



Local Municipality • Mmasepala wa seLehae • Plaaslike Munisipaliteit

DIRECTOR: CORPORATE SERVICES

MALUTI A PHOFUNG HR FRAMEWORK

MOTTO: “WORK TO SERVE”

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VISION

By 2020 Maluti0-A-Phofung will be technologically advanced and have unlocked the indigenous entrepreneurial spirit of all of her people within an equitable, sustainable, healthy, crime-free and moral society. Based in the most beautiful part of the world, where unemployment and poverty will be unheard of and the rest of the world will discover our unique African cultural heritage.

MISSION

The municipality will strive towards the attainment of the vision through the following mission statements:

- ❖ Encourage self reliance.
- ❖ Ensuring co-ordination and collaboration of various stakeholders in the delivery of development in an integrated and sustainable manner.
- ❖ Promoting a healthy and vibrant community with high moral standards.
- ❖ Unlocking the development potential of the area, particularly tourism and indigenous knowledge and mobilizing investment because of our uniqueness.
- ❖ Ensuring that everyone will be active in the economy and utilize technology to our advantage.
- ❖ Utilizing our highly skilled workforce and ensuring that literacy and numeracy levels are above average.
- ❖ Enabling all communities to have access to basic services and land.
- ❖ Ensuring a safe, healthy and secure environment,
- ❖ Caring for our disabled and aged to be independent.
- ❖ Promoting gender equity and development of youth as our future asset and
- ❖ Being an accountable government to its entire people



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1. STRATEGIC HR PLANNING

CORPORATE SERVICES DIRECTORATE STRATEGIC FOCUS AREAS:

- To Skill Employee.
- Proper Implementation.
- Render Proper Administrative Services.
- Support to Political Office Bearers and Council.

CORE FUNCTIONS:

1. ADMINISTRATIVE SERVICES

- To render duties enhancing the corporate image of the Municipality.
- To keep municipal records and registry material in compliance with the existing legislation.

2. HUMAN RESOURCES

- To ensure proper management of available Human Resource.
- To ensure an effective utilization of Human Resources.
- To comply with all Human Resources related legislation and policies.
- To build sufficient human capacity for effective and efficient service delivery



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3. AUXILIARY AND COMMITTEE SERVICES

- To provide Council, Political Office Bearers, Political Structure with administrative support.
- To keep Agendas, Minutes of all Committees of the Council.
- Event Management.

4. LEGAL SERVICES

- Provision of legal services to the Municipality.

5. CUSTOMER CARE SERVICES

- To provide a customer care services for the Municipality

2. SOURCING AND PLACING

Directorate has its own budget which is done annually and reviewed annually during budget adjustment. Draft budget is done collectively with managers and senior officials of units in Corporate Services. Directorates intends to implement its entire budget before the beginning of the new financial year.

3. CAPACITY BUILDING

Capacity building is done through Workplace Skills Plan which is submitted annual in June to the Department of Labour. Some Capacity Building exercises are performed by South African Local Government Association-Free State and Local Government Seta. Capacity Building will assist in Performance Management. However, there are capacity building programmes sanctioned by Treasury. Municipality anticipates having capacitated all its employees by 2020.



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4. PERFORMANCE MANAGEMENT

All Municipal Employee need to sign Performance Contracts in order to differentiate between the High and Low performers. **High Performers:** The Municipality would be able to recognize, reward and transfer skills as a result of them. **Low Performers:** Municipality would be able to identify, skill/reskill/train, and take necessary measures as a result of them. Performance Contracts need to be signed annually at the beginning of the new financial year. Capacity Building will assist in performance management. There is a performance management system which needs to be implemented. Presently Performance management System is only practiced by section 57 managers. This entails Management of Critical Positions and High Performers. Critical Positions need to be filled as soon as they become vacant and High Performers must be elevated by implementation of Promotion policy.

5. EMPLOYEE RELATIONSHIP MANAGEMENT

Labour Relations is purely addressed by the implementation of Municipal approved Policies and approved Government Legislations. Directorate would have to review its policies annually/biannually to assess their effectiveness.

6. REWARD

Employees will be rewarded at the end of each financial year in a form of financial incentives. Rewards will be based on their performance contract and portfolio of evidences. Other rewards would be in a form of Long Service Bonuses for employees who worked in this municipality for Five, Ten, Fifteen, Twenty, Twenty Five, Thirty, Thirty Five and Forty Years without any services break.



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7. ASSURANCE AND WELLNESS

Municipality needs to take care of its municipal workforce and wellbeing. The objective is to address Truancy, Bunking, Insubordination, Late coming and Early Departure, Health matters, Financial Management, Anger Management, Drug and Alcohol Management etc. Municipality will manage Wellness programme and do referrals where necessary. This is a weekly programme that needs weekly/monthly reporting since it deals with Employees' Wellbeing.

8. INFORMATION SYSTEM & TECHNOLOGY

The institution ensures that there is a Personnel and Personal information is properly managed through filing and system and there is a back up system which is electronic or vice-versa. This also includes management of municipal policies and any other government legislation.

9. RELEASE

This is the stage where employees have reached the stage of retirement, or declared medical unfit or resigned. They must get what is due to them as in pension benefit, retirement benefit depending on the financial structuring of an individual within 06(six) Months.

The Core of HR STRATEGY hinges on the underlying appreciation of how the different elements of HR fit together to create meaning and value for organization. This is a framework for delivery, as it sets out the key themes and focus areas that should be addressed within HR STRATEGY. The HR STRATEGY is derived from this framework of for delivery.