

KWAZULU-NATAL DEPARTMENT OF SPORT AND RECREATION



MANUAL FOR THE KZN DEPARTMENT OF SPORT AND RECREATION, AS PRESCRIBED IN TERMS OF SECTION 14 OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000 (ACT NO. 2 OF 2000)

PARTICULARS IN TERMS OF SECTION 14 OF THE ACT

A. The functions and the structure of the Kwazulu-Natal Department of Sport and Recreation [Section 14 (1) (a)]

(1) The functions

The functions of the **Kwazulu-Natal Department of Sport and Recreation** are:

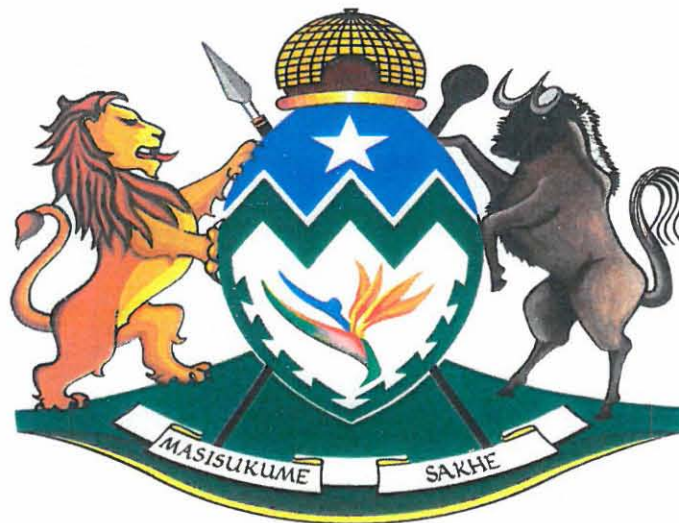
- (a) Provision and improvement of sporting facilities for the disadvantaged communities in particular;
- (b) Facilitation and management of sport and recreation groupings;
- (c) Ensuring sustainable capacity-building development programmes in sport and recreation;
- (d) Implementation of mass participation programmes;
- (e) Implementation of junior sport programmes;
- (f) Provision of financial assistance to sport and recreation entities for sports development and events;
- (g) Facilitation of preparation of elite athletes through programmes of the Provincial Academy of Sport;
- (h) Facilitation of programmes and events that address awareness of HIV/AIDS and moral regeneration;
- (i) Facilitation of the processes of involving the unemployed, youth, women and the disabled by creating employment through poverty-alleviation programmes;
- (j) Development of formal liaisons with Local Government to facilitate the provision of sports facilities;
- (k) Ensuring that capacity-development programmes in facility management and community consultation;
- (l) Promotion of awareness of identified indigenous games;
- (m) Facilitation and management of the Indigenous Games Festivals.
- (n) Provision and improvement of sporting facilities for the disadvantaged communities in particular;
- (o) Facilitation and management of sport and recreation groupings;
- (p) Ensuring sustainable capacity-building development programmes in sport and recreation;

- (q) Implementation of mass participation programmes;
- (r) Implementation of junior sport programmes;
- (s) Provision of financial assistance to sport and recreation entities for sports development and events;
- (t) Facilitation of preparation of elite athletes through programmes of the Provincial Academy of Sport;
- (u) Facilitation of programmes and events that address awareness of HIV/AIDS and moral regeneration;
- (v) Facilitation of the processes of involving the unemployed, youth, women and the disabled by creating employment through poverty-alleviation programmes;
- (w) Development of formal liaisons with Local Government to facilitate the provision of sports facilities;
- (x) Ensuring that capacity-development programmes in facility management and community consultation;
- (y) Promotion of awareness of identified indigenous games;
- (z) Facilitation and management of the Indigenous Games Festivals.

(2) A schematic diagram of the structure of Kwazulu-Natal Department of Sport and Recreation

Please see next page.

KWAZULU-NATAL PROVINCIAL ADMINISTRATION



**ORGANISATIONAL STRUCTURE
KZN DEPARTMENT OF SPORT AND RECREATION**

CD. CORPORATE AND RESOURCES DEVELOPMENT SUPPORT

Purpose: To provide strategic corporate and resources development support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal.

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management plan
3. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its legal compliance plan and strategic projects
4. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
5. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 5.1 Physical Resources and Development support services.
 - 5.1 Human Resources and Development support services.
 - 5.3 Organizational Resources and Development support services
 - 5.4 Marketing and Communication support services
 - 5.5 Legal Support Services
 - 5.6 Security Support Services

HEAD OF DEPARTMENT

Purpose: To transform the sport and recreation operating environment in KZN by ensuring alignment of, and equitable access to, sport and recreation programmes.

Functions:

- Provide strategic and leadership support to the department by identifying, developing and ensuring implementation of its strategic intent
2. Provide strategic and leadership support to the department by identifying, developing and ensuring effective implementation of its risk, integrity and internal control management strategy
 3. Provide strategic and leadership support to the department by identifying, developing and ensuring effective implementation of its legal compliance strategy and strategic projects
 4. Provide strategic and leadership support to the department by identifying, developing and ensuring implementation of its reporting framework
 5. Provide strategic executive support to the department
 6. Oversee the provision of strategic and leadership support to the department by the following Chief Directorates:
 - 6.1 Policy Planning, Strategy and Institutional Development support services.
 - 6.2 Sport Promotion and Development support services
 - 6.3 Recreation Promotion and Development support services
 - 6.4 Corporate and Resources Development support services
 - 6.5 Finance and Supply Chain support services

Executive Authority

KZN Sport and Recreation

CD. FINANCE AND SUPPLY CHAIN MANAGEMENT SUPPORT

Purpose: To provide strategic finance and supply chain management support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal.

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management plan
3. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its legal compliance plan and strategic projects
4. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
5. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 5.1 Financial Administration and Accounting services.
 - 5.2 Supply chain and asset management services

CD. SPORT PROMOTION AND DEVELOPMENT

Purpose: To provide strategic sport promotion and development support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal.

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management framework
3. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its legal compliance and strategic projects framework
4. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
5. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 5.1 School Sport Promotion and Development
 - 5.2 Community Sport Promotion and Development
 - 5.3 Sport and Recreation Infrastructural Development
 - 5.4 High Performance Sport department.

CD. RECREATION PROMOTION AND DEVELOPMENT

Purpose: To provide strategic recreation promotion and development support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal.

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management framework
3. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its legal compliance and strategic projects framework
4. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
5. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 5.1 Community Recreation
 - 5.2 Organized/Specialised Recreation

CD. POLICY PLANNING, STRATEGY AND INSTITUTIONAL DEVELOPMENT SUPPORT

Purpose: To provide policy planning, strategy and institutional development support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management framework
3. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its legal compliance and strategic projects framework
4. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
5. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 4.1 Policy Planning, Strategy and Research Services
 - 4.2 Monitoring, Evaluation and Knowledge Management



HEAD OF DEPARTMENT

Purpose: To transform the sport and recreation operating environment in KZN by ensuring alignment of, and equitable access to, sport and recreation programmes.

Functions

1. Provide strategic and leadership support to the department by identifying, developing and ensuring implementation of its strategic intent
2. Provide strategic and leadership support to the department by identifying, developing and ensuring effective implementation of its risk, integrity and internal control management strategy
3. Provide strategic and leadership support to the department by identifying, developing
4. Provide strategic and leadership support to the department by identifying, developing and ensuring implementation of its reporting framework
5. Provide strategic executive support to the department
6. Oversee the provision of strategic and leadership support to the department by the following Chief Directorates
 - 6.1 Policy Planning, Strategy and Institutional Development support services.
 - 6.2 Sport Promotion and Development support services
 - 6.3 Recreation Promotion and Development support services
 - 6.4 Corporate and Resources Development support services
 - 6.5 Finance and Supply Chain support services

1 x Head of Department (L 15)
1 x Personal Assistant (L 7)

Executive Authority

KZN Sport and Recreation



RISK, INTEGRITY AND INTERNAL CONTROL SUPPORT SERVICES

Purpose: To manage the provision of risk, integrity and internal control support services across the department

Functions:

1. Develop department-wide risk, integrity, and internal control support services strategy
2. Develop department-wide risk, integrity and internal control support services reporting framework
3. Provide strategic and leadership support to risk management support services across department
4. Provide strategic and leadership support to integrity management support services across department
5. Provide strategic and leadership support to internal control management support services across department

EXECUTIVE SUPPORT SERVICES

Purpose: To manage the provision of strategic executive support services to the department.

