DEPARTMENTS

URBAN LOCAL AUTHORITIES

Functions:
- Enhance sound local governance
- Improve efficiency in local authority service delivery and capital development
- Improve revenue collection of local authorities
- Improve the institutional capacity of Local Authorities
- Improve access to plant and equipment to enhance service delivery

RURAL LOCAL AUTHORITIES

Functions:
- Improve the effectiveness of Governance in Rural District Councils (RDCs)
- Implement policies and strategies that create rural employment opportunities, growth and development
- Create an environment that fosters community participation in rural development
- Facilitate, monitor and evaluate service delivery in RDCs
- Facilitate the improvement in revenue collection by Local Authorities
- Improve the institutional capacity of Local Authorities; and
- Improve access to plant and equipment to enhance service delivery

TRADITIONAL LEADERSHIP SUPPORT SERVICES

Functions:
- Administer the Traditional Leaders Act
- Facilitate establishment, resuscitation, upgrading, selection and appointment of Traditional Leaders
- Enhance the capacity of Traditional Leaders
• Facilitate the settlement of disputes between and concerning Traditional Leaders
• Emplace resettlement land under the authority of Traditional Leaders
• Facilitate the promotion and preservation of Culture and Heritage
• Enhance the welfare of Traditional Leaders
• Maintain an up to date database of all Traditional Leaders in the country

**PHYSICAL PLANNING**

**Functions:**
• Formulate Spatial Planning Policy and standards
• Administer and Review the Regional Town and Country Planning Act
• Prepare and Manage Integrated Spatial development frameworks
• Guide the siting and classification of human settlements.
• Prepare, appraise and conduct non-title survey of State land layout plans
• Guide Local Authorities in land use management and the processing of applications lodged in terms of the Regional Town and Country Planning Act.
• Process call in, change of reservation and subdivision applications submitted for Ministerial approval in terms of the Regional Town and Country Planning Act.
• Manage and control the use of Urban State Land.
• Formulate the Urban Transport Policy and monitor performance of the sector

**CIVIL PROTECTION**

**Functions:**
• Overally coordinate the Civil Protection Organisations in Civil Protection Provinces and Civil Protection areas in Zimbabwe.
• Control and direct personnel, materials, and services for the development and promotion of civil protection.
• Coordinate the training of personnel for civil protection purposes.
• Promote research into matters relating to civil protection and disseminating information on matters relating to civil protection.
• Develop effective disaster mitigation strategies and systems.
• Manage and regulate the National Civil Protection Fund.
• Coordinate the National Civil Protection Committee for optimal emergency preparedness planning.
• Mobilise resources for disaster management.
• Maintain an updated disaster risk profile of the country

PROVINCIAL ADMINISTRATION

Functions:
• Coordinate the formulation, planning, implementation and evaluation of development programs in the Provinces
• Superintend the implementation of sound local governance in the Provinces
• Initiate and coordinate capacity development of Local Authorities for enhanced service delivery
• Oversee the administration of the traditional leadership portfolio
• Manage and account for both human and financial resources allocated to the province.
• Organize and manage State occasions
• Promote emergency preparedness

PROVINCIAL PUBLIC WORKS DIRECTORATE

Functions

• Coordination of policies in estate management, valuation services, construction and maintenance of infrastructure
• Plan, implement and supervise the State building and maintenance programmes
• Provide professional and technical services to local authorities and the general public on building construction and engineering
• Provide professional and technical guidance to organisations intending to build facilities at their own expense as “gifts to Government”
• Prepare and execute agreements of lease for public facilities in Government complexes
• Supervise and monitor the work of consultants appointed to undertake works by the Ministry
• Administer Government estates (houses and other buildings)
• Coordinate state occasions
• Implement and monitor sound national housing and social amenities policies.
• Mobilize resources for the implementation of housing and social amenities.
• Manage and account for the Appropriation, National Housing Fund, Rural Housing Fund, Housing and Guarantee Fund and Social Amenities Development Fund, Government Property Retention Fund and the Civil Service Housing Loan Fund.
• Identify land for acquisition for urban housing development.

