

**EXECUTIVE SUPPORT**

# DRAFT 2019-2020 ORGANOGRAM-EXECUTIVE SUPPORT DIVISION

<b>EXECUTIVE SUPPORT</b>
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
<b>X1 Deputy Director (vacant)</b>

<b>OFFICE OF THE SPEAKER</b>
PURPOSE: TO PROVIDE SUPPORT TO THE SPEAKER
FUNCTION: 1. RENDER ADMINISTRATIVE SUPPORT TO THE LEGISLATIVE ARM OF THE MUNICIPALITY
<b>x1 Council Secretary(vacant)</b> <b>x1 Personal Assistant(filled)</b> <b>x1 Driver/Chauffer(filled)</b> <b>X1 VIP Protection(new vacant)</b>

<b>OFFICE OF THE CHIEF WHIP</b>
PURPOSE: COORDINATE ACTIVITIES OF POLITICAL PARTIES IN COUNCIL
FUNCTIONS: 1. FACILITATE SOUND WORKING RELATIONSHIP IN COUNCIL 2. PROVIDE ADMINISTRATIVE SUPPORT TO COUNCIL WHIPPERY
<b>X1 Admin Officer(new vacant)</b> <b>X1 Personal Assitant (vacant)</b>

<b>MAYOR'S SUPPORT</b>
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
<b>X1 Manager Mayor's Office(Filled)</b> <b>X1 Youth Officer(filled)</b> <b>X1 Special Programmes Officer(filled)</b> <b>x1 Community Liason Officer (filled)</b> <b>X2 VIP Protection(new vacant)</b> <b>X1Chauffer/Driver Mayor( X1 vacant)</b> <b>X1 Personal Assistant(Filled)</b> <b>X1 HIV/AIDS CO-ORDINATOR(X1 New Vacant)</b>

<b>INTERGOVERNMENTAL RELATIONS AND PROTOCOL</b>
PURPOSE: Provide intergovernmental relations and VIP protection to the Mayor
FUNCTION: 1. Co-ordinate Intergovernmental Relations, protocol, and VIP protection services
<b>X1 Manager Intergovernmental Relations,events and Protocol(Filled)</b> <b>X2 IGR Officer(filled)</b>

<b>DIVISION: PUBLIC PARTICIPATION</b>
PURPOSE: To facilitate public participation and public relations
FUNCTIONS: 1. Coordinate public participation and stakeholder engagement 2. To oversee ward committees programme
<b>X1 Public Participation Officers ( filled )</b> <b>X4 ward Committee Coordinators (vacant)</b>

<b>DIVISION: COUNCIL SECRETARIATE &amp; WELFARE</b>
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
<b>X3 Committees Coordinators(x 3 vacant)</b> <b>x1 Council welfare Officer(filled)</b> <b>x1 Reseacher MPAC (Filled)</b> <b>X1 MPAC Coordinator(Filled)</b>