Functions:

1. Develop and implement department-wide executive support services framework.
2. Develop and implement department-wide executive support services implementation plan
3. Develop and implement department-wide executive reporting support services.
4. Provide strategic and operational support to the office of Head of Department
5. Provide tactical and leadership support to executive support services in the office of the Head of Department.

Posts

1 x Deputy Manager: Executive Support Services (L 11-12)
1 x Assistant Manager: Office Administration (L 9-10)
1 x Assistant Manager: Organisational Performance Reporting
1 x Administrative Assistant (L 5)

N. N. Sibhulla - Lophellus

INTEGRITY, RISK AND INTERNAL CONTROL SUPPORT SERVICES

Purpose: To manage the provision of risk, integrity and internal control support services across the department

Functions:

1. Develop department-wide risk, integrity and internal control support services strategy
2. Develop department-wide risk, integrity and internal control support services reporting framework
3. Provide strategic and leadership support to risk management support services across the department
4. Provide strategic and leadership support to integrity management support services across the department
5. Provide strategic and leadership support to internal control management support services across the department

Posts:

- 1 x Senior Manager: Integrity, Risk and Internal Control Support Services (L 13)
- 1 x Personal Assistant (L 7)

Executive Authority

KZN Sport and Recreation



INTEGRITY AND RISK MANAGEMENT SUPPORT SERVICES

PURPOSE: To coordinate and manage the provision of integrity and risk management support services across the department.

FUNCTIONS:

1. Coordinate implementation of integrity and risk management support services strategy across the department.
2. Coordinate development of a department-wide integrity and risk management support services implementation plan
3. Coordinate development of department-wide integrity and risk management support services reporting plan.
4. Monitor and evaluate the efficacy and cost-effectiveness of a departmental integrity and risk management support services implementation plan
5. Monitor and evaluate the efficacy and cost-effectiveness of a departmental integrity and risk management support services reporting plan
6. Review integrity and risk management support services implementation and reporting plans

Posts:

- 1 x Assistant Manager: Integrity and Risk Management (L 9-10)
- 2 x Integrity & Risk Management Officer (L 7-8)

INTERNAL CONTROL AND COMPLIANCE MANAGEMENT SUPPORT SERVICES

Purpose: To coordinate and manage the provision of internal control and compliance management support services across the department.

Functions:

1. Coordinate implementation of internal control and compliance management support services strategy across the department
2. Coordinate the development of department-wide internal control and compliance management support services implementation plan
3. Coordinate the development of department-wide internal control and compliance management support services reporting plan
4. Monitor and evaluate the efficacy and cost-effectiveness of a departmental internal control and compliance management support services implementation plan
5. Monitor and evaluate the efficacy and cost-effectiveness of a departmental internal control and compliance management support services reporting plan
6. Review internal control and compliance management support services implementation and reporting plans

Posts:

- 1 x Assistant Manager: Internal Control and Compliance Management (L 9-10)
- 2 x Internal Control & Compliance Officer (L 7-8)

N N Sibindi

STRATEGIC PROJECTS & HIGH PERFORMANCE SPORT

Purpose: To manage the provision of high performance sport support services across the province.

Functions:

1. Develop and ensure implementation of department-wide high performance sport support services strategy
2. Develop and ensure implementation of high-performance sport support services risk, integrity and internal control management plan
3. Develop and ensure implementation of high-performance sport support services reporting framework
4. Monitor, evaluate and report on the efficacy and effectiveness of the implementation on the strategic projects and high-performance sport strategy framework
5. Manage and oversee the provision of operational and leadership support to the following sub-directorates

- 5.1 Strategic and Community Outreach projects support services
- 5.2 High Performance Sport Support Services

Posts

- 1 x Senior Manager: Strategic Project Support High Performance Sport (L13)
- 1 x Personal Assistant (L 7)
- 1x Deputy Manager: Scientific, Technology and Capacity Building (L11-12)
- 1 x Deputy Manager: Strategic and Outreach Projects (L 11-12)
- 1 x Administrative Assistant (L 5)

CD. SPORT PROMOTION AND DEVELOPMENT

Purpose: To provide strategic sport promotion and development support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal.

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management plan
3. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
4. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 4.1 School Sport Promotion and Development
 - 4.2 Strategic projects support services
 - 4.3 Community Sport Promotion and Development
 - 4.4 Sport and Recreation Infrastructural Development
 - 4.5 High Performance Sport department

Posts

- 1 x General Manager: Sport Promotion Development (L 14)
- 1 x Personal (L 7)

Executive Authority

KZN Sport and Recreation



COMMUNITY SPORT PROMOTION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of development sport services in the department.

Functions:

1. Develop and ensure implementation of department-wide community sport support services delivery strategy
2. Develop and ensure implementation of community sport support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of high-performance sport support services reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
 - 5.1 Community Participation
 - 5.2 Club Development
5. Monitor, evaluate and report on the performance of the sport system.

Posts

- 1 x Senior Manager: Community Sport Promotion and Development (L13)
- 1 x Personal Assistant (L 7)
- 1 x Deputy Manager: Community Participation (L11-12)
- 1 x Deputy Manager: Club Development (L11-12)

SPORT AND RECREATION INFRASTRUCTURE DEVELOPMENT

Purpose: To manage the provision of sport and recreation infrastructure services in the department.

Functions:

1. Develop and ensure implementation of department-wide sport and recreation infrastructure development support services delivery strategy
2. Develop and ensure implementation of sport and recreation infrastructure development support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of sport and recreation infrastructure development support services' reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
 - 5.1 Sport and Recreation Community Infrastructure
 - 5.2 Sport and Recreation School Infrastructure
5. Monitor, evaluate and report on the performance of the sport system.

Posts

- 1 x Senior Manager: Sport and Recreation Infrastructure Promotion and Development ((L 13)
- 1 x Personal Assistant (L 7)
- 1 x Deputy Manager: Sport and Recreation Community Infrastructure (L 11-12)
- 1 x Deputy Manager: Sport and Recreation School Infrastructure (L11-12)

N N Sibulana - Saphetha

SCHOOL SPORT PROMOTION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of school sport services in the department.

Functions:

1. Develop and ensure implementation of department-wide school sport support services delivery strategy
2. Develop and ensure implementation of school sport support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of school sport support services' reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
 - 5.1 School Participation and Talent Identification
 - 5.2 School Participation and Talent Identification
5. Monitor, evaluate and report on the performance of the sport system.

Post

- 1 x Senior Manager: School Sport Promotion and Development (L 13)
- 1 x Personal Assistant (L 7)
- 2 x Deputy Manager: School Participation & Talent Identification (L11-12)

CD. RECREATION PROMOTION AND DEVELOPMENT

Purpose: To provide strategic recreation promotion and development support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal.

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management plan
3. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
4. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 4.1 Community Recreation
 - 4.2 Organized Recreation

Posts

- 1 x General Manager: Recreation Promotion and Development (L 14)
1 x Personal Assistant (L 7)

ORGANISED RECREATION PROMOTION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of organised /specialised recreation in the department.

