**National Assembly**

**Question Number: 292**

**292. Mr L Mphithi (DA) to ask the Minister of Transport:**

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? NW1258E

**REPLY TO QUESTION NUMBER 292:**

1. The total amount budgeted for the Private Office of the Minister for the 2019-20 financial year is R22,748,000.00

(b)(i) The total amount in respect of remuneration is R9,355,000.00

1. (b) (ii)The salary level, (iii) job title, (iv) qualification and (v) job description of each employee appointed in his private office since 1 May 2019 are as indicted in the table below.

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| (ii)Salary level | (iii)Job title | (iv)qualification | (v)Job description |
| 14 | Chief of Staff  | Gr 12BABA Honours: Industrial PhycologyMaster of Art  | **Purpose:** To provide a support service to the Minister, ensuring an efficient and dynamic interface between the Ministry, Department, National Parliament and Provincial Legislatures and promoting a sound understanding of the policies and performance of the Minister and the Department**Functions:**1. Render support to the Minister in Cape Town and HQ, Pretoria
2. Manage external and internal liaisons
3. Manage the parliamentary process
4. Manage the Transport Ministry Budget
5. Manage the Transport Ministry

**Requirments:** A recognised NQF level 7 qualification in Public Administration/Management / Transport Economics or Planning, or Law with at least 6-10 years relevant experience of which 5 years must be on SMS level Contract appointment linked to term of Office of the Minister |
| 6 | Receptionist/Secretary, Office of the Minister | Gr 12 | **Purpose:** To render a reception and general administrative support service to the Ministry in Pretoria**Functions:**1. Render a reception and registry service
2. Render general administrative support
3. Act as relieve to Assistant Private Secretary
4. Act as Manager’s Secretarywhen s/he is in Cape Town

**Requirements:**An appropriate recognized NQF level 5/6 qualification in Public Administration/Office ManagementContract appointment linked to term of Office of the Minister |
| 5 | Registry Clerk | Gr 12 | **Purpose:** Torender a registry service and general administrative support service to the Transport Ministry**Functions:**1. Render a registry service
2. Administer Registers
3. Render general administrative support
4. Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof id understood properly

**Requirements:**A minimum recognised NQF level 4 or Grade 12 certificate with at least one year relevant experienceContract appointment linked to term of Office of the Minister |
| 3 | Food Services Aid | Gr 11 | **Purpose:** To render an efficient, professional and friendly food service aid to the Ministry**Functions:**1. Provide a food service aid to the staff in the Ministry
2. Prepare Board Room for meetings
3. Prepare refreshments on request for guests
4. Assist with Administrative duties

**Requirements:**NQF level 4 qualification Contract appointment linked to term of Office of the Minister |
| 8 | Private Secretary to the Minister | Gr 12BA: Health Sciences an Social Studies-  | **Purpose:** To manage all matters pertaining to the Minister’s executive obligations**Functions:**1. Manage the Ministers program2. Provide support to the Minister with his executive obligations3. Manage logistical matters for the Minister3. Manage logistical matters for the Minister4. Oversee the management of Correspondence with the approval of the Chief of Staff and the Minister.**Requirements:** A recognised NQF level 7 in Public Service Administration or Political Science/ Communication with 6-10 years’ experience of which 5 years must be on MMS level.Contract appointment linked to term of Office of the Minister |
| 11 | Assistant Private Secretary, Office of the Minister | Gr 12BA : PoliticsBA: Honours PoliticsFundamental of Project Management | **Purpose:** To manage all matters pertaining to the executive obligations in support of the Private Secretary**Functions:**1. Manage the Ministers diary in support of the Private Secretary
2. Assist the Minister with his executive obligations
3. Manage logistical matters
4. Act as alternate in absence of the Administrative Secretary
5. Assist with the overall management of the Transport Ministry

**Requirements:**A recognised NQF level 6/7 qualification in Public Administration/Management or Office Administration/ Management with 5 years relevant experience.Contract appointment linked to term of Office of the Minister |
|  8 | Assistant Admin Secretary, Office of the Minister(Driver/Messenger) | Gr 12 | **Purpose:** To assist with the administrative support to the Ministry of Transport with regard to managing external / internal correspondenceTo render a messenger and driver service to Transport Ministry**Functions:**1. Assist with external / internal correspondence
2. Assist with managing the general administration of the Ministry of Transport
3. Manage and maintain the filing system
4. Manage incoming and outgoing mail and documents
5. Render assistance with the execution of functions attached to the registry
6. Render driver functions to Ministry as required
7. Assist the Ministry with the procurement of refreshments
8. Perform relief duties when required

