

MANDATES OF SEVERAL DEPARTMENTS OF COUNCIL.

The Selebi Phikwe Town Council has approximately 10 departments which are:

HUMAN RESOURCE AND ADMINISTRATION: The mandate of HR and admin is to guarantee that a company has the required skills, knowledge, and resources to carry out its strategy. To maximize employee performance, high-performing firms incorporate HR components like diversity management and job design. Divisions within this department include:

- ❖ Admin
- ❖ Human Resources
- ❖ Information Technology
- ❖ Records Management
- ❖ Secretarial

FINANCE AND DEVELOPMENT PLANNING: Its mandate is to mobilize and intelligently manage the financial and economic resources that are already available, and to coordinate plans for national development. In addition, it oversees developing the financial and economic plans necessary for sustainable economic growth. There are divisions within this department, including:

- ❖ Treasury
- ❖ Economic planning
- ❖ Commercial Affairs
- ❖ Procurement
- ❖ Pound

SOCIAL WELFARE AND COMMUNITY DEVELOPMENT: The mandate of S&CD is to improve the socioeconomic well-being of individuals, groups, families, and communities by providing safety nets, psychosocial support, and capacity building to improve quality of life. Three divisions, including the following, implement these services:

- ❖ Social Welfare
- ❖ Community Development
- ❖ Home Economics

EDUCATION: To coordinate in-service training, inspectorate, understand education policy, design, develop, assess, and assure quick delivery of excellent education to learners from pre-primary to secondary school level. to foster educational excellence and guarantee fair access to boost student accomplishment and readiness for global competitiveness. Education has only one division namely:

- ❖ Procurement & Distribution of Primary School Material

PHYSICAL PLANNING, HOUSING AND ESTATE MANAGEMENT: To achieve a framework for industrialisation that is orderly, progressive, and sustainable for urban and rural development, the supply of social and physical infrastructure, and the provision of housing and land. Three divisions, including the following, implement these services:

- ❖ Physical Planning
- ❖ SHHA
- ❖ Estate Management

ARCHITECTURE AND BUILDINGS SERVICES: Its mandate is to construct and maintain all municipal buildings, civic gardens, and open spaces in an effective and efficient manner to the satisfaction of the council. Below are its divisions:

- ❖ Arch and Building maintenance.
- ❖ Structural Engineering
- ❖ Quantity Survey
- ❖ Parks & Recreation

CIVIL AND MECHANICAL SERVICES: Its mandate is that Council infrastructure must be provided and maintained by the department. It is also in charge of supplying and maintaining the municipal fleet. The department is comprised of 3 divisions which are:

- ❖ Roads and Maintenance
- ❖ Mechanical and Transport
- ❖ Electrical Engineering

PUBLIC HEALTH: Oversees ensuring that the environment is safe, healthy, and clean to eliminate conditions that are harmful to our overall health and well-being. Its division include:

- ❖ Environmental Health

LEGAL SERVICES: Its mandate is acting as the initial point of contact for all requests for legal assistance and tagging legal matters with the proper attorney, either within or externally. Its divisions:

- ❖ Legal services
- ❖ Bye Law Enforcement

FIRE SERVICES: Its mandate is to extinguish, regulate, and avoid fire. Save the victims during an emergency. To preserve lives and shield assets. To complete further charitable tasks as assigned by the minister, in accordance with their authority. Below are the fire service divisions:

- ❖ Inspectorate
- ❖ Advisory Services
- ❖ Fire Fighting Prevention