Functions:

1. Develop and ensure implementation of department-wide organised/specialised recreation support services delivery strategy
2. Develop and ensure implementation of organised/specialised recreation support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of organised/specialised recreation support services reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
 - 5.1 Lifestyle Recreation Promotion and Development Support Services
 - 5.2 Therapeutic Recreation Promotion and Development Support Services
 - 5.3 Indigenous Games Promotion and Development Support Services
6. Monitor and evaluate and report on the performance of organized recreation promotion and development services support system

N N Sibundla-Saphella

COMMUNITY RECREATION PROMOTION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of community recreation in the department.

Functions:

1. Develop and ensure implementation of department-wide community recreation support services delivery strategy
2. Develop and ensure implementation of community recreation support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of community recreation support services reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
 - 4.1 Localized/Leisure Recreation Promotion and Development Support Services
 - 4.2 Outdoor Adventure Recreation and Development Support Services
 - 4.3 Mass Participation Recreation and Development Support Services
5. Monitor, evaluate and report on the performance of community recreation promotion and development support services system.

ORGANISED RECREATION PROMOTION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of organised recreation in the department.

Functions:

1. Develop and ensure implementation of department-wide organised/specialised recreation support services delivery strategy
2. Develop and ensure implementation of organised/specialised recreation support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of organised/specialised recreation support services reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
 - 5.1 Lifestyle Recreation Promotion and Development Support Services
 - 5.2 Therapeutic Recreation Promotion and Development Support Services
 - 5.3 Indigenous Sport Promotion and Development Support Services
6. Monitor, evaluate and report on the performance of the sport system.

Posts

- 1 x Senior Manager: Organised Recreation Promotion and Development (L 13)
1 x Personal Assistant (L 7)

INDIGENOUS SPORT PROMOTION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of indigenous games' support services.

Functions:

1. Coordinate implementation of department-wide indigenous sport support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to indigenous sport programmes.
3. Coordinate implementation of reporting framework implementation plan in respect of indigenous sport programmes structures.
4. Monitor, evaluate and report on the effectiveness and performance of indigenous sport programmes.
5. Review department-wide implementation of indigenous sport programmes

Post

1 x Deputy Manager: Traditional /Indigenous Sport Support Services (L11-12)

THERAPEUTIC RECREATION PROMOTION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of the therapeutic recreation support services.

Functions:

1. Coordinate implementation of department-wide therapeutic recreation support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to therapeutic recreation programmes
3. Coordinate implementation of reporting framework implementation plan in respect of therapeutic recreation programmes.
4. Monitor, evaluate and report on the effectiveness and performance of therapeutic recreation programme.
5. Review department-wide implementation of therapeutic recreation programmes

Post

1 x Deputy Manager: Therapeutic Recreation Support Services (L11-12)

N N Sibhulla - Saphetha

LIFESTYLE RECREATION PROMOTION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of the lifestyle recreation support services.

Functions:

1. Coordinate implementation of department-wide lifestyle recreation support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to lifestyle recreation programmes
3. Coordinate implementation of reporting framework implementation plan in respect of lifestyle recreation programmes.
4. Monitor, evaluate and report on the effectiveness and performance of lifestyle recreation programme.
5. Review department-wide implementation of lifestyle recreation programmes

Post

1 x Deputy Manager: Lifestyle Recreation Support Services (L 11-12)

Executive Authority

KZN Sport and Recreation

COMMUNITY RECREATION SUPPORT SERVICES

Purpose: To manage the provision of community recreation support services.

Functions:

1. Develop and ensure implementation of department-wide community recreation support services delivery strategy
2. Develop and ensure implementation of community recreation support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of community recreation support services reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
 - 4.1 Localized Recreation and Leisure
 - 4.2 Outdoor Adventure
 - 4.3 Mass Participation and Campaigns
5. Monitor, evaluate and report on the performance of the sport system.

Posts

- 1 x Senior Manager: Community Recreation Promotion and Development (L 13)
1 x Personal Assistant (L13)

LOCALISED/LEISURE RECREATION SUPPORT SERVICES

Purpose: To manage the provision of localised/leisure recreation support services.

Functions:

1. Coordinate implementation of department-wide localised recreation and leisure support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to localised recreation and leisure support services.
3. Coordinate implementation of reporting framework implementation plan in respect of localised recreation and leisure support services.
4. Monitor, evaluate and report on the effectiveness and performance of localised recreation and leisure support services.
5. Review department-wide implementation of localised recreation and leisure support services

Post

1 x Deputy Manager: Local Recreation /Leisure Support Services (L11-12)

OUTDOOR ADVENTURE SUPPORT SERVICES

Purpose: To manage the provision of outdoor adventure support services.

Functions:

1. Coordinate implementation of department-wide outdoor adventure support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to outdoor adventure support services
3. Coordinate implementation of reporting framework implementation plan in respect of outdoor adventure support services.
4. Monitor, evaluate and report on the effectiveness and performance of outdoor support services.
5. Review department-wide implementation of outdoor support services

Post

1 x Deputy Manager: Outdoor Adventure Support Services (L 11-12)

MASS PARTICIPATION SUPPORT SERVICES

Purpose: To manage the provision of mass participation/campaigns support service.

Functions:

1. Coordinate implementation of department-wide mass-participation support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to mass-participation support services
3. Coordinate implementation of reporting framework implementation plan in respect of mass-participation support services
4. Monitor, evaluate and report on the effectiveness and performance of mass-participation support services.
5. Review department-wide implementation of lifestyle recreation programmes

Post

1 x Deputy Manager: Mass Participation and Campaigns Support Services (L11-12)

NW Sibundla - Saphelle

Executive Authority

KZN Sport and Recreation

CD.FINANCE AND SUPPLY CHAIN MANAGEMENT SUPPORT SERVICES

Purpose: To provide department-wide strategic finance and supply chain management support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal.

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management plan
3. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
4. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
5.1 Financial Administration and Accounting services.
5.2 Supply chain and asset management services

Posts:

- 1 x General Manager: Finance and Supply Chain Support Services (L 14)
1 x Personal Assistant (L 7)

FINANCIAL MANAGEMENT SUPPORT SERVICES

Purpose: To manage the provision of department-wide financial management support services.

Functions

1. Develop and ensure implementation of department-wide financial management support services delivery strategy
2. Develop and ensure implementation of financial management support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of financial management support services reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
5.1 Financial Planning, Budgeting and Reporting Support Services
5.2 Financial Administration and Accounting Support Services

N N Sibudde - Saphelwa

SUPPLY CHAIN MANAGEMENT SUPPORT SERVICES

Purpose: To manage the provision of department-wide supply-chain management support services.

Functions

1. Develop and ensure implementation of department-wide Supply-Chain management support services delivery strategy
2. Develop and ensure implementation of Supply-Chain management support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of Supply-Chain management support services' reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
5.1 Planning and Acquisition Management Support Services
5.2 Logistics and Disposal Management Support Services

Executive Authority

KZN Sport and Recreation

FINANCIAL MANAGEMENT SUPPORT SERVICES

Purpose: To manage the provision of department-wide financial management support services.

Functions:

1. Develop and ensure implementation of department-wide financial management support services delivery strategy
2. Develop and ensure implementation of financial management support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of financial management support services reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
5.1 Financial Planning, Budgeting and Reporting Support Services
5.2 Financial Administration and Accounting Support Services

Posts

- 1 x Senior Manager: Financial Management Support Services (L 13)
1 x Personal Assistant

FINANCIAL PLANNING, BUDGETING AND REPORTING SUPPORTING SERVICES

Purpose: To coordinate and manage the provision of financial planning, budgeting and reporting to the department.

Functions:

1. Coordinate implementation of department-wide financial planning, budgeting and reporting support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to financial planning, budgeting and reporting support services.
3. Coordinate implementation of reporting framework implementation plan in respect of financial planning, budgeting and reporting support services.
4. Monitor, evaluate and report on the effectiveness and performance of financial planning, budgeting and reporting support services.
5. Review department-wide implementation of financial planning, budgeting and reporting support services

Posts

- 1 x Deputy Manager: Financial Planning, Budgeting and Reporting (L11-12)
2 x State Accountants (L 7)
3 x Accounting Clerks (L 5)

FINANCIAL ADMINISTRATION AND ACCOUNTING SUPPORTING SERVICES

Purpose: To coordinate and manage the provision of the financial administration and accounting services to the department.

