

**MINISTRY FOR COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**REPUBLIC OF SOUTH AFRICA**

**348. Ms LV James (DA) to ask the Minister of Cooperative Governance and Traditional Affairs:**

(a) What is the total amount that was (i) budgeted for and (ii) spent on his private office (aa) in each of the past three financial years and (bb) since 1 April 2017 and (b) what was the (i) remuneration, (ii) salary level, (iii) job title, (iv) qualification and (v) job description of each employee appointed in his private office in each of the specified periods? NW370E

**REPLY:**

**Department of Cooperative Governance**

**FINANCIAL YEAR 2015/2016**

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| **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION** |
| Chief Director (Chief Of Staff) | SL14 | R 1 246 449 | Grade 12Bachelor of Commerce | Yes |
| Administrative Secretary  | SL13 | R 1 017 972 | Grade 12 | Yes |
| Parliamentary Officer (Cape Town) | SL13 | R 890 301 | Grade 12Bachelor of Commerce | Yes |
| Private Secretary | SL12 | R 674 979 | Grade 12National Diploma | Yes |
| Assistant Private Secretary | SL12 | R 695 379 | Grade 12 | Yes |
| Assistant Administrative Secretary | SL11 | R 595 563 | Grade 12Bachelor of Arts degree | Yes |
| Secretary/Receptionist | SL8 | R 243 747 | Grade 12National Diploma | Yes |
| Registry Clerk | SL8 | R 254 883  | Grade 12 | Yes |
| Registry Clerk | SL8 | R 254 883 | Grade 12National Diploma | Yes |
| Receptionist | SL6 | R 166 245 | Grade 12 | Yes |
| Food Service Aid | SL4 | R 110 739 | Grade 12 | Yes |

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| **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION**  |
| **OFFICE OF THE DEPUTY MINISTER (DCOG)** |
| Head: Deputy Ministry | SL13 | R 1 017 972 | Grade 12Post Graduate Diploma in Management | Yes |
| Parliamentary Officer | SL13 | R 864 177 | Grade 12Bachelor of Laws degreeBachelor of Arts degree | Yes |
| Administrative Secretary  | SL12 | R 674 979 | Grade 12 | Yes |
| Private Secretary | SL12 | R 685 107 | Grade 12 | Yes |

**FINANCIAL YEAR 2016/2017**

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| **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION** |
| Chief Director (Chief Of Staff) | SL14 | R 1 277 610 | Grade 12Bachelor of Commerce | Yes |
| Administrative Secretary  | SL13 | R 1 058 691 | Grade 12 | Yes |
| Parliamentary Officer (Cape Town) | SL13 | R 939 810 | Grade 12Bachelor of Commerce | Yes |
| Private Secretary | SL12 | R 726 276 | Grade 12National Diploma | Yes |
| Assistant Private Secretary | SL12 | R 759 444 | Grade 12 | Yes |
| Assistant Administrative Secretary | SL11 | R 650 433 | Grade 12Bachelor of Arts degree | Yes |
| Secretary/Receptionist | SL8 | R 266 214 | Grade 12National Diploma | Yes |
| Registry Clerk | SL8 | R 278 373 | Grade 12 | Yes |
| Registry Clerk | SL8 | R 278 373 | Grade 12National Diploma | Yes |
| Receptionist | SL6 | R 181 566 | Grade 12 | Yes |
| Food Service Aid | SL4 | R 119 154 | Grade 12 | Yes |

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| **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION** |
| Special Advisor | SL 14 | R 1 277 610 | Grade 12Higher DiplomaBachelor of Commerce Honors degree | N/A |
| **OFFICE OF THE DEPUTY MINISTER (DCOG)** |
| Head: Deputy Ministry | SL13 | R 1 058 691 | Grade 12Post Graduate Diploma in Management | Yes |
| Parliamentary Officer | SL13 | R 912 237 | Grade 12Bachelor of Laws degreeBachelor of Arts degree | Yes |
| Administrative Secretary  | SL12 | R 737 175 | Grade 12 | Yes |
| Private Secretary | SL12 | R 748 227 | Grade 12 | Yes |

