

EXECUTIVE SUPPORT

2024-2025 DRAFT ORGANOGRAM-EXECUTIVE SUPPORT DIVISION

Total number of posts: 33

Filled: 26

Vacant:07

New Senior Manager position created, Senior Officer renamed Assistant Manager

EXECUTIVE SUPPORT
PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES
FUNCTIONS: 1. Provide political and executive support to the Office of the Mayor, Speaker and Chief Whip 2. Provide administrative support to the municipality 3. Provide executive and operational support to the Municipal Manager
X1 Senior Manager(New Proposed) X1 Admin Assistant(New Proposed)

OFFICE OF THE SPEAKER & CHIEF WHIP
PURPOSE: TO PROVIDE SUPPORT TO THE SPEAKER & CHIEF WHIP
FUNCTION: Coordinate public participation and stakeholder engagement To render council secretariat and support services Provide administrative support to Office of the Chief Whip
x1 Council Secretary(Filled)/ Head of Office: Speaker x1 Personal Assistant Speaker(Filled) X1 Admin Assistant Speaker (filled) x1 Driver/Chauffer(Filled) X1 VIP Protection(Filled) X1 Committees Coordinator(Filled) x1 Reseacher MPAC (Filled) X1 MPAC Coordinator(Filled) X1 Public Participation Officer(filled) X1 Admin Assistant Chief Whip (filled) X1 Admin Officer-Chief Whip(Filled)

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) 2. Render executive support to the Mayor 3. Co-ordinate Intergovernmental Relations, protocol, and VIP protection services
X1 Manager/Head of Office: Mayor (Vacant) X1 Senior Protocol Officer(Filled) X2 IGR Officer(filled) X1 Youth Officer(filled) X1 Special Programmes Officer(filled) x1 Community Liason Officer (Filled) X2 VIP Protection(vacant) X1Chauffer/Driver Mayor(Filled) X1 Personal Assistant(Filled) X1 Admin Assistant Mayor (filled) X1 HIV/AIDS Officer(Filled)

DIVISION: COMMUNICATION, MARKETING AND EVENTS MANAGEMENT
PURPOSE: TO PROVIDE COMMUNICATION SERVICES
FUNCTIONS: 1. Provide corporate communication services 2. Provide media liaison services 3. Provide brand, advertising and marketing services 4. Provide events management services
X1 Manager: Communication, Marketing and Events (filled) X1 Communication and Multimedia Senior Officer (new proposed) X1 Communication Officer (filled) X1 Communication Assistant (Filled) X1 Digital Marketing and Brand Officer (new proposed) X1 Multimedia and Website Officer (new proposed) X1 Sign language Interpreter(New Proposed)