Functions:

1. Coordinate implementation of department-wide financial administration and accounting support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to financial administration and accounting support services.
3. Coordinate implementation of reporting framework implementation plan in respect of financial administration and accounting support services.
4. Monitor, evaluate and report on the effectiveness and performance of financial administration and accounting support services.
5. Review department-wide implementation of financial administration and accounting support services

Posts

- 1 x Deputy Manager: Financial Administration and Accounting Services (L11-12)
2 x State Accountants (L 7)
5 x Accounting Clerks: L 5)

N W Sibudla. September

SUPPLY CHAIN MANAGEMENT SUPPORT SERVICES

Purpose: To manage the provision of department-wide supply-chain management support services.

Functions:

1. Develop and ensure implementation of department-wide Supply-Chain management support services delivery strategy
2. Develop and ensure implementation of Supply-Chain management support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of Supply-Chain management support services' reporting framework
4. Manage and oversee the provision of operational and leadership support to the following sub-directorates
 - 5.1 Planning and Acquisition Management Support Services
 - 5.2 Logistics and Disposal Management Support Services

Posts

- 1 x Senior Manager: Supply Chain Management Support Services (L 13)
- 1 x Personal Assistant (L 7)

PLANNING AND ACQUISITION SUPPORT SERVICES

Purpose: To coordinate and manage the provision supply-chain planning and acquisition support services to the department.

Functions:

1. Coordinate implementation of department-wide supply-chain planning, and acquisition support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to supply-chain planning, and acquisition reporting support services.
3. Coordinate implementation of reporting framework implementation plan in respect of supply-chain planning, and acquisition support services.
4. Monitor, evaluate and report on the effectiveness and performance of supply-chain planning, and acquisition support services.
5. Review department-wide implementation of supply-chain planning, and acquisition support services

Posts

- 1 x Deputy Manager: Planning and Acquisition Support Services (L 11-12)
- 3 x SCM Practitioners (L 7)
- 6 x Procurement Clerks (L 5)

W N Sibudla - Saphelle

LOGISTICS AND DISPOSAL SUPPORT SERVICES

Purpose: To coordinate and manage the provision supply-chain logistic and disposal support services to the department.

Functions:

1. Coordinate implementation of department-wide logistics and disposal management support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to logistics and disposal management support services.
3. Coordinate implementation of reporting framework implementation plan in respect of logistics and disposal support services.
4. Monitor, evaluate and report on the effectiveness and performance of logistics and disposal support services.
5. Review department-wide implementation of logistics and disposal support services

Posts

- 1 x Deputy Manager: Logistics and Disposal Support Services (L 11-12)
- 2 x SCM Practitioner (L 7)
- 3 x Logistics and Disposal Clerks (L 5)

LEGAL SUPPORT SERVICES

Purpose: To manage the provision of legal compliance support services across the department.

Functions

1. Develop and ensure implementation of department-wide strategic legal support services
2. Develop and ensure implementation of legal support services integrity, risk and internal control management plan
3. Develop and ensure implementation of the legal support services reporting framework
4. Monitor and evaluate the efficacy and cost-effectiveness of a departmental legal compliance support services implementation plan
5. Monitor and evaluate the efficacy and cost-effectiveness of a departmental legal compliance support services reporting plan.
6. Review legal compliance support services implementation and reporting plans.

Posts

- 1 x Senior Manager: Legal Support Services (Level 13)
- 1 x Personal Assistant (Level 7)
- 2 x Legal Advisors (L11-12)
- 1 x Administrative Assistant (L 5)

CD. CORPORATE AND RESOURCES DEVELOPMENT SUPPO.

Purpose: To provide strategic corporate and resources development support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal.

Functions:

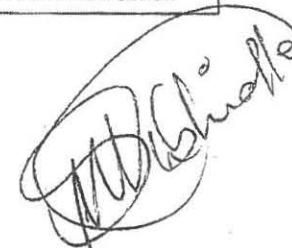
1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management plan
4. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
5. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 5.1 Physical Resources and Development support services.
 - 5.2 Human Resources and Development support services.
 - 5.3 Organizational Resources and Development support services
 - 5.4 Marketing and Communication support services
 - 5.5 Legal Support Services
 - 5.6 Security Support Services

Post

- 1 x General Manager (L 14) 1 x Personal Assistant (L 7)

Executive Authority

KZN Sport and Recreation



PHYSICAL RESOURCES ACQUISITION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of department-wide strategic physical resources acquisition and development support services.

Functions:

1. Develop and ensure implementation of department-wide physical resources acquisition and development support services delivery strategy
2. Develop and ensure implementation of physical resources acquisition and development support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of physical resources acquisition and development support services' reporting framework
4. Manage and oversee the provision of tactical and leadership support to the following sub-directorates

- 5.1 Fleet Management and Space Optimization Support Services
- 5.2 Records and Institutional Memory development Support Services
- 5.3 Information Technology and Systems Support Services

HUMAN RESOURCES ACQUISITION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of department-wide strategic human resources acquisition and development support services.

Functions:

1. Develop and ensure implementation of department-wide human resources acquisition and development support services delivery strategy
2. Develop and ensure implementation of human resources acquisition and development support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of human resources acquisition and development support services' reporting framework
4. Manage and oversee the provision of tactical and leadership support to the following sub-directorates

- 5.1 Human Resources Operations Support Services
- 5.2 Human Resources Planning, Administration & Reporting Support Services
- 5.3 Labour Relations Support Services
- 5.4 Organization Development Support Services

MARKETING AND COMMUNICATION SUPPORT SERVICES

Purpose: To manage the provision of department-wide strategic marketing and communication support services.

Functions:

1. Develop and ensure implementation of department-wide marketing and communication support services delivery strategy
2. Develop and ensure implementation of marketing and communication support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of marketing and communication support services' reporting framework
4. Manage and oversee the provision of tactical and leadership support to the following sub-directorates
 - 5.1 External Communication Management Support Services
 - 5.2 Internal Communication Management Support Services

Posts

- 1 x Senior Manager: Marketing and Communication Support Services (L 13)
- 1 x Personal Assistant (L 7)
- 1 x Media Liaison and Publicity Officer (L 11-12)
- 1 x Web Management / Corporate Image Specialist (7-8)
- 1 x Administration Assistant (L 5)

SECURITY SUPPORT SERVICES

Purpose: To coordinate and manage the provision of security management support services across the department.

Functions:

1. Coordinate implementation of security management support services strategy across the department
2. Coordinate the development of a departmental security management support services implementation plan
3. Coordinate the development of a departmental security management support services reporting plan
4. Monitor and evaluate the efficacy and cost-effectiveness of departmental security support services implementation plan
5. Monitor and evaluate the efficacy and cost-effectiveness of departmental security support services reporting plan
6. Review security management support services implementation and reporting plans

Posts:

- 1 x Deputy Manager: Security Services Support (L11-12)
- 2 x Security and Loss Control Officer (L 7)

N N Sibhinde-Saphelile

Executive Authority

KZN Sport and Recreation

PHYSICAL RESOURCES ACQUISITION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of department-wide strategic physical resources acquisition and development support services.

