

**EXECUTIVE SUPPORT**

# 2020-2021 ORGANOGRAM-EXECUTIVE SUPPORT DIVISION

**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 Admin Officer(X1 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)  
 x1 Personal Assistant Speaker(filled)  
 X1 Admin Assistant Speaker (new Vacant)  
 x1 Driver/Chauffer(filled)  
 X1 VIP Protection(Filled)  
 X1 Committees Coordinators(X1 Filled)  
 x1 Council welfare Officer(filled)  
 x1 Reseacher MPAC (Filled)  
 X1 MPAC Coordinator(Filled)  
 X1 Public Participation Officers ( filled )  
 X1 Personal Assitant Chief Whip (vacant)  
 X1 Admin Assistant Chief Whip (new Vacant)

**MAYOR'S SUPPORT**  
 PURPOSE:  
 Provide executive and administrative support to the Mayor  
 FUNCTIONS:  
 1.. Lead and manage special focus pogrammes (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 Intergovenmental 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(vacant)  
 X1Chauffer/Driver Mayor( X1 vacant)  
 X1 Personal Assistant(Filled)  
 X1 Admin Assistant Mayor (new Vacant)  
 X1 HIV/AIDS Officer(Vacant)

**DIVISION:COMMUNICATIONS**  
 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)