

# **LEPELLE-NKUMPI LOCAL MUNICIPALITY**

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## **LETTER OF REFERENCE FOR WORK COMPLETED:**

### **LEKOKO CONSULTING**

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

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) Consulted with senior managers, middle managers, and individual employees at all levels and in all departments of the municipality, and with employee unions in the bargaining unit, to solicit inputs on the structure, and on individual job descriptions
- 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 placement and redeployment policy to guide the migration and placement of staff from current to new structure
- 6) 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
- 7) Developed human resource processes for primary and secondary functions
- 8) 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

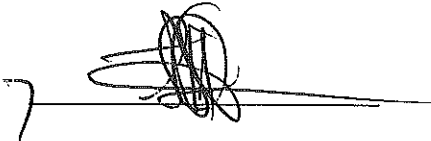
**MUNICIPAL CALL CENTRE NUMBER: 0800 222 011**



***"Motho ke motho ka batho"***

- 9) Provided a list of gaps identified in the human resources scope and practices, and suggested intervening variables for the municipality

Regards,



**Ramothwala NL**

**Municipal Manager (Acting)**