Functions:

1. Develop and ensure implementation of department-wide physical resources acquisition and development support services delivery strategy
2. Develop and ensure implementation of physical resources acquisition and development support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of physical resources acquisition and development support services' reporting framework
4. Manage and oversee the provision of tactical and leadership support to the following sub-directorates
5.1 Fleet Management and Space Optimization Support Services
5.2 Records and Institutional Memory development Support Services
5.3 Information Technology and Systems Support Services

Posts

- 1 x Senior Manager, Physical Resources Development and Support (L 13)
- 1 x Personal Assistant (L 7)

PHYSICAL RESOURCE DEVELOPMENT AND SUPPORT

Purpose: To coordinate and manage the provision of department-wide physical resources, space optimization, records and institutional memory development support services

Functions:

1. Coordinate implementation of department-wide fleet management, space optimization, records and institutional memory development support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to fleet management, space optimization, records and institutional memory development support services.
3. Coordinate implementation of reporting framework implementation plan in respect of fleet management, space optimization, records and institutional memory development support services.
4. Monitor, evaluate and report on the effectiveness and performance of fleet management, space optimization, records and institutional memory development support services.
5. Review department-wide implementation of fleet management, space optimization, records and institutional memory development support services

Posts

- 1 x Deputy Manager: Physical Resource and Space Optimisation (L 11-12)
- 1 x Senior Transport Officer (L 8)
- 2 x Transport Clerks (L 5)
- 1 x Senior Records and Institutional Memory Support Services (L 8)
- 1 x Chief Registry Clerk (L 7)
- 3 x Registry Clerks (L 5)
- 2 x Driver Messenger (L 4)
- 1 x Senior Physical Resources and Space Optimization Officer (L 9-10)
- 1 x Administration Assistant (L 5)
- 1 x Switchboard/Receptionist (L 4)

INFORMATION TECHNOLOGY AND SYSTEMS SUPPORT SERVICES

Purpose: To coordinate and manage the provision of department-wide Information technology and systems support services.

Functions:

1. Coordinate implementation of department-wide information technology and systems support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to information technology and systems support services.
3. Coordinate implementation of reporting framework implementation plan in respect of information technology and systems support services.
4. Monitor, evaluate and report on the effectiveness and performance of information technology and systems support services.
5. Review department-wide implementation of information technology and systems support services

Posts

- 1 x Deputy Manager: Information Technology and Systems (L 11-12)
- 1 x Information Technology Specialist (L 9-10)
- 1 x Information Technology Administration Services Specialist (L 9-10)
- 1 x Systems and Information Security Specialist (L 7)

N N Sibholla - Sap Ceteris

HUMAN RESOURCE OPERATIONS SUPPORT SERVICES

Purpose: To coordinate and manage the provision of department-wide human resources support services.

Functions:

1. Coordinate implementation of department-wide human resources support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to human resources support services strategy.
3. Coordinate implementation of reporting framework implementation plan in respect of human resources support services.
4. Monitor, evaluate and report on the effectiveness and performance of human resources support services.
5. Review department-wide implementation of employee learning and development support services

Posts

- 2 x Deputy Manager: Human Resource Operations Support Services (L 11-12)
 1 x Skills Development and Performance Management Facilitator (L 9-10)
 2 x Skills Development and Performance Management Practitioner (L 7)
 1 x Senior Health and Safety Officer (L 8)
 2 x Employee Wellness Practitioners (L 7)

HUMAN RESOURCES ACQUISITION AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of department-wide strategic human resources acquisition and development support services.

Functions:

1. Develop and ensure implementation of department-wide human resources acquisition and development support services delivery strategy
2. Develop and ensure implementation of human resources acquisition and development support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of human resources acquisition and development support services' reporting framework
4. Manage and oversee the provision of tactical and leadership support to the following sub-directorates
 5.1 Human Resources Operations Support Services
 5.2 Human Resources Planning, Administration & Reporting Support Services
 5.3 Labour Relations Support Services
 5.4 Organization Development Support Services

Posts

- 1 x Senior Manager: Human Resources and Development Support (L 13)
 1 x Personal Assistant (L 7)

LABOUR RELATIONS SUPPORT SERVICES

Purpose: To coordinate and manage the provision of department-wide employee relations support services.

Functions:

1. Coordinate implementation of department-wide employee-relations support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to employee-relations support services.
3. Coordinate implementation of legal compliance and strategic projects implementation plan attached to employee-relations support services
4. Coordinate implementation of reporting framework implementation plan in respect of employee-relations support services.
5. Monitor, evaluate and report on the effectiveness and performance of employee-relations support services.
6. Review department-wide implementation of employee-relations support services

Posts

- 1 x Deputy Manager: Labour Relations Support Services (L 11-12)
 2 x Labour Relations Practitioners (L 7)

HUMAN RESOURCES PLANNING, ADMINISTRATION AND REPORTING

Purpose: To coordinate and manage the provision of human resources planning, administration and reporting support services.

Functions:

1. Coordinate implementation of department-wide human resources planning administration and reporting support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to human resources planning, administration and reporting support services.
3. Coordinate implementation of reporting framework implementation plan in respect of human resources planning, administration and reporting support services.
4. Monitor, evaluate and report on the effectiveness and performance of human resources planning, administration and reporting support services.
5. Review department-wide implementation of human resources planning, administration and reporting support services.

Posts

- 1 x Deputy Manager: Human Resource Planning, Administration & Reporting (L 11-12)
 1 x Human Resources Practitioner: Administration and Reporting
 6 x Personnel Officers (L5)

NN Sibhulla - Sapleth

ORGANIZATIONAL DESIGN AND DEVELOPMENT SUPPORT SERVICES

Purpose: To manage the provision of Organizational Resources Acquisition and Development support services.

Functions:

1. Develop and ensure Implementation of department-wide of Organizational Resources Acquisition and Development support services delivery strategy.
2. Develop and ensure implementation of Organizational Resources Acquisition and Development support services risk, integrity and internal control management plan.
3. Develop and ensure Implementation of Organizational Resources Acquisition and Development support services legal compliance and strategic projects implementation plan.
4. Develop and ensure implementation of Organizational Resources Acquisition and Development support services reporting framework.

Posts

- 1 x Deputy Manager: Organizational Design and Development Support Services (L 11-12)
 2 x Organization Development Facilitators (L9-10)
 1 x Administrative Assistant (L5)

CD. POLICY PLANNING, STRATEGY AND INSTITUTIONAL DEVELOPMENT

Purpose: To provide policy planning, strategy and Institutional development support to the office of the HOD in its quest to transform the sport and recreation operating environment in KwaZulu-Natal

Functions:

1. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of the department's strategic intent
2. Provide strategic and leadership support to the chief directorate by identifying, developing and ensuring implementation of its risk, integrity and internal control management plan
3. Provide strategic and leadership support to the chief directorate by developing and ensuring implementation of its reporting framework
4. Oversee the provision of tactical and leadership support to the chief directorate by the following directorates:
 - 4.1 Policy Planning, Strategy and Research Services
 - 4.2 Monitoring, Evaluation and Knowledge Management

Posts:

- 1 x General Manager: Policy Planning, Strategy and Institutional Development (L 14)
- 1 x Personal Assistant (L 7)

POLICY PLANNING, STRATEGY AND RESEARCH SUPPORT SERVICES

Purpose: Manage the provision of strategic department-wide policy planning, strategy and research support services

Functions:

1. Develop and ensure implementation of department-wide policy planning, strategy and research support services delivery strategy
2. Develop and ensure implementation of policy planning, strategy and research support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of policy planning, strategy and research support services' reporting framework
4. Manage and oversee the provision of tactical and leadership support to the following sub-directorates
 - 5.1 Policy Planning and Research Support Services
 - 5.2 Strategy Management Support Services

Posts

- 1 x Senior Manager: Policy Planning, Strategy and Research (L 13)
- 1 x Personal Assistant (L 7)
- 2 x Policy Planners, Strategy and Research Specialist (L 11-12)
- 1 x Administrative Assistant (L 5)
- 1 x GIS Specialist (L 11-12)

MONITORING, EVALUATION, KNOWLEDGE MANAGEMENT AND TRANSFORMATION SUPPORT SERVICES

Purpose: Manage the provision of strategic department-wide monitoring, evaluation and transformation support services.

