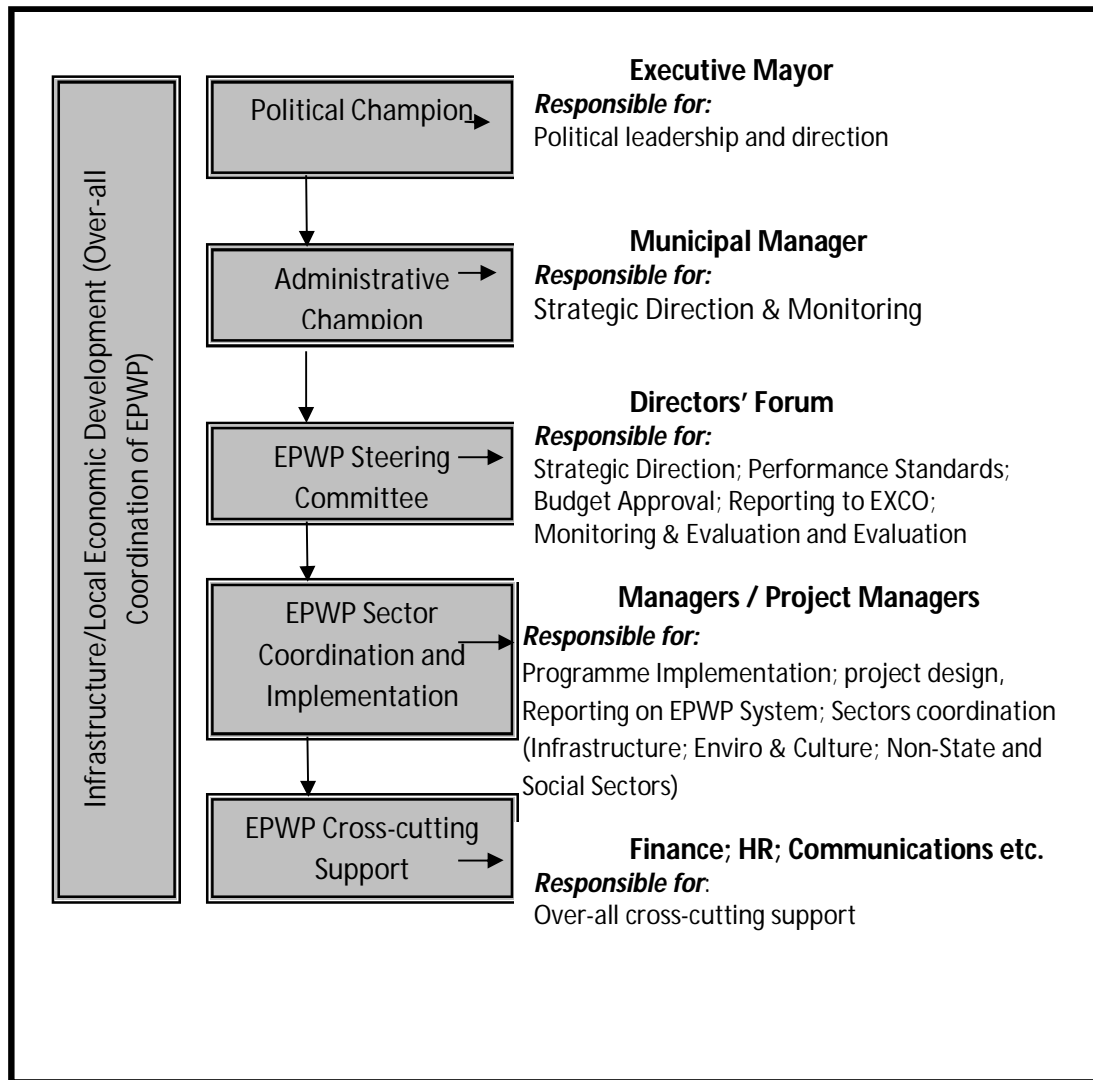


Acronyms and Definition of Terms

DPW	National Department of Public Work
DSC	District Steering Committee
EM	Executive Mayor
EPWP	Expanded Public Works Programme
EXCO	Executive Council
FTE	Full-time Equivalent refers to one person's year of employment. One person year is equivalent to 230 per days of work. Person years of employment equals total number of person days of employment created for targeted labour during the year divided 230. For task rated workers, tasks complete d should be used as a proxy for 8 hours of work per day.
IDP	Integrated Development Plan
IRS	Integrated Reporting System
Incentive grant	Incentive paid to public bodies to incentivise employment creation under the EPWP. The incentive is paid per quantum of employment created for the EPWP target group and can be measured in FTEs.
LED	Local Economic Development
LIC	Labour Intensive Construction
ME & R	Monitoring, Evaluation & Revision
PMBOK	Project Management Body of Knowledge
PPC	Protective Clothing

EPWP Institutional Arrangement within the Mafikeng Local Municipality : Roles and Responsibilities

EPWP ORGANOGRAM AS APPROVED AS PER THE EPWP POLICY



Roles and Responsibilities

1. Political Champion : Executive Mayor

In line with the EPWP Institutional Arrangement Framework and Protocol Agreement signed by the Minister of Public Works and The Mayor Executive Mayor. The Executive Mayor will provide leadership and direction on the implementation of the EPWP in the municipality.

