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 **Memorandum from the Parliamentary Office**

**NATIONAL ASSEMBLY**

**FOR WRITTEN REPLY**

**QUESTION 355**

**DATE OF PUBLICATION OF INTERNAL QUESTION PAPER: 16/02/2018**

**(INTERNAL QUESTION PAPER NO 2 OF 2018)**

**Ms S V Kalyan (DA) to ask the Minister of Higher Education and Training:**

(a) What is the total amount that was (i) budgeted for and (ii) spent on her 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 her private office in each of the specified periods?

**NW377E**

**REPLY:**

1. (aa) (i) Total amount budgeted:

2014/15: R19.576 million

2015/16: R24.732 million

2016/17: R25.930 million

(ii) Total amount spent:

2014/15: R19.575 million

2015/16: R24.688 million

2016/17: R25.840 million

1. (i) Amount allocated since 1 April 2017: R22.647 million.
2. The tables below show the remuneration, salary level, job title and qualifications for the period 2014/15.

| **Job Title** | **Salary Level** | **Remuneration** | **Qualifications** |
| --- | --- | --- | --- |
| Chief of Staff | 13 | R1 042 500 | National Senior Certificate |
| Media Liaison Officer | 13 | R819 126 | National Diploma in Public Management |
| Personal Assistant to Minister  | 5 | R132 399 | Bachelor of Technology in Management |
| Parliamentary Liaison Officer  | 13 | R819 126 | National Diploma in Human Resource ManagementBachelor of Technology: Human Resource Management |
| Administrative Secretary | 13 | R819 126 | Bachelor of Arts in Sociology |
| Appointment Secretary | 7 | R211 194 | Honours in Social Sciences Masters in Social Science |
| Chief Registry Clerk | 7 | R188 985 | National Diploma: in Human Resource Management |
| Secretary  | 5 | R132 399 | National Diploma in Sports Management |
| Secretary  | 5 | R132 399 | BA Honours in Public Management |
| Driver/Messenger | 5 | R131 328 | Grade 11 |
| Special Advisor | 15 | R1 353 732 | Bachelor of Arts in Accounting |
| Special Advisor | 15 | R1 267 806 | National CertificateCustomer Services Certificate |
| Secretary to Special Advisors  | 8 | R243 747 | National Diploma in Office Management |
| Receptionist | 5 | R158 985 | National Senior Certificate |
| Stakeholder and Public Relations Management | 12 | R695 379 | Bachelor of Technology in Business Administration  |
| Assistant Director: Administration  | 9 | R361 659 | Diploma in Management |
| Special Projects | 13 | R843 888 | Bachelor of Education |
| Secretary  | 5 | R132 399 | National Diploma in Administration Management |
| Secretary to Chief of Staff  | 5 | R142 461 | National Diploma in Public Relations |
| Special Projects in the Ministry  | 13 | R864 177 | Doctor of Philosophy - Labour Studies |
| Researcher and Speech Writer  | 13 | R864 177 | National Senior CertificateBachelor of Arts Degree in Communication |
| Project Coordinator  | 12 | R674 979 | Bachelor of Social Sciences |

The tables below show the remuneration, salary level, job title and qualifications for the period 2015/16.

| **Job Title** | **Salary Level** | **Remuneration** | **Qualifications** |
| --- | --- | --- | --- |
| Chief of Staff | 13 | R1 144 251 | National Senior Certificate |
| Media Liaison Officer | 13 | R898 743 | National Diploma in Public management |
| Personal Assistant to Minister  | 6 | R183 558 | Bachelor of Technology in Management |
| Parliamentary Liaison Officer  | 13 | R864 177 | National Diploma in Human Resource ManagementBachelor of Technology: Human Resource Management |
| Administrative Secretary | 13 | R864 171 | Bachelor of Art in Sociology |
| Chief Registry Clerk  | 7 | R243 747 | National Diploma in Human Resource Management |
| Assistant Appointment and Administrative Secretary | 5 | R158 985  | Bachelor of Technology in Sports ManagementBachelor of Arts in Human Resource Management |
| Registry Clerk | 5 | R158 985 | Bachelor of Art in Public ManagementHonours in Public Management |
| Driver/Messenger | 5 | R140 520  | Grade 11 |
| Special Advisor | N/A. 50% of Wits salary | R530 676for six months | PhD in Education |
| Special Advis0r | 14 | R1 267 806 | National Diploma |
| Secretary to Special Advisors  | 8 | R266 214 | National Diploma in Office Management |
| Receptionist | 5 | R158 985 | National Senior Certificate  |
| Stakeholder and Public Relations Management | 12 | R759 444 | Bachelor of Business Administration  |
| Assistant Director | 10 | R361 659 | National Diploma in Management |
| Special Projects | 13 | R939 810 | Bachelor of Education |
| Secretary  | 6 | R171 069 | National Diploma in Administration Management |
| Secretary | 6 | R171 069  | National Diploma in Public Relations |
| Special Projects in the Ministry  | 13 | R864 177 | National Diploma In Public Relations |
| Researcher and Speech Writer | 13 | R864 177 | Bachelor of Arts and Communication |
| Project Coordinator | 12 | R674 978 | Bachelor of Social Sciences |

The tables below show the remuneration, salary level, job title and qualifications for the period 2016/17.

