Official reply: 26/02/18

 **NATIONAL ASSEMBLY**

**FOR WRITTEN REPLY**

**370. Mr M S Malatsi (DA) to ask the Minister of Social Development:**

(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? NW392E

**REPLY**

In terms of Chapter 8 of the Ministerial Handbook, the organisational structure of a Private Office in support of the Executive Authority is determined after consultation with the Minister of Public Service and Administration in terms of Public Service Regulations, 2001 B.2 (a) and B.2A. The Ministerial Handbook provides for the Executive Authority to appoint support staff on the following basis:

* + 1. On a contract linked to the political term of office of the Executive Authority or Deputy Minister concerned, as well as the contracts envisaged in section 12A (3) of the Public Service Act and conditions laid down by Cabinet; or
		2. as full-time public servants, provided that they utilise the job evaluation system and ensure that there are sufficient funds available on the approved budget of the relevant Department for the creation of post (s).

1.3 The Executing Authority may second personnel from the components within the Department. The advantage of secondment is that staff members could return to their original components on the approved establishment without any burden to the Department.

The breakdown of the Ministry staff, remuneration levels and qualifications are attached as Annexures. The Chief of Staff and the Financial Assistant Officer were seconded to the Ministry from the components within the Department and their salaries are not budgeted from the Ministry’s Compensation of Employees budget. (a) The breakdown for the total amount (i) budgeted for the Compensation of Employees and the (ii) actual expenditure is shown in the table below and includes the Deputy Minister’s office:

|  |  |  |
| --- | --- | --- |
| **Financial Year** | **Budget**  | **Expenditure**  |
| 2015/2016 | 21 003 |  |
| 2016/2017 | 21 953 |  |
| 2017/2018 | 14 434 |  |

For responses to (bb) (b) (i) (ii) (iii) (iv) please refer to the table below:

**1 April 2017**

| 1. **Remuneration**
 | 1. **Salary Level**
 | 1. **Job title**
 | 1. **Qualifications**
 | 1. **Job Description**
 | **Name** |
| --- | --- | --- | --- | --- | --- |
| Seconded from the Chief Directorate: Communication | 14 | Chief of Staff (Acting) | * Senior Certificate
* Bachelor of Social Science Degree
* Development Communication Certificate
 | Refer to Annexure | Mr A Phahlamohlaka |
| * Salary Package: R251,474.46 per annum
 | 6 | Administrative Assistant(contract expired on 4 October 2017) | * Statement of results for subjects finalised for the Senior Certificate
 | Refer to Annexure | Ms Mubayi, L |
| * Salary Package: R251,474.46 per annum
 | 6 | Administrative Assistant | * National Senior Certificate
* N6 Certificate: Public Relations
 | Refer to Annexure | Ms Makopo, MS |
| * Basic Salary: R285,648.00 per annum
 | 8 | Financial Assistant | * National Senior Certificate
* National Diploma: Accounting
 | Refer to Annexure | Mr Hlophe, PS |
| * Salary Package: R667,422.00 per annum
 | 11 | Private Secretary/Appointments Secretary | * National Senior Certificate
* National Diploma: Accounting
 | Refer to Annexure | Ms Mbatha, MN |
| * Salary Package: R1,036,788.00 per annum
 | 13 | Director: Media Liaison and Protocol | * National Senior Certificate
* B Admin (Public Admin and Industrial Psychology)
 | Refer to Annexure | Ms Mefolo, MYM |
| * Basic Salary: R334,545.00 per annum
 | 9 | Assistant Appointments and Administrative Secretary | * National Senior Certificate
 | Refer to Annexure | Ms Sebidi, DA |
| * Salary Package: R255,251.55 per annum
 | 6 | Senior Administration Clerk | * National Senior Certificate
 | Refer to Annexure | Mr Shivuri, SD |
| * Salary Package: R186,315.00 per annum
 | 6 | Senior Administration Clerk | * National Senior Certificate
 | Refer to Annexure | Mr Nkosi, T |
| * Salary Package: R779,295.00 per annum
 | 12 | Ministerial Liaison and Outreach Officer | * National Senior Certificate
* Certificate in Public Management and Leadership
 | Refer to Annexure | Ms Mphamo, PV |
| * Salary Package: R1,036,78800 per annum
 | 13 | Parliamentary Officer | * National Senior Certificate
* Diploma in Executive Secretariat
 | Refer to Annexure | Ms Ndlovu, I |
| * Salary Package: R1,521,594.00 per annum
 | 15 | Special Advisor | * National Senior Certificate
* BA (Sociology)
* BA (Hons) (Sociology)
* MA (Sociology)
* D Phil
 | Refer to Annexure | Dr Magasela, WK |
| * Salary Package: R1,782,687.00 per annum
 | 16 | Special Advisor | * National Senior Certificate
* BA (Political Science)
* MA (International Relations)
 | Refer to Annexure | Mr Shezi, SK |

**Current: 1 February 2018**

| 1. **Remuneration**
 | 1. **Salary Level**
 | 1. **Job title**
 | 1. **Qualifications**
 | 1. **Job Description**
 | **Name** |
| --- | --- | --- | --- | --- | --- |
| Seconded from the Chief Directorate: Communication | 14 | Chief of Staff (Acting) | * Senior Certificate
* Bachelor of Social Science Degree
* Certificate in Development Communication
 |  | Mr A Phahlamohlaka |
| * Salary Package: R458,326.65 per annum
 | 9 | Executive Assistant to Chief of Staff | * National Senior Certificate
* BA (Social Anthropology and Political Studies)
* BA (Hons) (Anthropology)
 |  | Mr Tshabalala, AM |
| * Basic Salary: R289,929.00 per annum
 | 8 | Financial Assistant | * National Senior Certificate
* National Diploma: Accounting
 |  | Mr Hlophe, PS |
| * Salary Package: R1,036,788.00 per annum
 | 13 | Parliamentary Officer | * National Senior Certificate
* B Admin (Public Admin and Industrial Psychology)
 |  | Ms Mefolo, MYM |
| * Basic Salary: R334,545.00 per annum
 | 9 | Executive Assistant to Special Advisors | * National Senior Certificate
 |  | Ms Sebidi, DA |
| * Salary Package: R251,474.46 per annum
 | 6 | Senior Administration Clerk | * National Senior Certificate
* BA (Development Studies)
* BA Honours (Community Development)
 |  | Ms Dladla, LP |
| * Salary Package: R259,069.74 per annum
 | 6 | Senior Administration Clerk | * National Senior Certificate
 |  | Mr Shivuri, SD |
| * Salary Package: R189,102.00 per annum
 | 6 | Senior Administration Clerk | * National Senior Certificate
 |  | Mr Nkosi, T |
| * Salary Package: R802,848.00 per annum
 | 12 | Ministerial Liaison and Outreach Officer | * National Senior Certificate
* Certificate in Public Management and Leadership
 |  | Ms Mphamo, PV |
| * Salary Package: R1,036,788.00 per annum
 | 13 | Private Secretary / Appointment Secretary | * National Senior Certificate
* Diploma in Executive Secretariat
 |  | Ms Ndlovu, I |
| * Salary Package: R1,521,594.00 per annum
 | 15 | Special Advisor | * National Senior Certificate
* BA (Sociology)
* BA (Hons) (Sociology)
* MA (Sociology)
* D Phil
 |  | Dr Magasela, WK |
| * R1,782,687.00 per annum
 | 16 | Special Advisor | * National Senior Certificate
* National Diploma in HRM
* Bachelor of Honours Degree
* Master of Arts Degree
* D Phil Degree in Public Affairs
 |  | Dr V Nhlapo |