

## **BOFOLLO - ORGONOGRAM 2025**

BDU - LINE MANAGER
<ul style="list-style-type: none"><li>Monitors and coordinates accommodations and office dynamics.</li><li>Champions social facilitation and stake holders engagements</li><li>Coordinates day to day BDU dynamic and activities.</li><li>Champions PLC capacitation.</li><li>Coordinates BDU Section and in – houses businesses.</li><li>Review monthly reports.</li><li>Ensures that PLC and PLO adhere to SANRAL guide lines on Projects.</li><li>Support SAPOT functions and their activities.</li><li>Priorities research topics and their findings.</li><li>Draft and amend BDU policies and procedures.</li><li>Plan and strategies asset management linked to current ISO standards.</li><li>Oversee sections activities implementation and progress.</li></ul>



**BDU - LINE  
MANAGER**  
**MR. N MAKWAYIBA**



**PLO/BDU**  
**MS. S MFECANE**

BDU - LINE MANAGER
<ul style="list-style-type: none"><li>Managing Intern's and trainees accommodation</li><li>Asset Management and it's ISO standards</li><li>Branding – In-House business</li><li>Managing inspections</li><li>Outcome audit and filing</li><li>Monthly progress reports</li><li>Managing rental of assets</li><li>Managing storages</li><li>Transmittals</li><li>Hiring out of small plant</li><li>Prioritize helpdesk</li><li>Plan outreach programs and articles</li><li>Prioritize stakeholder engagements both program and projects</li><li>Work on CSIs plans and create plans</li></ul>

Executive Rep Signature: .....
Office: .....
Date: .....