

EXECUTIVE SUPPORT DEPARTMENT

EXECUTIVE SUPPORT
PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES
FUNCTIONS: 1. Provide political and executive support to the Mayor 2. Provide administrative support to the municipality 3. Provide executive and operational support to the Municipal Manager
X1 Senior Manager (new vacant) X1 Office Clerk (new Vacant) X1 Accounting Clerk (new vacant)

OFFICE OF THE SPEAKER
PURPOSE: TO PROVIDE SUPPORT TO THE SPEAKER
FUNCTION: 1. RENDER ADMINISTRATIVE SUPPORT TO THE LEGISLATIVE ARM OF THE MUNICIPALITY
x1 Council Secretary(vacant) x1 Manager(filled) x1 Personal Assistant(Vacant) X1 Secretary(filled) x1 Driver/Chauffer(vacant)

OFFICE OF THE CHIEF WHIP
PURPOSE: COORDINATE ACTIVITIES OF POLITICAL PARTIES IN COUNCIL
FUNCTIONS: 1. FACILITATE SOUND WORKING RELATIONSHIP IN COUNCIL 2. PROVIDE ADMINISTRATIVE SUPPORT TO COUNCIL WHIPPERY
x1 Personal Assistant(vacant)

MAYOR'S SUPPORT
PURPOSE: Provide executive and administrative support to the Mayor
FUNCTIONS: 1.. Lead and manage special focus programmes (woman,youth, HIV/AIDS, disability and older persons) 3. Render executive support to the Mayor
X1 Manager Mayor's Office(Filled) X1 Youth Officer(vacant) X1 Special Programmes Officer(filled) x1 Community Liason Officer (filled) X1 Secretary Mayor(filled) X2 Chauffer/Driver Mayor(X1 filled) X1 Personal Assistant(new vacant)

INTERGOVERNMENTAL RELATIONS AND PROTOCOL
PURPOSE: Provide intergovernmental relations and VIP protection to the Mayor
FUNCTION: 1. Co-ordinate Intergovernmental Relations, protocol, and VIP protection services
X1 Manager Intergovernmental Relations,events and Protocol(Filled) X1 IGR Officer(vacant)

DIVISION: PUBLIC PARTICIPATION
PURPOSE: To facilitate public participation and public relations
FUNCTIONS: 1. Coordinate public participation and stakeholder engagement 2. To oversee ward committees programme
X2 Public Participation Officers (filled)

DIVISION: COUNCIL SECRETARIAT & WELFARE
PURPOSE: To render council secretariat and support services
FUNCTIONS: 1. Provide support to council 2. Maintain council record 3. Provide secretariat services to council 4. Co-ordinate capacity building and councillors welfare
X2 Committees Coordinators(vacant) x1 Council welfare Officer(filled) x1 Researcher(vacant)