

Elias Motsoaledi Local Municipality



Tel no: (013) 262 3056/7/8

P.O. Box 48
Groblersdal, 0470
Email: rmaredi@emlm.gov.za

Fax no: (013) 262 2886

REF NO: Lekoko Consulting

18 May 2015

LETTER OF REFERENCE FOR WORK COMPLETED: LEKOKO CONSULTING

Lekoko Consulting commenced with the process of reviewing Organisational Structure (Organogram) from mid January 2015 after a service level agreement was signed, following the open bidding process.

The following were carried out successfully, on time, and in a satisfactory manner:

- 1) Developed a functional organisational structure from a review process, in line with the Municipal mandate, strategic objectives, operational and performance gaps identified by the Auditor General
- 2) Developed an Excel database of the staff establishment, as well as carry out recommended placement of existing staff on the revised organisational structure. This Excel database serves as a source data file for making amendments or changes on the OrgPlus-based organogram
- 3) Developed job descriptions matching the resultant organisational structure, and key performance areas with corresponding performance standards
- 4) Benchmarked all positions on the reviewed organisational structure on jobs already evaluated using the TASK Job Evaluation System
- 5) Developed a competency framework and assessment model for senior managers and staff reporting to the CFO, against their allocated responsibilities
- 6) Developed a skills and competency profile to match each position or role created on the functional organisational structure
- 7) Developed a placement and redeployment policy to guide the placement of staff and excess staff
- 8) Reviewed remuneration practices and developed a policy and comprehensive remuneration strategy to address disparities and provide the municipality with both internal and external pay equity in line with job evaluation and salary surveys
- 9) Developed human resource processes for primary and secondary functions
- 10) Provided report and advise on the implications of the reviewed organisational structure on policies, service standards, processes, procedures, work tools, and the training required to enable staff to operate the total business management system of the municipality

Regards,


Ms RM Maredi
MUNICIPAL MANAGER
Elias Motsoaledi
Local Municipality
MAY 2015
Municipal Manager

/jf