ARCHITECTURAL SERVICES

Functions:
• Prepare Architectural designs for building projects.
• Supervise construction works.
• Plan and implement on State building programme.
• Supervise and monitor the work of architectural consultants appointed to undertake works by the Ministry.
• Coordinate professional teams in constructing projects
• Enforce construction standards and adherence thereto
• Provide professional and technical guidance to organisations intending to build facilities at their own expense for onward donation to Government
ENGINEERING SERVICES

Functions:

- Provide functional and economic Engineering designs in accordance with the client’s brief
- Provide accurate topographical surveys
- Supervise and monitor the work of Engineering consultants appointed to undertake works by the Ministry
- Prepare and adjudicate tender documents for engineering works.
- Monitor and supervise Engineering works on all construction projects.
- Provide fire-fighting equipment for State buildings.
- Provide professional and technical advice to smaller Local Authorities on building construction and Engineering Services.
- Prepare payment of certificates and consultants fee notes

CONSTRUCTION AND MAINTENANCE

Functions:

- Coordinate Provincial technical activities
- Provide direct labour in construction and maintenance services
- Implement State construction and maintenance programmes
- Carry out major rehabilitation works on plant and equipment in Government buildings
- Service fire fighting equipment for State buildings.
- Regulate, register and categorize contractors
- Provide professional and technical advice to the smaller Local Authorities

QUANTITY SURVEYING

Functions:

- Prepare tender documents and cost estimates for construction projects.
- Value construction work
- Cost controlling
• Coordinate adjudication and finalisation of tenders
• Prepare payment certificates and consultants fee notes
• Provide contract advisory services for construction projects
• Recommend and submit reports to the State Procurement Board
• Supervise and monitor the work of Quantity Surveying consultants appointed to undertake works by the Ministry

VALUATION & ESTATES MANAGEMENT SERVICE

Functions:
• Provide valuation services to Government in and outside the country
• Manage Government office accommodation, residential and commercial immovable property.
• Value land and buildings in the smaller Municipalities, Town Councils and Local Boards
• Plan and predict the long term office requirements for Government
• Acquire and dispose immovable property for Government
• Initiate policy relating to valuation and estate management

NATIONAL HOUSING AND SOCIAL AMENITIES

Functions:
• Coordinate the allocation of housing in accordance with Ministry policy, and lodge title deeds with the Deeds Registry
• Develop and implement strategies towards sustainable urban development in consultation with Local Authorities, relevant Ministries and other stakeholders
• Mobilize resources for National Housing Development
• Provide administrative services to the Rent Board
• Administer and account for the National Housing Fund, Housing and Guarantee Fund, Rural Housing Fund, Civil Services Housing Loan Fund and Social Amenities Development Fund
LEGAL SERVICES

Functions:

- Ensure compliance with governing legislation and reduce litigation by or against the Ministry
- Ensure timeous, adequate and effective legal representation of the Minister at Court
- Facilitate drafting of enabling and appropriate legislation and legal documents
- Provide sound legal advice to the Ministry

FINANCE AND ADMINISTRATION

Functions:

- Manage and safeguard Ministry financial, material and information resources
- Administer the Liquor Licensing Board
- Facilitate State Occasions
- Provide goods and services to the Ministry
- Provide financial advisory services to Local Authorities and State Enterprises

INTERNAL AUDIT

Functions:

- Evaluate the Ministry’s governance, risk management and control processes
- Provide auditing services to all departments incorporating; Value for money audit (economy, efficiency and effectiveness), Compliance audit, Systems audit (internal control system), Investigative audit, Follow up audits
- Provide advisory services to the Ministry
HUMAN RESOURCES

Functions:

- Coordinate human resources planning
- Facilitate the Recruitment and selection of staff in the Ministry
- Coordinate human capital development programmes
- Coordinate implementation of Performance management
- Promote Health and Safety issues
- Manage and promote discipline and Industrial relations
- Coordinate and promote HIV/AIDS awareness and gender issues