

**EXECUTIVE SUPPORT**

# DRAFT 2019-2020 ORGANOGRAM-EXECUTIVE SUPPORT DIVISION

**Total Number of posts=28**  
**Filled=17**  
**Vacant=11**  
**Interns=2**

<b>EXECUTIVE SUPPORT</b>
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
<b>X1 Senior Manager (New vacant)</b>

<b>OFFICE OF THE SPEAKER &amp; CHIEF WHIP</b>
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
<b>x1 Council Secretary(vacant)</b> <b>x1 Personal Assistant(filled)</b> <b>x1 Driver/Chauffer(filled)</b> <b>X1 VIP Protection(vacant)</b> <b>X3 Committees Coordinators(x 1vacant X2 Filled)</b> <b>x1 Council welfare Officer(filled)</b> <b>x1 Reseacher MPAC (Filled)</b> <b>X1 MPAC Coordinator(Filled)</b> <b>X1 Public Participation Officers ( filled )</b> <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) 2. Render executive support to the Mayor 3. Co-ordinate Intergovernmental Relations, protocol, and VIP protection services
<b>X1 Manager Mayor's Office(Filled)</b> <b>X1 Manager Intergovernmental Relations,events and Protocol(Filled)</b> <b>X2 IGR Officer(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(vacant)</b> <b>X1Chauffer/Driver Mayor( X1 vacant)</b> <b>X1 Personal Assistant(Filled)</b> <b>X1 HIV/AIDS CO-ORDINATOR(X1 Vacant)</b>

<b>DIVISION:COMMUNICATIONS</b>
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
<b>X1 Manager Communication(filled)</b> <b>X1 Communication Officer: Multimedia &amp; Media Relations (filled)</b>