**Requirements:**An appropriate recognised NQF level 6 qualification in Public Administration with 2 years relevant experience.Valid Code 08 drivers licence and driving for at least three yearsContract appointment linked to term of Office of the Minister |
| 13 | Media Liaison Officer, Office of the Minister,  | Gr 12BSc: Public Policy and Administration  | **Purpose:** To enhance the public image of the Minister and manage media liaisons**Functions:**1. Manage the media
2. Produce speeches, publicity and editorial materials
3. Work in conjunction with Communication Unit

**Requirements:**An appropriate recognised NQF level 7 qualification in Communication or Journalism with postgraduate studies in media relations with 5 years relevant experience on MMS level Contract appointment linked to term of Office of the Minister |
| 13 | Director: Cabinet Services (Spokesperson to the Minister) | Gr 12BA Communication ScienceBA Human and Social Studies | **Purpose:** To provide an efficient and dynamic interface between the Ministry, Department, National Parliament and Provincial Legislatures**Functions:**1. Manage the parliamentary process
2. Liaise with MPs, Councillors & Parliamentary Standing Committees.
3. Support Parliamentary Study Group(s)
4. Liaise with Stakeholders
5. Manage the Directorate Parliamentary and Stakeholder Management
6. overall

**Requirements:** A Recognised NQF level 7 in Public Service Management/ Political Science with 5 years’ relevant experience on MMS level - Proven track record in strategic management - Knowledge and experience of Parliamentary & legislative processes- Political awareness and familiarity with broad lines of government policy - Contract appointment linked to term of Office of the Minister |
| 11  | Administrative Secretary to the Minister | National Certificate N3: Business Studies  | **Purpose:** To promote and enhance communication between all structures in Parliament and the DoT**Functions:**1. Coordinate inputs for Parliamentary Questions
2. Manage the Legislative Process in Parliament
3. Support Parliamentary Study Group(s)
4. Liaise with Stakeholders

**Requirements:** An appropriate recognised NQF 6/7 in Public Administration / or equivalent with at least 5 years’ experienceContract appointment linked to term of Office of the Minister |
| 12 | Parliamentary Officer, Office of the Minister  | Gr 12  | **Purpose:** To provide an efficient and dynamic interface between the Ministry, Department, National Parliament and Prdovincial Legislatures**Functions:**1. Manage the parliamentary process
2. Liaise with MPs, Councillors & Parliamentary Standing Committees
3. Support Parliamentary Study Group(s)
4. Liaise with Stakeholders
5. Manage the Directorate Parliamentary and Stakeholder Management overall

**Requirements:**A Recognised NQF level 7 in Public Service Management with 5 years’ relevant experience on MMS level Contract appointment linked to term of Office of the Minister |
| 9 | Administrative Secretary (Speech Writing) | Gr 12 | **Purpose:** To research and compile speeches for the Minister**Functions:**1. Research information on transport related issues
2. Prepare drafts of papers, speeches, or presentations for the Minister

**Requirements:** An appropriate recognised NQF level 7 qualification as recognised by SAQA in Journalism, Social Science, Political studies, Communication or Languages/linguistics or Publishing. With at least 5 years relevant experience on MMS levelContract appointment linked to term of Office of the Minister |
| 6 | Receptionist/Secretary (Cape Town)  | Gr 12 National Diploma: HRM National Certificate: Commerce Post Graduate Diploma: Labour Law    | **Purpose:** To render a reception and general administrative support service to the Ministry in Pretoria**Functions:**1. Render a reception and registry service
2. Render general administrative support
3. Act as relieve to Assistant Private Secretary
4. Act as Manager’s Secretarywhen s/he is in Cape Town

**Requirements:**An appropriate recognized NQF level 5/6 qualification in Public Administration/Office ManagementContract appointment linked to term of Office of the Minister |