**NATIONAL ASSEMBLY**

**QUESTION FOR WRITTEN REPLY**

**PARLIAMENTARY QUESTION NO: 280**

**DATE OF QUESTION: 19 JULY 2019**

**DATE OF SUBMISSION: 4 AUGUST 2019**

**Mr A N Sarupen (DA) to ask the Minister of Justice and Correctional Services:**

What (a) total amount is budgeted for his 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 his private office since 1 May 2019?

**NW1246E**

**REPLY:**

1. The budget information for Minister’s private office is contained in the Annual Performance Plan.
2. Salary of staff range between level 5 and level 14, and staff component is tabulated below:

| **JOB TITLE** | **LEVEL** | **REMUNERATION** | **QUALIFICATION/S** | **JOB DESCRIPTION** |
| --- | --- | --- | --- | --- |
| **Chief of Staff** | **14** | R1 251 183.00 | Snr Certificate, B Com Accounting and Postgraduate Diploma in Business Management.  | * Manage, create and maintain systems and procedures for tracking and following up on all correspondence related to the portfolio of the executing authority.
* Co-ordinate and ensure the compliance with requests and instructions from the executing authority, including the elimination of unnecessary duplication of activities and serve as the main link between the office of the executing authority and the institutions falling under the portfolio of the executing authority.
* Providing content support to the executing authority regarding Cabinet matters, meetings, conferences and documents received from the institutions falling under the portfolio of the executing authority. Ensure that the executing authority timeously receives the correct documentation and briefing notes for meetings.
* Responsible for strategic planning, human resource and financial management in the office of the executing authority.
* Ensure strategic leadership and co-ordination of communication with the media on activities pertaining to the portfolio of the executing authority.
* Conduct research and manage special projects on request of the executing authority.
* Follow and be guided by all instructions as prescribed in the ministerial handbook.
* Oversee the management and maintenance of the executing authority’s official residence through liaison with Public Works.
* Manage VIP Security through liaison with Commissioners at SAPS.

