

EXECUTIVE SUPPORT

2025-2026 ORGANOGRAM-EXECUTIVE SUPPORT D

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 (Vacant) X1 Admin Assistant (Filled)

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/Chauffeur (Filled) x1 VIP Protection (Filled) x1 Committees Coordinator (Filled) x1 Researcher 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 (Filled) X1 Assistant Manager: Protocol (Filled) X2 IGR Officer (filled) X1 Youth Officer (filled) X1 Special Programmes Officer (filled) x1 Community Liaison Officer (Filled) X2 VIP Protection (vacant) X1 Chauffeur/Driver Mayor (Filled) X1 Personal Assistant (Filled) X1 Admin Assistant Mayor (filled) X1 HIV/AIDS Officer (Filled)	DIVISION: COMMUNICATIONS, MARKETING AND EVENTS 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/Head of Communications (Vacant) X1 Communication Officer (filled) X1 Communications Assistant (Filled) X1 Language Practitioner (Vacant)	DIVISION: PMS PURPOSE: TO PROVIDE MUNICIPAL PERFORMANCE MANAGEMENT SERVICE FUNCTION: 1. Monitor and evaluate implementation of Integrated Development Plan (IDP) and Service Delivery and Budget Implementation Plan (SDBIP) x1 Manager PMS (Vacant) X1 Assistant Manager: PMS Officer (Filled)	DIVISION: INTEGRATED DEVELOPMENT PLANNING PURPOSE: TO PROVIDE STRATEGIC AND INTEGRATED DEVELOPMENT PLANNING AND FUNCTIONS: 1. Provide strategic planning service (Integrated Development Plan - IDP) X1 Manager IDP (Filled) X1 Assistant Manager: IDP (filled) X1 IDP Officer (Filled)	DIVISION: INTERNAL AUDIT PURPOSE: TO PROVIDE INDEPENDENT AND OBJECTIVE ASSURANCE AND CONSULTING SERVICES (ADVISORY SERVICES) FUNCTIONS: 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 X1 Chief Audit Executive: Internal Audit (filled) X1 Assistant Manager: Internal Audit: (Filled) X3 Internal Audit Officers (filled) X2 Interns	DIVISION: RISK MANAGEMENT PURPOSE: TO PROVIDE RISK MANAGEMENT SERVICES FUNCTIONS: 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 X1 Chief Risk Officer (filled) X2 Risk Management Officer (X2 filled) X2 Interns
--	---	--	---	---	--	--