Functions:

1. Develop and ensure implementation of department-wide monitoring, evaluation and transformation support services delivery strategy
2. Develop and ensure implementation of department-wide monitoring, evaluation and transformation support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of department-wide monitoring, evaluation and transformation support services' reporting framework
4. Manage and oversee the provision of tactical and leadership support to the following sub-directorates
 - 5.1 Monitoring and Evaluation Support Services
 - 5.2 Knowledge Management and Transformation Support Services

NW Sibholla - Raphaela

Executive Authority

KZN Sport and Recreation

MONITORING, EVALUATION, KNOWLEDGE MANAGEMENT AND TRANSFORMATION SUPPORT SERVICES

Purpose: Manage the provision of strategic department-wide monitoring, evaluation, and knowledge management and transformation support services.

Functions:

1. Develop and ensure implementation of department-wide monitoring, evaluation and transformation support services delivery strategy
2. Develop and ensure implementation of department-wide monitoring, evaluation and transformation support services' risk, integrity and internal control management plan
3. Develop and ensure implementation of department-wide monitoring, evaluation and transformation support services' reporting framework
4. Manage and oversee the provision of tactical and leadership support to the following sub-directorates:
5.1 Monitoring and Evaluation Support Services
5.2 Knowledge Management and Transformation Support Services

Posts

- 1 x Senior Manager: Monitoring, Evaluation and Transformation Support Services (L 13)
1 x Personal Assistant (L 7)

PERFORMANCE MONITORING AND EVALUATION

Purpose: To coordinate and manage department-wide performance monitoring and evaluation support services.

Functions:

1. Coordinate implementation of department-wide monitoring and evaluation support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to monitoring and evaluation support services.
3. Coordinate implementation of reporting framework implementation plan in respect of monitoring and evaluation support services.
4. Monitor, evaluate and report on the effectiveness and performance of monitoring and evaluation support services.
5. Review department-wide implementation of monitoring and evaluation support services

Posts

- 1 x Deputy Manager: Performance Monitoring and Evaluation (L 11-12)
2 x Assistant Manager: Performance Monitoring and Evaluation Analyst (L 9-10)

KNOWLEDGE MANAGEMENT AND TRANSFORMATION

Purpose: To coordinate and manage department-wide knowledge management and transformation support services.

Functions:

1. Coordinate implementation of department-wide knowledge management and transformation support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to knowledge management and transformation support services.
3. Coordinate implementation of reporting framework implementation plan in respect of knowledge management and transformation support services.
4. Monitor, evaluate and report on the effectiveness and performance of knowledge management and transformation support services.
5. Review department-wide implementation of knowledge management and transformation support services.

Posts

- 1 x Deputy Manager: Knowledge Management and Transformation (L 11-12)
2 x Senior Institutional Transformation and Development Practitioner (L 8)

NW Sibundile - Saphetha

11 X DISTRICT CENTRES OF DELIVERY

Purpose: To coordinate the implementation of district-wide sport and recreation promotion and development programmes.

Functions:

1. Coordinate implementation of district-wide sport and recreation promotion and development support services delivery strategy
2. Coordinate implementation of risk, integrity and internal control implementation plan attached to sport and recreation promotion and development support services.
3. Coordinate implementation of legal compliance and strategic projects implementation plan attached to sport and recreation promotion and development support services
4. Coordinate implementation of reporting framework implementation plan in respect of sport and recreation promotion and development support services.
5. Monitor, evaluate and report on the effectiveness and performance of sport and recreation promotion and development support services.
6. Review department-wide implementation of sport and recreation promotion and development support services

Posts

11 x Deputy Manager: District Operations (L 11-12)
 11 x Assistant Managers: Sport Promotion and Development (L 9-10)
 11 x Assistant Manager: Recreation Promotion and Development (L 9-10)
 22 x Administration Assistant (L 5)
 11 x Administration Assistant: Community Mass Participation (L 5)
 3 x Club development Administrator: Community Mass Participation (L 5)
 3 x Academies Finance Administrator: Club Development (L 4)
 2 x Sport Federation Finance Administrator: Club Development (L 4)

SPORT PROMOTION AND DEVELOPEMENT

Purpose: To facilitate implementation of district-wide sport promotion and development programmes.

Functions:

1. Facilitate implementation of district-wide sport and recreation promotion and development programmes delivery strategy.
2. Facilitate implementation of risk, integrity and internal control implementation plan attached to sport and recreation promotion and development programmes.
3. Facilitate implementation of legal compliance and strategic projects implementation plan attached to sport and recreation promotion and development programmes.
4. Facilitate implementation of reporting framework implementation plan in respect of sport and recreation promotion and development programmes.
5. Monitor, evaluate and report on the effectiveness and performance of district sport promotion and development programmes.
6. Review district-wide implementation of sport promotion and development programmes.

Posts

66 x Sport Promotion and Development Coordinators (L 7-8)
 11 x Sport Focus School Coordinator: School Sport (L 3)

RECREATION PROMOTION AND DEVELOPEMENT

Purpose: To facilitate implementation of district-wide recreation promotion and development programmes.

Functions:

1. Facilitate implementation of district-wide recreation promotion and development programmes delivery strategy.
2. Facilitate implementation of risk, integrity and internal control implementation plan attached to recreation promotion and development programmes.
3. Facilitate implementation of legal compliance and strategic projects implementation plan attached to recreation promotion and development programmes.
4. Facilitate implementation of reporting framework implementation plan in respect of and recreation promotion and development programmes.
5. Monitor, evaluate and report on the effectiveness and performance of recreation promotion and development
6. Review district-wide implementation of recreation promotion and development programmes.

Posts

66 x Recreation Promotion and Development Coordinator (L 7-8)
 9 x Code Specific Coordinator: School Sport (L 3)

NW S. G. G. - Sep 2014

(1) The structure of the Kwazulu-Natal Department of Sport and Recreation

The political head for the **Kwazulu-Natal Department of Sport and Recreation**

Is the MEC and the administrative head (Accounting Officer) is the HOD.

B. Contact details of the Information Officer and Deputy Information Officers

[Section 14 (1) (b)]

INFORMATION OFFICER	ADDRESS
Mrs R Naidoo Head of Department	Private Bag X9141 PIETERMARITZBURG 3200 Telephone: +27 33 8979400 Fax: +27 33 342 4982 or (033) 342 4986 Email: rohini.aidoo@kzndsr.gov.za
DEPUTY INFORMATION OFFICER	ADDRESS
Ms Sandra Naidoo Deputy Director: Legal Services	Private Bag X9141 PIETERMARITZBURG 3200 Telephone: +27 33 8979400 Fax: +27 33 342 4982 or (033) 342 4986 Email: sans.aidoo@kzndsr.gov.za

C. Section 10 Guide on how to use the Act [Section 14(1)(c)]

The section 10 Guide on how to use the Act in terms of section 14(1)(c) of the Act is available from the SAHRC. Please direct any queries to:

The South African Human Rights Commission: PAIA Unit

The Research and Documentation Department

Private Bag 2700

HOUGHTON

2041

Telephone: (011) 484 8300

Fax: (011) 4840582

Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

D. Details to facilitate access to the records held by the Office of the Kwazulu-Natal Department of Sport and Recreation [Section 14(1)(d)]

(1) Records that may be requested [section 14(1)(d)]

Description of the subjects on which the Office of the Kwazulu-Natal Department of Sport and Recreation holds and the categories of records held on each subject as depicted below -