| **Job Title** | **Salary Level** | **Remuneration** | **Qualifications** |
| --- | --- | --- | --- |
| Chief of Staff | 13 | R1 144 251 | National Senior Certificate |
| Media Liaison Officer | 13 | R898 743 | National Diploma in Public Management |
| Personal Assistant to Minister  | 6 | R183 558 | Bachelor of Technology in Management |
| Parliamentary Liaison Officer  | Vacant  | - | - |
| Administrative Secretary | 13 | R962 409 | Bachelor of Arts in Sociology |
| Chief Registry Clerk | 7 | R266 214 | National Diploma in Human Resource Management  |
| Assistant Appointment and Administrative Secretary | 6 | R183 558 | Bachelor of Technology in Sports ManagementBachelor of Arts in Human Resource Management |
| Registry Clerk | 6 | R183 558 | Bachelor of ArtsHonours of Public Management |
| Driver/Messenger | 6 | R155 775 | Grade 11 |
| Special Advisor | 14 | R1 358 868 | National Diploma in Electrical Engineering Masters in Business Administration |
| Special Advisor | 14 | R1 358 868 | National Diploma  |
| Secretary to Special Advisor | 8 | R289 929 | National Diploma: Office Management |
| Receptionist | 6 | R173 640 | National Senior Certificate  |
| Stakeholder and Public Relations Management | 12 | R814 884 | Bachelor of Technology in Business Administration |
| Assistant Director | 10 | R423 807 | National Diploma: Management |
| Secretary | 6 | R183 558 | National Diploma in Administration Management |
| Secretary to Chief of Staff  | 6 | R183 558 | National Diploma in Public Relations |

The tables below show the remuneration, salary level, job title and qualifications for the period from 1 April 2017 to 31 October 2017.

| **Job Title** | **Salary Level** | **Remuneration** | **Qualifications** |
| --- | --- | --- | --- |
| Chief of Staff | 13 | R1 144 251 | National Senior Certificate |
| Media Liaison Officer | Vacant | - | - |
| Personal Assistant to Chief of Staff | 6 | R183 558 | Bachelor of Technology Management |
| Parliamentary Liaison Officer  | Vacant | - | - |
| Administrative Secretary | 13 | R962 409 | Bachelor of Arts in Sociology |
| Chief Registry Clerk  | 7 | R266 214 | National Diploma: Human Resource Management |
| Assistant Appointment and Administrative Secretary | 6 | R183 558 | Bachelor of Technology in Sports ManagementBachelor of Arts in Human Resource Management |
| Registry Clerk | 6 | R183 558 | Bachelor of Arts Honours in Public Management |
| Driver/Messenger | 6 | R155 775 | Grade 11 |
| Special Advisor | 14 | R1 358 868 | National Diploma in Electrical Engineering Master of Business Administration |
| Special Advisor | 14 | R1 358 868 | National Diploma  |
| Secretary to Special Advisors | 8 | R289 929 | National Diploma in Office Management |
| Receptionist | 6 | R173 640 | National Senior Certificate  |
| Stakeholder and Public Relations Management | 12 | R814 884 | National Senior Certificate  |
| Assistant Director | 10 | R423 807 | National Diploma in Management |
| Secretary  | 6 | R183 558 | National Diploma  |
| Secretary to Chief of Staff | 6 | R183 558 | National Diploma: Public Relations |
| Special Advisor | 14 | R1 267 806 | National Certificate Customer Services |

The tables below show the remuneration, salary level, job title and qualifications for the period from 1 November 2017 to 27 February 2018.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Salary Level** | **Remuneration** | **Qualifications** |
| Chief of Staff | 14 | R1 196 526 | National Diploma in Journalism |
| Researcher/Speech Writer | 13 | R 962 409 | Bachelor of Commerce |
| Personal Assistant to Minister | 12 | R779 295 | National Diploma Accounting |
| Administrative Support and Public Relations | 12 | R779 295 | Bachelor of Arts in Psychology |
| Parliamentary Officer | 12 | R779 295 | Diploma in Journalism |
| Assistant Appointment and Administrative Secretary | 9 | R334 545 | Bachelor of Arts |
| Assistant Appointment and Administrative Secretary | 9 | R334 545 | Bachelor of Arts in Administration |
| Stakeholder Management | 9 | R334 545 | Governance Leadership NQF Level 5 |
| Secretary | 6 | R183 558 | Senior Certificate |
| Messenger/Driver | 5 | R152 862 | Senior Certificate |
| Messenger/Driver | 5 | R152 862 | National N4 Certificate |
| Intern | 1 | R60 000 | Bachelor of Artisan Administration |
| Special Advisor | 16 | R1 782 687 (50%) | Master of Arts in Law |
| Special Advisor | 16 | R1 782 687 (50%) | Bachelor of Arts PHD in Public Affairs |

The tables below show the remuneration, salary level, job title and qualifications for the period from 27 February 2018 to date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Salary Level** | **Remuneration** | **Qualifications** |
| Chief of Staff | 14 | R1 214 475 | Bachelor of Arts |
| Researcher and Strategy | 13 | R1 036 788 | Bachelor of ArtsBachelor of Arts Honours |
| Media Liaison Officer | 13 | R1 068 132 | National Diploma  |
| Administrative Secretary | 13 | R1 100 418 | Bachelor of Science |
| Parliamentary Officer | 13 | R991 500 | Bachelor of Arts  |
| Assistant Appointment Secretary | 10 | R447 417 | Bachelor of Arts |
| Assistant Director: Administration | 9 | R339 552 | Bachelor of Arts  |
| Senior Administration Officer | 8 | R298 695 | National Diploma  |
| Personal Assistant to Special Advisors | 7 | R226 611 | National Senior Certificate  |
| Messenger/Driver | 5 | R162 337 | National Senior Certificate  |
| Senior Administration Clerk | 5 | R152 862 | National Senior Certificate |
| Special Advisor | 16 | R2 008 200 | Bachelor of Commerce  |
| Special Advisor | 15 | R1 370 973 | Bachelor of Arts and BA Honours |

(v) Annexures A1 to A10.