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**MINISTER OF TOURISM**

**REPUBLIC OF SOUTH AFRICA**

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**NATIONAL ASSEMBLY:**

**QUESTION FOR WRITTEN REPLY:**

**Question Number: 290**

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**Mrs T G Mpambo-Sibhukwana (DA) to ask the Minister of Tourism:**

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? NW1256E

(a) The total amount that is budgeted for the Ministry is per Annual Performance plan approved by Parliament

(b) The proposed staff establishment of the Office of a Members Administrative staff is informed by the Guide for Members of the Executive as approved by the President with effect from 8 June 2019.

**(b)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?**

**(i)** Remuneration is in accordance to the level of the employee in public service

| **(b)** | **(ii) salary level** | **(iii) job title,** | **(iv) Qualification** | **(v)Job description** |
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| **1** | IV | Special Advisor | DPhil, Engineering | Dispensation for the appointment and Remuneration of persons (Special Advisers) appointed to executive Authorities on ground of policy Considerations in terms of section 12A (1) of the Public Service Act, 1994): Provides that Special Advisers may be appointed-   * to advise the Executive Authority on the exercise or performance of the Executive Authority’s powers and duties; * to advise the Executive Authority on the development of policy that will promote the relevant department’s objectives; or * to perform such other tasks as may be appropriate in respect of the exercise or performance of the Executive Authority’s powers and duties. |
| **2** | IV | Special Advisor | D Phil, Economics | Dispensation for the appointment and Remuneration of persons (Special Advisers) appointed to executive Authorities on ground of policy Considerations in terms of section 12A (1) of the Public Service Act, 1994): Provides that Special Advisers may be appointed-   * to advise the Executive Authority on the exercise or performance of the Executive Authority’s powers and duties; * to advise the Executive Authority on the development of policy that will promote the relevant department’s objectives; or * to perform such other tasks as may be appropriate in respect of the exercise or performance of the Executive Authority’s powers and duties. |
| **3** | 14 | Chief of Staff | Advance Certificate in Municipal Governance and Management  Current study: Advanced Diploma in Public Management | * To manage the office of and render a support service to the executive authority (EA). * Manage and coordinate matters emanating from Parliament/ Cabinet / other legislative structures and community outreach. * Ensure that administrative support is rendered to the executing authority on Parliamentary/Legislature and Cabinet/ matters. * Ensure and manage the required administrative functions are performed within the office of the EA * Assist the EA with his/her constituency work. * Assist the EA with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures. * Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. |
| **4** | 13 | Administrative Secretary | Bachelor of Administration Honours  Current study:  Masters Degree in Public Administration | * To manage the administrative activities in the office of the EA. * Provide registry support services on the office of the EA. * Provide logistical support for meetings. * Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly |
| **5** | 13 | Media Liaison Officer | Baccalaureus Technologiae: Journalism | * To provide media liaison services to the EA. * Monitor and analyse reporting in the media on the portfolio of the EA. And prepare responses as required * Prepare and coordinate responses on matters relating to the portfolio. * 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. * Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. |
| **6** | 13 | Private Secretary | Advanced Diploma: Public Management  Current study:  Honours in Public Administration | * Render an administrative support service to the EA * Provide support to the EA with regard to preparation for meetings. * Support the EA with private obligations. * Provide a secretarial/receptionist support service to the executive authority. * Assist the executive authority with constituency work. * Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. |
| **7** | 13 | Parliamentary and Cabinet Support | Baccalaureus Legum LLB (Postgraduate) | * To manage and coordinate matters emanating from Parliament/ Cabinet / other legislative structures and community outreach. * Monitor events in parliament to identify matters that have a bearing on the portfolio of the executive authority. * Monitor events in Cabinet/ to identify matters that have a bearing on the portfolio of the executive authority. * Co-ordinate activities between Pretoria and Cape Town Offices for Parliamentary sessions. * Support Provide assistance to the executing authority on matters that have a bearing on his/her portfolio. * Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. |
| **8** | 11 | Cabinet and Parliamentary Officer | Diploma: Journalism | * To manage and coordinate matters emanating from Parliament/ Cabinet / other legislative structures and community outreach. * Monitor events in parliament to identify matters that have a bearing on the portfolio of the executive authority. * Monitor events in Cabinet/ to identify matters that have a bearing on the portfolio of the executive authority. * Co-ordinate activities between Pretoria and Cape Town Offices for Parliamentary sessions. * Support Provide assistance to the executing authority on matters that have a bearing on his/her portfolio. * Render an efficient and effective parliamentary service. * Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that the application thereof is understood properly. |
| **9** | 11 | Community Outreach Officer | Matric | * Provide assistance to the EA with community work. * Engage communities on services of the Portfolio. * Reach out to unblock service bottlenecks within the portfolio. * Address citizens’ complaints on the work of the portfolio. * Facilitate easy access to Public Services. * Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly |
| **10** | 9 | Assistant Appointment Secretary | Matric | * Render an administrative support service to the executive authority. * Provide support to the EA with regard to preparation for meetings. * Support the EA with private obligations. * Provide a secretarial/receptionist support service to the executive authority. * Assist the appointments secretary with constituency work of the executive authority. * Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly |
| **11** | 7 | Registry Clerk | Baccalaureus Artium Cum Honoribus | * Provide registry support services in the office of the EA * 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, etc. * File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. * Render a general support function in the office of the executive authority. * Control stock and stationary as chief user clerk for the executive authority’s office. * Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. |
| **12** | 7 | Secretary / Receptionist | National Diploma: Internal Auditing | * Provide a secretarial/receptionist support service to the office of the executive authority. * Provides a clerical /administrative support service to the office. * Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain. |
| **13** | 5 | Messenger/Driver | Advanced Diploma: Small Business Management | * Provide messenger and driver services in the office of the EA. * Collect and deliver documents. * Transport employees in the office of the executive authority and guests and special advisors of the executive authority. * Maintain knowledge on the policies and procedures that applies in the work environment. * Render a general support function in the office of the executive authority. |