

**EXECUTIVE SUPPORT**

# DRAFT 2019-2020 ORGANOGRAM-EXECUTIVE SUPPORT DIVISION

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

| <b>EXECUTIVE SUPPORT</b>  |
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| PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES  |
| FUNCTIONS:<br>1. Provide political and executive support to the Office of the Mayor, Speaker and Chief Whip<br>2. Provide administrative support to the municipality<br>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>  | <b>MAYOR'S SUPPORT</b>  | <b>DIVISION: COMMUNICATIONS</b>  |
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| PURPOSE:<br>TO PROVIDE SUPPORT TO THE SPEAKER & CHIEF WHIP<br><br>FUNCTION:<br>Coordinate public participation and stakeholder engagement<br>To render council secretariat and support services<br>Provide administrative support to Office of the Chief Whip<br><br><b>x1 Council Secretary(vacant)</b><br><b>x1 Personal Assistant(filled)</b><br><b>x1 Driver/Chauffer(filled)</b><br><b>X1 VIP Protection(vacant)</b><br><b>X3 Committees Coordinators(x 1vacant X2 Filled)</b><br><b>x1 Council welfare Officer(filled)</b><br><b>x1 Researcher MPAC (Filled)</b><br><b>X1 MPAC Coordinator(Filled)</b><br><b>X1 Public Participation Officers ( filled )</b><br><b>X1 Admin Officer(new vacant)</b><br><b>X1 Personal Assistant (vacant)</b> | PURPOSE:<br>Provide executive and administrative support to the Mayor<br>FUNCTIONS:<br>1.. Lead and manage special focus programmes (woman,youth, HIV/AIDS, disability and older persons)<br>2. Render executive support to the Mayor<br>3. Co-ordinate Intergovernmental Relations, protocol, and VIP protection services<br><br><b>X1 Manager Mayor's Office(Filled)</b><br><b>X1 Manager Intergovernmental Relations,events and Protocol(Filled)</b><br><b>X2 IGR Officer(filled)</b><br><b>X1 Youth Officer(filled)</b><br><b>X1 Special Programmes Officer(filled)</b><br><b>x1 Community Liaison Officer (filled)</b><br><b>X2 VIP Protection(vacant)</b><br><b>X1Chauffer/Driver Mayor( X1 vacant)</b><br><b>X1 Personal Assistant(Filled)</b><br><b>X1 HIV/AIDS CO-ORDINATOR(X1 Vacant)</b> | PURPOSE: TO PROVIDE COMMUNICATION SERVICES<br>FUNCTIONS:<br>1. Provide corporate communication services<br>2. Provide media liaison services<br>3. Provide brand, advertising and marketing services<br>4. Provide events management services<br><br><b>X1 Manager Communication(filled)</b><br><b>X1 Communication Officer: Multimedia &amp; Media Relations (filled)</b> |