

**MINISTRY**

**PUBLIC WORKS INFRASTRUCTURE**

**REPUBLIC OF SOUTH AFRICA**

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**NATIONAL ASSEMBLY**

**WRITTEN REPLY**

**QUESTION NUMBER: 285 [NW1251]**

**INTERNAL QUESTION PAPER NO.: 06**

**DATE OF PUBLICATION: 19 JULY 2019**

**DATE OF REPLY: JULY 2019**

**285. Mr B B Nodada (DA) asked the Minister of Public Works and Infrastructure:**

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? **NW1251**

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**REPLY:**

**The Minister of Public Works and Infrastructure**

Minister de Lille was appointed on 27 May 2019.

**(a)** The Private Office of the Minister includes the salary of the Minister plus her 2 advisors, totalling R17 144 000

**(b) (i) to (v).** Please refer to table below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | **Salary Level** | **Total Remuneration** | **Qualifications** | **Job Description** | **Start date** |
| Chief of Staff | 14 | R1 251 183 | Bachelor of Arts in Human and Social Sciences | To manage, provide strategic and administrative direction within the office of the executing authority of the Department of Public Works | 12 June 2019 |
| Administrative Secretary | 13 | R1 057 326 | Diploma in Education  Performer’s Diploma in Speech and Drama | Manage the administrative activities within the office of the Executing Authority | 15 July 2019 |
| Private/ Appointments Secretary | 13 | R1 057 326 | Bachelor of Commerce in Human Resources | To effectively assist in managing the flow of information in and out of the Minister’s office and also assist in managing the Minister’s office diary at Head Office. | 11 July 2019 |
| Cabinet and Parliamentary Officer | 13 | R1 057 326 | Bachelor of Arts Honours in Journalism, Bachelor of Arts in Media Studies and History | To offer Cabinet/ Parliamentary Support to the Department of Public Works including the Ministry, the Head of the Department and their Entities as well as enhancing Stakeholder Relations significance to the Department. | 29 July 2019 |
| Cabinet and Parliamentary Officer | 11 | R733 257 | Senior Certificate  National Diploma, Journalism | To offer Cabinet/ Parliamentary Support to the Department of Public Works including the Ministry, the Head of the Department and their Entities as well as enhancing Stakeholder Relations significance to the Department. | 22 July 2019 |
| Community Outreach Officer | 11 | R733 257 | Diploma in Public Administration and Local Government | To effectively coordinate liaison/ interaction between the minister’s office, stakeholders and the community. | 8 July 2019 |
| Assistant Appointments Secretary | 09 | R376 596 | Senior Certificate with 5 years’ experience in administration | To effectively assist in managing the flow of information in and out of the Minister’s office and also assist in managing the Minister’s office diary at Head Office. | 3 July 2019 |
| Registry Clerk | 07 | R257 508 | NQF Level 4 certificate in Office Administration | To provide registry services and administrative related services | 22 July 2019 |
| Secretary/ Receptionist (Cape town) | 07 | R257 508 | Performer’s’ Diploma in Speech and Drama | To provide reception and secretarial services to the Office of the Minister. | 21 June 2019 |
| Secretary/ Receptionist (Pretoria) | 07 | R257 508 | Bachelor of Arts in Politics | To provide reception and secretarial services to the Office of the Minister. | 24 June 2019 |