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| **Administrative Secretary** | **13** | R1 057 326.00 | Snr Certificate, Public Management  | * Ensure timeous acknowledgement and appropriate referral of all EA’s correspondence.
* Oversee administrative correspondence to assist the EA with her/his administration.
* Assist the EA with the preparation of briefing notes, memoranda (confidential and highly confidential) and other documentation required by the EA, through inter alia:
* Edit and comment where necessary on submissions prior to submitting to EA.
* Provide content direction and input to enquiries made to the EA.
* Facilitate, and ensure the distribution of Cabinet memoranda/ submissions to the Cabinet, the legislature and/or various standing/ portfolio committees to ensure that key issues are adhered to.
* Liaise with heads of components in the Department, external and internal clients, service providers, other governments, and other Departments to co-ordinate the activities of the EA and its Office.
* Manage all administrative activities in the office of the EA through inter alia-The management and maintaining of work flow systems in EA’s office, including tracking and monitoring of work.
* Ensure that registry, filling and document management systems are maintained effectively.
* Ensure that staff is able to operate administrative systems through continuous training.
* Ensure maintenance of office equipment.
* Manage all procurement and logistical support within the Office of the EA to ensure that an effective support service is rendered to the EA.
* Brief the Chief of Staff on matters pertinent to the EAs portfolio on the agenda of the Cabinet to ensure that the EAs prepared regarding all issues affecting the department.
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| **Parliamentary and Cabinet Support** | **13** | R1 057 326.00 | Snr Certificate, National Diploma Public Management | * To monitor events in Parliament, as well as represent the Department in Parliament.
* To monitor Parliamentary question papers (i.e. identifying questions addressed to the Minister, especially those that impact in his/her functional terrain, ensuring that the responses are done in a format prescribed by Parliament and tabling of the approved responses in Parliament).
* To monitor the meetings of committees of houses of Parliament relevant to the Departmental portfolio.
* To act as a link and/ or facilitate the movement of information between Parliament, the Department and the Ministry.
* Conduct personal liaison with officers of the department, other departments, MPs, MEC’s, ministries and other organizations on departmental/functional matters.
* Compile secret documents and cabinet memoranda and ask for comments from the department.
* Handle draft acts, prepare documents, and keep a register thereof.
* Make and receive telephone calls on general parliamentary and departmental matters.
* Maintain the filing system of secret documents and cabinet memoranda and control the safekeeping thereof.
* Control the overall packing and dispatching of official documents and equipment for the parliamentary session and the recess, and manage the movement of equipment and households to and from Cape Town.
* Follow current affairs and bring relevant information to the attention of the Executing Authority.
* Provide support to the department in respect of key parliamentary events, such as the budget vote.
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| **Media Liaison Officer/Spokesperson** | **13** | R1 057 326.00 | Snr Certificate, B. Law | * Develop, implement and manage an effective media liaison service.
* Liaison with the media on subjects, conditions and events of the department through different mediums of communication to market the activities of the Executing Authority.
* Liaison with the communication component of the department to ensure co-ordination and alignment with the political priorities and programs of the Executing Authority.
* Monitor public attitudes in order to plan and execute actions to project a positive image of the office of the Executing Authority/department.
* Monitor media reports to ensure that the Executing Authority is well informed on current affairs that impacts on the department.
* Write speeches for the Executing Authority for all events.
* Issue media statements and press releases for purposes of communicating departmental information to the public on behalf of the Executing Authority.
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| **Parliamentary Officer** | **11** | R733 257.00 | Snr Certificate, National Diploma, B-Tech Public Management | * To monitor events in Parliament, as well as represent the Department in Parliament.
* To monitor Parliamentary question papers (i.e. identifying questions addressed to the Minister, especially those that impact in his/her functional terrain, ensuring that the responses are done in a format prescribed by Parliament and tabling of the approved responses in Parliament).
* To monitor the meetings of committees of houses of Parliament relevant to the Departmental portfolio.
* To act as a link and/ or facilitate the movement of information between Parliament, the Department and the Ministry.
* Conduct personal liaison with officers of the department, other departments, MPs, MEC’s, ministries and other organizations on departmental/functional matters.
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| **Appointments/Private Secretary** | **12** | R869 007.00 | N2 Business Studies, N4 Human Resource Management | * Manage the diary of the Executing Authority, which include:
* reception of visitors;
* the arrangement of appointments, interviews and appearances; and
* the compiling of programmes of appointments and journeys.
* Assist the Executing Authority with logistical arrangements, which include:
* handling of travel and accommodation arrangements;
* provision and maintenance of office and living accommodation and furniture; and
* making arrangements for movements to attend meetings.
* Assist the Executing Authority with executive obligations, which include:
* the requesting, receiving and checking of documents for meetings, draft replies, speeches and comments;
* the arrangement for placement of items on the agendas of meetings, and circulation of accompanying memoranda including Cabinet memoranda to other ministries;
* the monitoring of order-papers, lists of questions and minutes of the relevant executing authority;
* the collection of replies to questions; and
* accompanying the Executing Authority to official functions and on official journeys.
* Assist the Executing Authority with representative obligations, which include:
* the arrangement of absence from meetings;
* taking care of enquiries and representations from members of the public;
* making arrangements for the attendance of meetings and other gatherings;
* taking care of accompanying correspondence and records; and
* accompanying the Executing Authority on visits.
* Assist the Executing Authority with constituency work, which include:
* support with party political activities; and
* liaise with constituency.
* Assist the Executing Authority with diverse private obligations of a routine nature.
* Liaise with Parliament, stakeholders and constituency.
* Supervise Assistant Appointment Secretary (if there is any).
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| **Assistant Appointments and Administrative Secretary** | **10** | R758 537.50 | Snr Certificate, B. Accounting | * Assist the Appointments and/ or Administrative Secretary to manage the diary of the Executing Authority, which include:
* the arrangement of interviews, appointments and appearances;
* the reception of visitors;
* the arrangement of admission to the Executing Authority;
* the compiling of programs of appointments and journeys; and
* taking care of accompanying correspondence.
* Assist the Appointments and/ or Administrative Secretary with logistical matters, which include:
* handling of travel and accommodation arrangements;
* provision and maintenance of office and living accommodation and furniture;
* making arrangements for movements to attend meetings; and
* handle arrangements for meetings.
* Maintain an efficient filling system.
* Attend to correspondence in the office of the executing authority.
* Liaise with Parliament, stakeholders and constituency in consultation with the Appointment Secretary.
* Assist the Executing Authority with his/her personal matters to enable her/him to attend to her/his other duties.
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| **Driver/Messenger** | **5** | R237 973.10 | Grade 10–  | * Collect mail and documents from and to the department.
* Collect and deliver correspondence/parcels for the Executing Authority at various collection and distribution points.
* Provide a transport service for the office of the Executing Authority.
* Maintenance of the vehicle.
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| **Registry**  | **7** | R368 909.50 | Snr Certificate, B-Tech Public Management | * Maintain the electronic correspondence management register.
* Record keeping of all documentation (correspondence and submissions) processed and received in the office of the EA to ensure an efficient and effective flow of information.
* Ensure the updating and safekeeping of the filing system to ensure easy access to information.
* Ensure that all documents are filled in accordance to the prescripts of the National Archives Act and the Ministerial filling system.
* Draft reply of acknowledgement to all letters received.
* Assist with the distribution of Cabinet/Executive Council Memoranda.
* Control stocks and stationary as chief user clerk for the EA’s office.
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**Department of Correctional Services**