**FINANCIAL YEAR 2017/2018**

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| **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION**  |
| Chief Director (Chief Of Staff) | SL14 | R 1 347 879 | Grade 12Bachelor of Commerce degree | Yes |
| Administrative Secretary  | SL13 | R 1 116 918 | Grade 12 | Yes |
| Parliamentary Officer (Cape Town) | SL13 | R 1 006 374 | Grade 12Bachelor of Commerce | Yes |
| Private Secretary | SL12 | R 779 295 | Grade 12National Diploma | Yes |
| Assistant Private Secretary | SL12 | R 827 118 | Grade 12 | Yes |
| Deputy Director: Special Project | SL12 | R 779 295 | Grade 12Bachelor of Arts degree | Yes |
| Assistant Administrative Secretary | SL11 | R 708 387 | Grade 12Bachelor of Arts degree | Yes |
| Secretary/Receptionist | SL8 | R 289 929 | Grade 12National Diploma | Yes |
| Registry Clerk | SL8 | R 303 168 | Grade 12 | Yes |

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| **JOB TITLE**  | **SALARY LEVEL** | **REMUNIRATION**  | **QUALIFICATION**  | **JOB DESCRIPTION** |
| Registry Clerk | SL8 | R 303 168 | Grade 12National Diploma | Yes |
| Receptionist | SL6 | R 197 742 | Grade 12 | Yes |
| Food Service Aid | SL4 | R 127 851 | Grade 12 | Yes |
| Driver | SL6 | R 183 558 | Grade 11 | Yes |
| Editor/Speechwriter | SL 12 | R 904 404 | Grade 12Bachelor of Social Science degreeBachelor of Library Science degreeBachelor of Social Science Honors degree | Yes |
| Special Advisor | SL 15 | R 1 463 892 | Grade 12Higher DiplomaBachelor of Commerce Honors degree | N/A |
| **OFFICE OF THE DEPUTY MINISTER (DCOG)** |
| Head: Deputy Ministry | SL13 | R 1 116 918 | Grade 12Post Graduate Diploma in Management | Yes |

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| **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION** |
| Parliamentary Officer | SL13 | R 976 839 | Grade 12Bachelor of Laws degreeBachelor of Arts degree | Yes |
| Administrative Secretary  | SL12 | R 802 848 | Grade 12 | Yes |
| Private Secretary | SL12 | R 814 884 | Grade 12 | Yes |

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|  2017/18  | 2016/17 | 2015/16  |  2014/15 |
| Budget R’000 | Actual ExpenditureR’000 | Budget R’000 | Actual ExpenditureR’000 | Budget R’000 | Actual ExpenditureR’000 | Budget R’000 | Actual ExpenditureR’000 |
| R 28,010 | R 22,460 | R 34,591  | R 32,020 | R30,247 | R 29, 551  | R33,604 | R 33,604 |

**REPLY:**

**Department of Traditional Affairs**

**FINANCIAL YEAR 2015/2016**

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|  **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION**  |
| **OFFICE OF THE DEPUTY MINISTER (DTA)** |
| Head: Deputy Ministry | SL13 | R 831 026  | Grade 12Hon. Theology | Yes |
| Administrative Secretary  | SL8 | R 246 607 | Grade 12Advanced Diploma: Project Management | Yes |
| Private Secretary | SL12 | R 642 999 | Grade 12B-Tech:Public Relations | Yes |

**FINANCIAL YEAR 2016/2017**

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|  **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION**  |
| **OFFICE OF THE DEPUTY MINISTER (DTA)** |
| Head: Deputy Ministry | SL13 | R 1 231 535 | Grade 12Hon. Theology | Yes |
| Administrative Secretary  | SL8 | R  | Grade 12 Advanced Diploma: Project Management | Yes |
| Private Secretary | SL12 | R 936 807 | Grade 12B-Tech:Public Relations | Yes |

**FINANCIAL YEAR 2017/2018**

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|  **JOB TITLE**  | **SALARY LEVEL** | **REMUNERATION**  | **QUALIFICATION**  | **JOB DESCRIPTION**  |
| **OFFICE OF THE DEPUTY MINISTER (DTA)** |
| Head: Deputy Ministry | SL13 | R 1 206 306 | Grade 12Hon. Theology | Yes |
| Parliamentary Officer | SL 11 | R 657 558 | Grade 12Postgraduate: Municipal Executive in Financial ManagementCertificate in Municipal Management |  |
| Administrative Secretary  | SL8 | R 501 385 | Grade 12 Advanced Diploma: Project Management  | Yes |
| Private Secretary | SL12 | R 908,017 | Grade 12B-Tech:Public Relations | Yes |

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|  2017/18  | 2016/17 | 2015/16  |  2014/15 |
| Budget R’000 | Actual ExpenditureR’000 | Budget R’000 | Actual ExpenditureR’000 | Budget R’000 | Actual ExpenditureR’000 | Budget R’000 | Actual ExpenditureR’000 |
| R 7,644 | R 7,159 | R 7,314  | R 7,305 | R6,098 | R6,098 | R4,000  | R 3,129 |