed by the Human Resources Management (HRM)

9.2 In developing job descriptions, the Manager must ensure that individual jobs link to the strategic objectives of the Umzimvubu Municipality and are aligned to the Umzimvubu Municipal approved organisational structure

9.3 It is the prerogative of the Manager to design the work responsibilities to ensure that the objectives of the ULM are met. This should be done in consultation with the employee before finalising the job description and every effort should be made to gain agreement from the employee

9.4 Both the jobholder and Manager must be involved in finalising the job description and there must be mutual agreement on the content thereof

9. 5 The prescribed Job Description Format must include job content (Job details, purpose and key performance responsibilities, time frame) and job specification (qualifications, skill, experience and knowledge) and special requirements of the posts.

9.6 In a case whereby the subordinate and the immediate Manager do not reach consensus on the content of the job the Municipal Manager shall have a final approval of the job content

10 . COMMENCEMENT

10.1 This policy shall come into effect on the date of adoption by the Council and all the previous adopted policies in this regard shall be repealed.

11. INTERPRETATION OF THIS POLICY

11.1. All words contained in this policy shall have an ordinary meaning attached thereto, unless the definition or context indicates otherwise.

11.2. Any dispute on interpretation of this policy shall be declared in writing by any party concerned.

11.3. The Municipal Manager shall give a final interpretation of this policy in case of a

written dispute.

11.4. If the party concerned is not satisfied with the interpretation, a dispute may then be pursued with the South African Local Government Bargaining Council/ Arbitration.

12. PERMANENT/TEMPORARY WAIVER OR SUSPENSION OF THIS POLICY

12.1. This policy may be partly or wholly waived or suspended by the Municipal Council on a temporary or permanent basis, after consultation with Management and Trade Unions.

12.2. Notwithstanding clause No. 16.1 the Municipal Manager may under circumstances of emergency temporarily waive or suspend this policy subject to reporting of such waiver or suspension to Council and Trade Unions.

13. AMENDMENT AND/OR ABOLITION OF THIS POLICY

13.1. This policy may be partly amended or repealed by the Council after consultation and interaction with Management and Trade Unions.

14. COMPLIANCE AND ENFORCEMENT

14.1. Violation of or non-compliance with this policy shall give a just cause for disciplinary steps to be taken.

14.2. It shall be the responsibility of all Managers, Supervisors, Executive Committee and Council to Enforce compliance with this policy.

APPROVAL OF THE POLICY

The Municipal Council has approved this policy and amendments thereof.

AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the 23/01/2020

As per Council Resolution number 215/19/20

Signed off

Mr. G.P.T. Nota

Municipal Manager

Cllr. N.F Ngonyolo

Speaker of the Council