**01 May 2019**

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| **No.** | **Job Title** | **Salary level** | **Remuneration** | **Qualification** |
| **1.** | Special Projects and Stakeholder Relations | 13 | R1 183 932 | * National Senior Certificate
* B comm
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| **2.** | National Council on Correctional Services (NCCS) | 13 | R 1 017 972.00 | * National Senior Certificate
* BA
* Bachelor of Laws
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| **3.** | Parliamentary Officer | 11 | R733 257 | * National Diploma : Public Management
* B-Tech Public Management
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| **4.** | Personal Assistance  | 10 | R470 040 | * National Senior Certificate
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| **5.**  | Registry Clerk | 07 | R257 508 | * National Senior Certificate
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| **6.**  | Driver  | 05 | R173 703 | * National Senior Certificate
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**Office of the Deputy Minister**

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| **No.** | **Job Title** | **Salary level** | **Remuneration** | **Qualification** |
| **1.** | Head of Office  | 13 | R1 183 932 | * Certificate of exemption
* Lower Diploma in Library and Information Science(UWC)
* MA: International Studies (Stellenbosch University)
* MA International Politics (University de Paris XI)
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| **2.** | Technical Specialist | 13 | R1 183 932 | * Matric
* Master of Management
* Diploma in Labour Law
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| **3.** | Private Secretary | 12 | R869 007 | * National Senior Certificate
* BA in Philosophy
* Post graduate dip in Personnel Management
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| **4.** | Parliamentary Cabinet Liaison | 12 | R869 007 | * National Senior Certificate
* ND Public Management
 |
| **5.** | Community Outreach Officer |  11 | R733 257 | * National Senior Certificate
* B Admin (University of Transkei)
* Postgraduate Dip in Social Research Methods
 |
| **6.** | Secretary/ Receptionist | 07 | R303 339 | * National Senior Certificate
* ND Administrative Management
 |
| **7.** | Registry Clerk | 07 | R257 508 | * National Senior Certificate
 |
| **8.** | Messenger Driver | 05 | R173 703 | * National Senior Certificate
 |
| **9.** | 2X Domestic Workers | 03 | R122 595 | * No Matric
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