SUBJECT	CATEGORIES OF RECORDS
Integrity Management	<ul style="list-style-type: none"> - Fraud and Risk Management Plan; - Risk Assessment Report; - Anti-Fraud and Anti-Corruption Strategy.
Supply Chain Management	<ul style="list-style-type: none"> - Annual Performance Plan; - Medium Term Expenditure Framework; - Annual Report; - Budget Speech; - Asset register; - Allocations per program; - Financial Statements; and - Auditor General Reports. - Supplier Database
Administration & Auxiliary Services	<ul style="list-style-type: none"> - Transport Policy - Telephone Policy
Human Resource Management	<ul style="list-style-type: none"> - Human Resource Management Policies; - Human Resource Development Policies; - Personnel Records; and - Performance Management Records
Labour Relations	<ul style="list-style-type: none"> - Disciplinary Records; - Labour Relations Agreements; - Minutes of Meetings with organised labour.
Persal Management	<ul style="list-style-type: none"> - Persal Information
Information Technology	<ul style="list-style-type: none"> - Information Communication Technology (ICT) Policy and Strategy; - State Information Technology Business Agreements;
Legal Services	<ul style="list-style-type: none"> - Legal opinions; - Contracts; - Litigation matters;

Sport management	<ul style="list-style-type: none"> - Transfer payment Policy - Transfer payment Agreement - Reports on Capacity building Programmes - Data in respect of coaches trained - Data in respect of number of persons participated at sport events - Number of Sport facilities constructed - Number of Federations supported through transfer payments
Monitoring and Evaluation	<ul style="list-style-type: none"> - Background Reports on Municipalities - Data on Districts - Departmental Performance Information - Frontline Service Delivery Information on selected institutions - Quarterly performance reports validation - Database of Federations

(2) The request procedure

A requester may be given access to such records in the Kwazulu-Natal Department of Sport and Recreation if the requester complies with the following requirements –

- (a) the requester complies with all procedural requirements in the Act relating to the requester for access to that record; and
- (b) access for that record is in terms of the requirements of the Act.

(3) Nature of the request

(a) A requester must use the form that has been printed in the *Government Gazette* [Government Notice R 187 - 15 February 2002] (**Form A**);

(b) The requester must also indicate if a copy of the record is required or seeks permission to come in and look at the record. Alternatively if the record is not a document it can then be viewed in the requested form, where possible [s 29(2)];

- (c) If a requester asks for access in a particular form then the requester should get access in the manner that has been asked for. This is unless doing so would interfere unreasonably with the running of the department, or damage the record, or infringe a copyright not owned by the state. If for practical reasons access cannot be given in the required form but in an alternate manner, then the fee will be calculated according to the way that the requester first asked for it [*section 29(3) and (4)*];
- (d) If, in addition to a written reply to their request for the record, the requester wants to be told about the decision in any other way, e.g. telephone, this must be indicated [*s 18(2)(e)*];
- (e) If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [*section 18(2)(f)*]; and
- (f) If a requester is unable to read or write, or has a disability, then he/she can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give him/her a copy [*section 18(3)*].

(4) There are two types of fees required to be paid in terms of the Act, being the request fee and the access fee [*section 22*]

- (a) A requester who seeks access to a record containing own personal information, is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:
- (b) The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before further processing the request.
- (c) The request fee is R35. The rest of the fees are reflected under paragraph H below. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- (d) After the information officer has made a decision on the request the requester must be notified of such a decision in the way in which the requester wanted to be notified in.
- (e) If the request is granted then a further access fee must be paid for the search, preparation, reproduction, and postage if applicable and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

(5) Availability of this Manual as set out in section 14(3) of the Act

(a) A copy of this Manual is available –

(i) on the official website of the Kwazulu-Natal Department of Sport and Recreation at www.kzndsr.gov.za

(ii) by sending a request for a copy to the Information Officer by email, post or fax;

(iii) for public inspection at our offices at –

135 Pietermaritz Street

PIETERMARITZBURG

3201;

(2)(a) There is no charge for inspecting a copy of this Manual on the official website of the Kwazulu-Natal Department of Sport and Recreation or at our offices.

(b) The Kwazulu-Natal Department of Sport and Recreation reserves the right to require payment for copies of this Manual in accordance with the same charges that apply to records. The relevant fees are set out in paragraph H of this Manual.

E. Categories of records of the Kwazulu-Natal Department of Sport and Recreation which are available without a person having to request access in terms of the Act [section 15]

CATEGORIES	MANNER OF ACCESS TO RECORD
1. FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
1.1 Budget Speech; 1.2 Departmental Strategic Plan; 1.3 Annual Performance Plan 1.4 Employment Equity Report; 1.5 Approved Organisational Structure; 1.6 Anti- Fraud Anti-Corruption Strategy; 1.7 MEC's speeches; 1.8 Circulars of advertised posts; and 1.9 Magazines, newspapers and newsletters.	The records may be inspected at the Office of the Deputy Information Officer as follows – Kwazulu-Natal Department of Sport and Recreation 135 Pietermaritz street PIETERMARITZBURG Telephone: +27 33 897 9400 Fax: +27 33 342 4982 Email: sans.naidoo@kzndsr.gov.za
2. FOR PURCHASING IN TERMS OF SECTION 15(a)(ii)	
2.1 Bid Documents	Bid documents may be purchased at

	<p>the office of the Kwazulu-Natal Department of Sport and Recreation: 135 Pietermaritz street PIETERMARITZBURG or</p> <p>83/93 JAN SMUTS HIGHWAY MAYVILLE At the Supply Chain Management Directorate.</p>
3. FOR COPYING IN TERMS OF SECTION 15(a)(ii)	
<p>3.1 Budget Speech; 3.2 Departmental Strategic Plan; 3.3 Annual Performance Plan; 3.4 Employment Equity Report; 3.9 Approved Organisational Structure; 3.10 Anti- Fraud Anti-Corruption Strategy; 3.11 MEC's speeches; 3.13 Circulars of advertised posts; and 3.14 Magazines, newspapers and newsletters.</p>	<p>The records may be accessed for copying at the Office of the Deputy Information Officer as follows –</p> <p>Kwazulu-Natal Department of Sport and Recreation 135 Pietermaritz street PIETERMARITZBURG Telephone: +27 33 897 9400 Fax: +27 33 342 4982</p> <p>Email: sans.naidoo@kzndsr.gov.za</p>
4. FOR COPYING IN TERMS OF SECTION 15(a)(ii)	
<p>4.1 MEC's speeches; 4.2 Circulars of advertised posts; and 4.3 Magazines, newspapers and newsletters.</p>	<p>The records may be accessed for copying at the Office of the Deputy Information Officer as follows –</p> <p>Kwazulu-Natal Department of Sport and Recreation 135 Pietermaritz street PIETERMARITZBURG Telephone: +27 33 897 9400 Fax: +27 33 342 4982</p> <p>Email: sans.naidoo@kzndsr.gov.za</p>

**F. Arrangement for public participation in policy formulation as contemplated
in the Act [section 14(1)(g)]**

(1)Members of the public can indirectly influence policy formulation by –

- (a) participating in imbizos
- (a) participating in provincial elections;
- (b) communicating with their elected representatives;
- (c) attending sessions of the KwaZulu-Natal Provincial Legislature; and
- (e) the media accessing the KwaZulu-Natal Provincial Legislature and its committees.

**G. Remedies available if the provisions of this Act are not complied with
[section 14(1)(h)]**

Where a requester is not satisfied with any decision taken by the Information Officer/Deputy Information Officer in the Kwazulu-Natal Department of Sport and Recreation, a requester may appeal to the MEC of the Kwazulu-Natal Department of Sport and Recreation.

H. Fees as prescribed under Part 11 of Notice 187 in the Government Gazette of 15 February 2002

(1) The fee for a copy of the manual as contemplated in Regulation 5(c) is R0, 60 for every Photocopy of an A4-size page or part thereof.

(2) The fees for reproduction referred to in Regulation 7(1) are as follows –

DESCRIPTION	AMOUNT R
For every photocopy of an A4-size page or part thereof	- 0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	- 0.40
For a copy in a computer-readable form on –	
(i) stiffy disc	- 05.00
(ii) compact disc	- 40.00
(i) For a transcription of visual images, for an A4-size page or part thereof	- 22.00
(ii) For a copy of visual images	- 60.00

(i) For a transcription of an audio record, for an A4-size page or part thereof	- 12.00
(ii) For a copy of an audio record	- 17.00

(3) The request fee payable by every requester, other than a personal requester, referred to in Regulation 7(2) is R35-00.

