

EXECUTIVE SUPPORT

2024-2025 ORGANOGRAM-EXECUTIVE SUPPORT DIVISION

Total number of posts: 32

Filled: 27

Vacant:06

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(New Proposed)

X1 Admin Assistant(New Proposed)

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/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)

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 (Vacant)

X1 Assistant Manager: Protocol(Filled)

X2 IGR Officer(filled)

X1 Youth Officer(filled)

X1 Special Programmes Officer(filled)

x1 Community Liason Officer (Filled)

X2 VIP Protection(vacant)

X1Chauffer/Driver Mayor(Filled)

X1 Personal Assistant(Filled)

X1 Admin Assistant Mayor (filled)

X1 HIV/AIDS Officer(Filled)

DIVISION: COMMUNICATION, MARKETING AND EVENTS MANAGEMENT

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, Marketing and Events (filled)

X1 Communication Officer (filled)

X1 Digital Marketing and Brand Clerk (Filled)

X1 Sign language Interpreter(New Proposed)