- 1.1 Promote LED through EPWP.
- 1.2 To ensure that EPWP is sinegised in the IDP to promote LIC method when implementing EPWP programmes.
- 1.3 Provide direction on criterial to follow when the recruitment process unfolds.

2. Administrative Champion : Municipal Manager

The Municipal Manager will appoint the Director and delegate functions of the overall coordination of EPWP to a particular Unit and ensure that all the Directors have EPWP as an item in their performance contracts/agreements. The Municipal Manager in his capacity is responsible for signing of the Incentive Grant Agreement and Expenditure Report.

1. Provide support to the Director's pertaining to the availability of resources.
2. Provide support to capacitate in terms of beneficiaries training.
3. Ratification of reports.
4. To ensure that projects are implemented LIC and are EPWP compliant.
5. Assessment of work progress.

3. Overall Coordination : Director Infrastructure Services

The Director : Infrastructure Services will:-

1. Ensure that the EPWP is incorporated in the development plan of the Municipality.
2. Ensure that the Municipal department incorporate EPWP FTE targets into their programme plans.
3. Ensure the effective coordination and monitor the implementation of EPWP within the Municipality, assist and mobilise departments within the Municipality to meet their targets.
 - 3.1 To ensure the compliency to EPWP Guidelines
 - 3.2 To support Sub-Directorates that are implementing EPWP across all Sectors.

- 3.3 To coordinate the EPWP meetings on regular basis so as to ensure that various challenges are dealt with timeously.
- 3.4 Initiate strategic methods in which efficiency can be procured.
- 3.5 Identification and Definition of rules and responsibilities of all personnel engaged in EPWP.
- 3.6 Offer Guidance in terms of Disciplinary measures.
- 3.7 Definition of production targets vs timelines.
- 3.8 Monitoring and Evaluation.
- 3.9 Implementation of Project Management body of Knowledge(PMBOK).
- 3.10 Capacity provision to personnel engaged in EPWP.
- 3.11 Introduction of Vukophile Learnership in Construction Programme.
- 3.12 Responsible for the formation of the EPWP Steering Committee.

4. Overall Coordination : All Heads across all Sectors

The Head : Roads and Stormwater will ensure the effective coordination and monitor the implementation of EPWP within the Municipality, assist and mobilise departments within the Municipality to meet their targets.

1. Inculcate the use of LIC methods within EPWP
2. Set realistic targets for activities to be undertaken.
3. Monitor , Evaluate and Revise activities (ME&R)
4. Cross – cutting support in all Sectors.
5. Report progress to Directors within their Sections
6. Refine targets

5. EPWP Sector Coordination and implementation

5.1 EPWP Manager

The EPWP Manager will:-

1. Be responsible for the overall monitoring of EPWP programme.
2. Overall administration of the programme which included reporting progress on behalf of the Municipality.
 - 2.1 Forming part of the recruitment process.
 - 2.2 Procuring Training of EPWP Beneficiaries.
 - 2.3 Ensuring Disciplinary measures are adhered to.
 - 2.4 Conflict Management

2.5 Registering and Capturing of EPWP projects on the IRS

3. Represents the Municipality on the Provincial and District Steering Committee(DSC) respectively.
4. Offer support , guidance and assistance
5. Capacitate
6. Set daily targets for coordinators.

5.2 EPWP Coordinators across all Sectors

1. Overall Coordination and monitoring of EPWP beneficiaries
 - 1.1 Complement the monitoring of beneficiaries.
 - 1.2 Consistency in ensuring that daily progress through targets are achieved.
2. Site Visits ensuring that all projects are EPWP compliant and all beneficiaries are wearing their PPC
3. Collect monthly reports on site from team leaders and verify with Superintendents thus promoting efficiency
4. Attend meeting
5. Collectively ensure that the task-based activities are user- friendly taking into account consistency application which cuts across all Directorate.
6. Conflicts Management

6. EPWP Cross – Cutting Support

6.1 Managers / Supervisors in all Sections

1. Planning of the day to day duties and supervision of beneficiaries on site.
2. Prepare progress report in terms of the monthly activities.
3. Transferring of skills to beneficiaries by offering training on site on their respective functions.
4. Daily monitoring of beneficiaries complemented by EPWP Coordinators.
5. Manage , Supervise and plan work schedule with Team leaders and Supervisors.
6. Record keeping of work, resources and personnel.
7. Ensuring that OHS control is adhered to.
8. Quality control in all works in the section

9. Implementing procedures, systems and control.

6.2 Municipal Team Leader in all Sections

1. Ensure that daily targets are met and beneficiaries are reporting on site.
2. Monitoring of Equipments and Tools.
3. Offering guidance as and when needed.
4. Measurement of daily work.
5. Ensuring that personnel are transported to site.
6. Control of personnel on site
7. Helps personnel to achieve acceptable quality of work.
8. Motivate his/her team to create good work environment.
9. Plan resources for smooth operation at work.
10. Safe guard resources and ensure proper usage of them.

7. Reporting Lines

7.1 Team Leaders – reports to the Supervisors (Superintendents): work progress, administration on site.

7.2 Superintendents/EPWP Coordinators

7.2.1 Superintendents – reports to the respective Heads within each section : compiling of monthly progress report. Daily monitoring of beneficiaries complemented by EPWP Coordinators.

7.2.2 EPWP Coordinators - reports to the EPWP Manager : Compliancy to EPWP Guidelines



**EPWP Institutional Arrangement within the Mafikeng Local
Municipality : Roles and Responsibilities**