(4) The access fees payable by a requester referred to in Regulation 7(3) are as follows –

DESCRIPTION	AMOUNT R
For every photocopy of an A4-size page or part thereof	- 0.60
For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	- 0.40
For a copy in a computer-readable form on – (i) stiffy disc (ii) compact disc	- 05.00 - 40.00
(i) For a transcription of visual images, for an A4-size page or part thereof (ii) For a copy of visual images	- 22.00 - 60.00
(i) For a transcription of an audio record, for an A4-size page or part thereof (ii) For a copy of an audio record	- 12.00 - 17.00
To search for and prepare the record for disclosure, R15-00 for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation.	

(5) For purposes of section 22(2) of the Act, the following applies –

(a) six hours as the hours to be exceeded before a deposit is payable; and

- (b) one third of the access fee is payable as a deposit by the requester.
- (6) The actual postage is payable when a copy of a record must be posted to a requester.

I. Forms prescribed for access to records

Forms

ANNEXURE B OF NOTICE 187 IN THE GOVERNMENT GAZETTE OF 15 FEBRUARY 2002.

Please see the **Form A** on the next page.

- **Form A** - REQUEST FOR ACCESS TO RECORD (on page 19) Regulation 2
- **Form B** - NOTICE OF INTERNAL APPEAL (on page 25) Regulation 8

FORM A
REQUEST FOR ACCESS TO RECORD

(Section 18(1) of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 2]

REQUEST FOR ACCESS TO RECORDS	
FOR DEPARTMENTAL USE number:.....	Reference
Request received by: -	
<div style="border: 1px solid black; padding: 2px;">Name:.....</div>	
<div style="border: 1px solid black; padding: 2px;">Rank:.....</div>	
<div style="border: 1px solid black; padding: 2px;">Date:.....</div>	
<div style="border: 1px solid black; padding: 2px;">Place:.....</div>	
Request fee (if any):	<div style="border: 1px solid black; padding: 2px;">R</div>
Deposit (if any):	<div style="border: 1px solid black; padding: 2px;">R</div>
Access fee:	<div style="border: 1px solid black; padding: 2px;">R</div>
.....	
SIGNATURE: INFORMATION OFFICER/DEPUTY INFORMATION OFFICER	

A. PARTICULARS OF PUBLIC BODY

INFORMATION OFFICER	ADDRESS
Mrs R Naidoo Head of Department	Street Address: 135 Pietermaritz Street Pietermaritzburg Postal Address Private Bag X9141 PIETERMARITZBURG 3200 Telephone: +27 33 8979400 Fax: +27 33 342 4982 or (033) 342 4986 Email: rohini.aidoo@kzndsr.gov.za
DEPUTY INFORMATION OFFICER	ADDRESS
Ms Sandra Naidoo Deputy Director: Legal Services	Street Address 135 Pietermaritz Street Pietermaritzburg Postal Address Private Bag X9141 PIETERMARITZBURG 3200 Telephone: +27 33 8979400 Fax: +27 33 342 4982 or (033) 342 4986 Email: sans.aidoo@kzndsr.gov.za

B. PARTICULARS OF PERSON REQUESTING ACCESS TO THE RECORD

REQUEST FOR ACCESS TO RECORDS FORM																			
SURNAME:																			
FULL NAMES:																			
IDENTITY NUMBER:																			
POSTAL ADDRESS:																			
.....																			
.....																			
.....																			

C. PARTICULARS OF PERSON ON WHOSE BEHALF REQUEST IS MADE

<i>This section must be completed only if a request for information is made on behalf of another person.</i>																			
FULL NAMES:																			
IDENTITY NUMBER																			

D. PARTICULARS OF RECORD

(a) Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.

*(b) If the provided space is inadequate please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

**DESCRIPTION OF
RECORDS:**.....

.....
.....

.....
.....

**REFERENCE
NUMBER:**.....(If available)

**ANY FURTHER PARTICULARS OF
RECORD**.....

.....
.....

E. FEES

*(a) A request for access to a record, other than a record containing personal information about yourself, will be processed only after a **request fee** has been paid.*

(b) You will be notified of the amount required to be paid as the request fee.

*(c) The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*

(d) If you qualify for exemption of the payment of any fee, please state the reason therefore.

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:		Form in which record is required:	
<p><i>Mark the appropriate box with an "X".</i></p> <p>NOTES:</p> <p>(a) Your indication as to the required form of access depends on the form in which the record is available.</p> <p>(b) Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</p> <p>(c) The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</p>			
<p>1. If the record is in written or printed form -</p>			
<input type="checkbox"/>	copy of record*	<input type="checkbox"/>	inspection of record
<p>2. If record consists of visual images -</p> <p>(This includes photographs, slides, video recordings, computer-generated images, sketches, etc.)</p>			
<input type="checkbox"/>	view the images	<input type="checkbox"/>	copy of the images*
<input type="checkbox"/>		<input type="checkbox"/>	transcription of the images*
<p>3. If record consists of recorded words or information which can be reproduced in sound -</p>			

	listen to the soundtrack (audio cassette)		transcription of soundtrack* (written or printed document)
4. If record is held on computer or in an electronic or machine-readable form -			
	printed copy of record*		printed copy of information derived from the record* copy in computer readable form* (stiffy or compact disc)
*If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? A postal fee is payable.			YES NO
<i>Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available.</i>			
In which language would you prefer the record? :.....			

G. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed thereof in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at this day.....of.....

**SIGNATURE OF REQUESTER /
PERSON ON WHOSE BEHALF REQUEST IS MADE**

FORM B
NOTICE OF INTERNAL APPEAL

(Section 75 of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000))

[Regulation 8]

**STATE YOUR
REFERENCE
NUMBER:**

A. Particulars of public body

The Information officer/Deputy Information officer:

B. Particulars of requester/third party who lodges the internal appeal

- (a) The particulars of the person who lodge the internal appeal must be given below.*
- (b) Proof of the capacity in which appeal is lodged, if applicable, must be attached.*
- (c) If the appellant is a third person and not the person who originally requested the information, the particulars of the requester must be given at C below.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which an internal appeal on behalf of another person is lodged:

C. Particulars of requester

This section must be completed ONLY if a third party (other than the requester) lodges the internal appeal.

Full names and surname:

Identity number:

D. The decision against which the internal appeal is lodged

<i>Mark the decision against which the internal appeal is lodged with an X in the appropriate box:</i>	
	Refusal of request for access
	Decision regarding fees prescribed in terms of section 22 of the Act
	Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act
	Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester
	Decision to grant request for access

E. Grounds for appeal

*If the provided space is inadequate, please continue on a separate folio and attach it to this form.
You must sign all the additional folios.*

State the grounds on which the internal appeal is based:

State any other information that may be relevant in considering the appeal:

F. Notice of decision on appeal

You will be notified in writing of the decision on your internal appeal. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

State the manner:

Particulars of manner:

Signed at _____ this _____ day of _____ 201_____

SIGNATURE OF APPELLANT _____

FOR DEPARTMENTAL USE:

OFFICIAL RECORD OF INTERNAL APPEAL:

Appeal received on _____ (date) by _____
(state rank, name and surname of information officer/deputy information officer).

Appeal accompanied by the reasons for the information officer's/deputy information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer/deputy information officer on

(date) to the relevant authority.

OUTCOME OF APPEAL:

DECISION OF INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

CONFIRMED/NEW DECISION SUBSTITUTED

NEW DECISION:

DATE:

RELEVANT AUTHORITY:

RECEIVED BY THE INFORMATION OFFICER/DEPUTY INFORMATION OFFICER FROM THE
RELEVANT AUTHORITY ON (date):