

Job title	Post Salary level	Official Salary level	Summary of Job descriptions	Qualification	Remuneration	Date of appointment
Chief of Staff	14	14	<p><b>Purpose:</b> Manage the office and render support service to the executive authority.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>a. Ensure that administrative support is rendered to the executive authority on Parliamentary/Legislature and Cabinet/ Executive Council matters.</li> <li>b. Ensure that the required administrative functions are performed within the office of the executive authority.</li> <li>c. Assist the executive authority with his/her constituency work.</li> <li>d. Assist the executive authority with matters emanating from his/her port-folio and official matters emanating from other activities, e.g. participation in national and international forums and structures.</li> <li>e. Manage the office of the executive authority.</li> </ol>	Bachelor Honors in Public Management and Governance	R1 251 183	1 June 2019

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Private Secretary	13	13	<p><b>Purpose:</b> Provide a direct secretarial support service to the Executive Authority.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>Provide a secretarial/receptionist support service to the executive authority.</li> <li>Render an administrative support service to the executive authority.</li> <li>Provide support to the executive authority with regard to meetings.</li> <li>Assist the executive authority with constituency work.</li> <li>Support the executive authority with private obligations.</li> </ol>	National Certificate Senior	R1 139 058	1 July 2019
Media Liaison Officer	13	13	<p><b>Purpose:</b> Provide a media liaison service to the executive authority.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>Provide a media liaison service to the executive authority.</li> <li>Monitor and analyze reporting in the media on the portfolio of the executive</li> </ol>	Bachelor of Arts	R1 208 952	1 July 2019

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Administrative Secretary	13	13	<p>authority and pre-prepare responses as required.</p> <p>c. Participate in GCIS forums like the Communications Forum and the Media Liaison Forum, and in the collective planning of the communication and media issues of Government.</p>	Bachelor of Arts in Sociology	R1 057 326	1 June 2019
			<p><b>Purpose:</b></p> <p>Manage the administrative activities within the office of the executive authority.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>a. Manage the administrative activities within the office of the executive authority.</li> <li>b. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority.</li> <li>c. Render a Cabinet/executive council support service to the executive authority.</li> <li>d. Supervise employees.</li> </ol>			

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Parliamentary and Cabinet Support	13	13	<p><b>Purpose:</b> To provide administrative support to the executive authority on matters relating to the parliament and executive council.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>Monitor events in the legislature to identify matters that have a bearing on the portfolio of the executive authority.</li> <li>Monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the executive authority.</li> <li>Render an efficient and effective parliamentary service.</li> <li>Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly.</li> </ol>	Post Graduate Diploma in Governance and Political Transformation	R1 057 326	2 July 2019
Community Outreach, Media and Digital Officer	11	11	<p><b>Purpose:</b> To facilitate Member's interface with Citizens on matters falling within port-folio.</p>	National Diploma in Public Relations Management	R733 257	22 July 2019

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Assistant Administrative Officer: Portfolio Coordinator	11	8	<p><b>Functions:</b></p> <ul style="list-style-type: none"> <li>a. Engage communities on services of the Portfolio.</li> <li>b. Reach out to unblock service bottlenecks within the portfolio.</li> <li>c. Address citizens' complaints on the work of the portfolio.</li> <li>d. Facilitate easy access to Public Services.</li> </ul> <p><b>Purpose:</b></p> <p>To provide administrative and coordination support to the EA for the two portfolios.</p> <p><b>Functions:</b></p> <ul style="list-style-type: none"> <li>a. Provide administrative and coordination support on all matters for the two portfolios.</li> <li>b. Provide coordination of queries for the two department both at the Cape Town and Pretoria Offices.</li> <li>c. Prepare and coordinate responses on matters related to the two Port-folio.</li> </ul>	B-Tech: Resource Development Human	R316 791	1 July 2019

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Assistant Administrative Officer: Parliamentary and Cabinet Officer	11	8	<p><b>Purpose:</b> To provide administrative and coordination support to the EA for the two portfolios.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>Provide cabinet and parliamentary support on all matters for the two portfolios.</li> <li>Coordinate all parliamentary activities of the department both at the Cape Town and Pretoria Offices.</li> <li>Monitor events at cabinet and coordinate matters which have a bearing on the portfolio of the two departments.</li> </ol>	National Diploma in Management	R316 791	1 July 2019
Assistant Appointment Secretary	9	11	<p><b>Purpose:</b> Assist the appointments/private and administrative secretaries to provide a direct support service to the executive authority.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>Provide secretarial/receptionist</li> </ol>	National Diploma in Travel and Tourism	R733 257	1 July 2019

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Secretary / Receptionist	7	7	<p>support service to the executive authority.</p> <p>b. Render an administrative support service to the executive authority.</p> <p>c. Provide support to the executive authority with regard to meetings.</p> <p>d. Assist the appointments secretary with constituency work of the executive authority.</p> <p>e. Support the executive authority with private obligations.</p> <p><b>Purpose:</b> To render a secretarial and receptionist service to the office of the executive authority.</p> <p><b>Functions:</b></p> <p>a. Provide a secretarial/receptionist support service to the office of the executive authority.</p> <p>b. Provides a clerical support service to the office.</p> <p>c. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain.</p>	Bachelor of Arts Honors in Public Management and Governance	R257 508	22 July 2019

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Registry Clerk	7	7	<p><b>Purpose:</b> Provide a registry service to the office of the executive authority.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players,</li> <li>File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts.</li> <li>Render a general support function in the office of the executive authority.</li> <li>Control stocks and stationary as chief user clerk for the executive authority's office.</li> <li>Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.</li> </ol>	National Diploma in Public Relations	R257 508	1 July 2019



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Driver /Messenger	5	5	<p><b>Purpose:</b> Render a driving and related support function in the office of the executive authority.</p> <p><b>Functions:</b></p> <ol style="list-style-type: none"> <li>Collect and deliver documents.</li> <li>Transport employees in the office of the executive authority and guests and special advisors of the executive authority.</li> <li>Render a general support function in the office of the executive authority.</li> <li>Maintain knowledge on the policies and procedures that applies in the work environment.</li> </ol>	National Certificate Senior	R173 703	1 July 2019