###### National Assembly

###### Question Number: 376

**376. Mr C D Matsepe (DA) to ask the Minister of Transport:**

(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?

 NW398E

**REPLY**

(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?

1. (i) (aa) total amount budgeted for in the past three financial years;

2015/2016 – R26.552 million

2016/2017 – R28.865 million

2017/2018 – R22.088million

(i) (bb) total amount budgeted for since 1 April 2017: - R22.088 million

(a) (ii) (aa) total amount spent on his private office in the past three financial years;

2015/2016 – R26 402 million

2016/2017 – R27 330 million

2017/2018 – R24.701 million

(i) (bb) total amount spent since 1 April 2017:- R24.701 million

 (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?

2015/2016

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (i) remuneration | (ii)salary level | (iii)job title | (iv)qualification | (v) job description |
| NA |  |  |  |  |

2016/2017

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| (i) remuneration | (ii)salary level | (iii)job title | (iv)qualification | (v) job description |
| NA |  |  |  |  |
| 2017/2018 |
| (i) remuneration | (ii)salary level | (iii)job title | (iv)qualification | (v)summarized job description |
| R1 127 334pa | Level 14 | **Chief of Staff** | Gr 12BCom: EconomicsBCom Hons: EconomicsHigher Education DiplomaBSc: Agriculture | Copy attached – Annexure A* Provide administrative support to the Minister in Cape Town and Headquarters, Pretoria and manage the Cabinet process
* Manage external and internal liaisons
* Manage the Parliamentary process
* Manage the Transport ministry budget
* Manage the Office of the Transport Ministry
 |
| R183 558pa | **Level 6** | **Registry Clerk, Pretoria** | Gr 12National Diploma: Management Assistant | Copy attached – Annexure B* Provide a registry function
* Provide a general administrative service
 |
| R127 851pa | **Level 4** | **Messenger/Driver, Pretoria** | Gr 5 | Copy attached – Annexure C* Manage incoming and outgoing mail and documents
* Render assistance with execution of functions attach to the Registry
* Render driver functions to the Office of the Minister and Deputy Minister
* Procurement of refreshments for Ministry
* Perform relief duties when required
 |
| R107 886pa | **Level 3** | **Food Service Aid, Pretoria** | Gr 11 | Copy attached – Annexure D* Provide a food service aid to the Office of the Ministry and Deputy Minister
* Prepare boardrooms for meetings
* Prepare refreshments on request for guests
* Assist with administrative duties
 |
| R948 174pa | **Level 13** | **Private Secretary to the Minister of Transport** | Gr 12National Diploma: Home Economics | Copy attached – Annexure E* Manage the Minister’s programme
* Assist the Minister with his executive obligations
* Manage logistical matters
* Oversee the management of correspondence in consultation with the Minister
 |
| R657 558pa | **Level 11** | **Deputy Director: Assistant Private Secretary** | Gr 12 | Copy attached – Annexure F* Manage the Minister’s diary
* Assist the Minister with his executive obligations
* Manage logistical matters
 |
| R281 418pa | **Level 8** | **Assistant Administrative Secretary** | Gr 12BA: Communications | Copy attached – Annexure G* Manage the Minister’s diary
* Assist the Minister with his executive obligations
* Manage logistical matters
 |
| R948 174pa | **Level 13** | **Media Liaison Officer** | Gr 12BA: JournalismNational Diploma: JournalismB Tech: Journalism  | Copy attached – Annexure H* Manage the legislative process in Parliament
* Support Parliamentary study groups
* Deal with Media liaison in the Office of the Deputy Minister
* Liaise with stakeholders
* General administration
 |
| R948 174pa | **Level 13** | **Director: Cabinet Services** | Gr 12Masters: Communication BA Hons: CommunicationBA: Communication | Copy attached – Annexure I* Provide administrative support in relation to Cabinet Memoranda
* Compile budget for Transport Ministry
* Systems development and maintenance
* General administration
* Overall management of staff
 |
| R948 174pa | **Level 13** | **Parliamentary Officer** | Gr 12Primary Teachers Diploma | Copy attached – Annexure J* Manage the parliamentary process
* Liaise with MP’s, Councilors and Parliamentary Standing Committee
* Support Parliamentary study groups
* Liaise with stakeholders
* Manage the Directorate: Parliamentary and Stakeholder unit
 |
| R657 558pa | **Level 11** | **Administrative Secretary: Speech Writer** | Gr 12Senior Teachers Diploma | Copy attached – Annexure K* Co-ordinate inputs from Branches and stakeholders to write the Minister’s speeches
* Articulate of MINMEC, Transport Lekgotla and GCF issues into content development
* Liaise with stakeholders
* Prepare for media interviews and briefing notes for the Minister
 |
| R183 558pa | **Level 6** | **Receptionist / Secretary****(Cape Town)** | Gr 12 | Copy attached – Annexure L* Render reception and registry services
* Administer Proclamations
* Render general administrative support
* Act as a relief Appointment Secretary
* Act as Manager’s Secretary when they are in Cape Town
 |
| R1 370 973pa | **Level 15** | **Special Adviser: Ministry** | Gr 12B PhilMasters: GeographyBA Hons: GeographyBA: Geography | Copy attached – Annexure M* Contribute to and edit the technical content of inputs to the Department’s major processes and documents
* Contribute to and edit Cabinet Memoranda, submissions to Cabinet Clusters, documentation for Cabinet Lekgotlas, and the Office of the President.
* Contribute to and edit the technical content of policy documents, and high-profile reports
* Contribute towards papers, speeches, or presentations for the Minister
* Provide technical and administrative support to the Minister
 |
| R1 370 973pa | **Level 15** | **Project Manager: Ministerial Advisory Services** | Gr 12National Diploma: Civil Engineering | Copy attached – Annexure N* Contribute to and edit the technical content of inputs to the Department’s major Projects
* Contribute towards the Project management of Projects listed above
* Contribute to and edit the technical content of policy documents, and high-profile reports
* Prepare drafts of papers, speeches, or presentations for senior personnel of the Department, or the Minister.
* Provide technical and administrative support to the Minister
 |
| R1 370 973pa | **Level 15** | **Special Adviser: Ministry** | Gr 12Secondary Teachers Diploma +2Secondary Teachers Diploma +3 | Copy attached – Annexure O* Contribute to and edit the technical content of inputs to the Department’s major processes and documents
* Contribute to and edit Cabinet Memoranda, submissions to Cabinet Clusters, documentation for Cabinet Lekgotlas, and the Office of the President.
* Contribute to and edit the technical content of policy documents, and high-profile reports
* Contribute towards papers, speeches, or presentations for the Minister
* Provide technical and administrative support to the Minister
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