

**MINISTRY OF DEFENCE & MILITARY VETERANS**

**NATIONAL ASSEMBLY**

**QUESTION FOR WRITTEN REPLY**

**271. Ms E R J Spies (DA) to ask the Minister of Defence and Military Veterans:**

What (a) total amount is budgeted for her private office for the 2019-20 financial year and (b) was the (i) total remuneration, (ii) salary level, (iii) job title, (iv) qualification and (v) job description of each employee appointed in her private office since 1 May 2019? NW1237E

**REPLY:**

The Guide for Members of the Executive, dated 8 June 2019, distinguishes between private and administrative offices of the Executive.

a) R58 895 425

b)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Remuneration per annum at specified salary level | Salary level | Job title | Qualification | Job description |
| 1251183 | L 14 | Chief of Staff | Bachelor of Social Science | Managing staffing and administration in the Ministry, as well as external and internal operations for the Minister/Ministry |
| 1073202 | L 13 | Private Secretary | Masters in Business Administration | Manage the diary of the Minister, travel bookings and submissions |
| 1073202 | L 13 | Medial Liaison Officer | Bachelors Degree | Spokesperson for the Minister |
| 1269960 | L 14 | Community outreach officer | Matric / 15 years experience working in Ministries of Home Affairs, Correctional Services and Defence | Manages special Ministerial projects and stakeholder management |
| 895272 | L 12 | Assistant appointment secretary | Matric / 15 years experience working in Ministries of Home Affairs, Correctional Services and Defence | Assist with the diary and bookings of the Minister |
| 537432 | L10 | Secretary/receptionist | Matric / 17 years experience working in Ministries of Home Affairs, Correctional Services and Defence | Fulfil secretarial and receptionist duties |
| 1105641 | L13 | Portfolio Coordinator | National Diploma: Public Relations | A post created for Ministers responsible for more than one portfolio – in this instance Defence and Military Veterans; including the following entities/Boards Armscor; Castle Control Board; Reserve Force Council; Defence Force Service Commission |