



NKANGALA DISTRICT MUNICIPALITY DISTRKSMUNISIPALITEIT NKANGALA

☎ 013-249-2000

☒ 437 or 2032

Middelburg 1050

www.nkangaladm.org.za

FAX 013-249-2087 (Corporate Services)

FAX 013-249-2114 (Finance)

FAX 013-249-2145 (Technical Services)

FAX 013-249-2136 (Social Services)

My Verw./My Ref:
U Verw./Your Ref:

(SegoaneTA /nem)
05 September 2017

TO WHOM IT MAY CONCERN

Sir/ Madam

LETTER OF REFERENCE FOR WORK COMPLETED: LEKOKO CONSULTING

Lekoko Consulting commenced with the process of reviewing Organisational Structure (Organogram), Business Processes, and the development of Job Descriptions from November 2016 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. The job descriptions were developed using the TASK format to prepare them for job evaluation using the TASK Job Evaluation System
- 4) Documented AS-IS Business Processes for all municipal departments and offices, and reviewed them into the TO-BE Business Processes with maps / diagrams
- 5) 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

Based on the extent of knowledge, the quality of facilitation of consultative sessions, and the promptness of providing deliverables and associated reports, I would strongly recommend Lekoko Consulting for carrying out the above work and related work for any municipality in the country.

Regards,


SKOSANA M M
MUNICIPAL MANAGER



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24 May 2018

TO WHOM IT MAY CONCERN

LETTER OF REFERENCE FOR COMPLETED WORK: LEKOKO CONSULTING

Kindly be advised that Lekoko Consulting was appointed as a service provider for a project for the review of the Organisational structure and development and standardization of job descriptions.

Details of the Project are as follows:

Nature of project: Organisational structure review, business processes documenting and re-engineering, development of job descriptions, and developing a plan to implement all project recommendations.

Duration of project: 1st November 2016 to 31st May 2017

Contact person: Mr Trevor Segoane, Manager: Corporate Services

Office Telephone: 013 249 2000 /2078

Yours Sincerely

**M M SKOSANA
MUNICIPAL MANAGER**