

EXECUTIVE SUPPORT

2026-2027 ORGANOGRAM-EXECUTIVE SUPPORT D

<p>EXECUTIVE SUPPORT</p> <p>PURPOSE: TO PROVIDE POLITICAL AND EXECUTIVE SUPPORT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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 <p>X1 Senior Manager(Filled) X1 Admin Assistant(Filled) X1 Receptionist (filled)(Kgaola Mafiri Office)</p>

<p>OFFICE OF THE SPEAKER & CHIEF WHIP</p> <p>PURPOSE: TO PROVIDE SUPPORT TO THE SPEAKER & CHIEF WHIP</p> <p>FUNCTION: Coordinate public participation and stakeholder engagement To render council secretariat and support services Provide administrative support to Office of the Chief Whip</p> <p>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)</p>

<p>MAYOR'S SUPPORT</p> <p>PURPOSE: Provide executive and administrative support to the Mayor</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 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 <p>X1 Manager/Head of Office: Mayor (Filled) X1 Assistant Manager: Protocol(Filled) X2 IGR Officer(filled) X1 Youth Officer(filled) X1 Special Programmes Officer(filled) x1 Community Liason Officer (Filled) X1Chauffer/Driver Mayor(Vacant) X1 Personal Assistant(Filled) X1 Admin Assistant Mayor (filled) X1 HIV/AIDS Officer(Filled) X1 Disability Coordinator</p>
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<p>DIVISION: COMMUNICATIONS, MARKETING AND EVENTS</p> <p>PURPOSE: TO PROVIDE COMMUNICATION SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide corporate communication services 2. Provide media liaison services 3. Provide brand, advertising and marketing services 4. Provide events management services <p>X1 Manager/Head of Communications (Vacant) X1 Communication Officer (filled) X1 Communications Assistant(Filled) X1 Language Practioner (Vacant)</p>

<p>DIVISION: PMS</p> <p>PURPOSE: TO PROVIDE MUNICIPAL PERFORMANCE MANAGEMENT SERVICE</p> <p>FUNCTION:</p> <ol style="list-style-type: none"> 1. Monitor and evaluate implementation of Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP) <p>x1 Manager PMS (Filled) X1 Assistant Manager: PMS Officer(Filled)</p>
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<p>DIVISION: INTERGRATED DEVELOPMENT PLANNING</p> <p>PURPOSE:TO PROVIDE STRATEGIC AND INTEGRATED DEVELOPMENT PLANNING AND</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide strategic planning service (Integrated Development Plan - IDP) <p>X1 Manager IDP(Filled) X1 Assistant Manager: IDP(filled)</p>

<p>DIVISION: INTERNAL AUDIT</p> <p>PURPOSE: TO PROVIDE INDEPENDENT AND OBJECTIVE ASSURANCE AND CONSULTING SERVICES(ADVISORY SERVICES)</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Provide different types of internal audit services 2. Monitor compliance to rules and regulations 3. Facilitate external audit and steering committee meetings 4. Provide secretariat work for Audit committee <p>X1 Chief Audit Executive: Internal Audit (filled) X3 Internal Audit Officers(fill)</p>

<p>DIVISION: RISK MANAGEMENT</p> <p>PURPOSE: TO PROVIDE RISK MANAGEMENT SERVICES</p> <p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Develop and implement risk management framework, policy, processes, strategy, and plan/s 2. Develop and implement risk management systems (including a Risk Register to record risks and management responses) 3. Facilitate fraud and corruption investigations <p>X1 Chief Risk Officer (filled) X2 Risk Management Officer(X2 filled)</p>
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