

**EXECUTIVE SUPPORT**

# 2021-2022 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 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>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
x1 Council Secretary(Filled) X1 Receptionist(new vacant) x1 Personal Assistant Speaker)(filled) X1 Admin Assistant Speaker (new vacant) x1 Driver/Chauffer(filled) X1 VIP Protection(Filled) X1 Committees Coordinator(Filled) x1 Council welfare Officer(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)

<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
X1 Manager Mayor's Office(Filled) X1 Manager Intergovernmental Relations,events and Protocol(Vacant) X2 IGR Officer(filled) X1 Youth Officer(filled) X1 Special Programmes Officer(filled) x1 Community Liason Officer (filled) X1 VIP Protection(Filled) X1Chauffer/Driver Mayor( Filled) X1 Personal Assistant(Filled) X1 Admin Assistant Mayor (new Vacant) X1 HIV/AIDS Officer(Vacant)

<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
X1 Manager Communication(filled) X1 Communication Officer(Filled)