



**MINISTRY OF TOURISM  
REPUBLIC OF SOUTH AFRICA**

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**NATIONAL ASSEMBLY:**

**QUESTION FOR WRITTEN REPLY:**

**Question Number:** 374  
**Date of Publication:** 16 February 2018  
**NA IQP Number:** 2  
**Date of reply:** 4 May 2018

**Mr C D Matsepe (DA) to ask the Minister of Tourism:**

(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?

NW396E

**Reply:**

(a)

<b>Financial Year</b>	<b>(i) budget</b>	<b>(ii) spent on the private office</b>
<b>(bb) Financial Year 2017/18 (since 1 April 2017)</b>	R12 882 000-00	R11 906 279-88
<b>(aa) Financial Year 2016/17</b>	R12 915 479-23	R12 915 434-23
<b>(aa) Financial Year 2015/16</b>	R16 336 846-00	R14 535 091-68
<b>(aa) Financial Year 2014/15</b>	R13 258 203-00	R13 257 933-52

(b) The Ministerial Handbook provides guidelines on the appointment of the staff in the private office of the minister. According to Section 1.4 and 1.5 of Chapter 8, the Executing Authority can decide on the creation and grading of posts based on proven needs and sufficient funds. The organisational structure of a private office shall be determined after consultation with the Minister of Public Service and Administration in terms of the

Public Service Regulations, 2001. The salary levels are adjusted on an annual basis through a Cost of Living Adjustment which is implemented throughout government.

**(bb) Financial Years**

The organisational structures of the private office of the minister is explained /depicted in the tables in the attached annexure

Annexure A

2017/18 - Since 27 February 2018

(b) )	(ii) salary level	(iii) job title,	(iv) Qualification	(v) Job description
1	14	Acting Chief of Staff	Honours Degree: Public Administration	<ul style="list-style-type: none"> <li>• Ensure that administrative support is rendered to the executing authority on Parliamentary/Legislature and Cabinet matters.</li> <li>• Ensure that the required administrative functions are performed within the office of the executive authority.</li> <li>• Assist the executive authority with his/her constituency work.</li> <li>• Assist the executive authority with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures.</li> <li>• Manage the office of the executing authority</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>
2	13	Acting Director Administration	Honours Degree: Information Systems	<ul style="list-style-type: none"> <li>• Manage the administrative activities within the office of the executive authority</li> <li>• Relationship management (internal and external liaison and coordination)</li> <li>• Render a Cabinet support service to the executive authority Financial planning and logistical support.</li> <li>• Organisational and operational management and service delivery improvement.</li> <li>• Human resources management.</li> </ul>
3	13	MMedia Liaison Officer	BA: English and Psychology	<ul style="list-style-type: none"> <li>• Provide a media liaison service to the executive authority.</li> <li>• Monitor and analyse reporting in the media on the portfolio of the executive authority and prepare responses as required.</li> </ul>

(b )	(ii) salary level	(iii) job title,	(iv) Qualification	(v) Job description
				<ul style="list-style-type: none"> <li>• Participate in GCIS forums like the Communications Forum and the Media Liaison Forum, and in the collective planning of the communication and media issues of Government.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>
4	12	Private Secretary/ Personal Assistant	Honours Degree: Economic History	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the executive authority with constituency work.</li> <li>• Support the executive authority with private obligations</li> </ul>
5	10	Acting Assistant Appointments Secretary	BA: Political Science	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the appointments secretary with constituency work of the executive authority.</li> <li>• Support the executive authority with private obligations.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly</li> </ul>
6	9	Acting Assistant Director: Administration	Matric	<ul style="list-style-type: none"> <li>• Provide administrative support within the office of the executing authority</li> <li>• Provide diary management</li> <li>• Provide logistical support</li> </ul>
7	13	Parliamentary Officer	NDIP: Public Administration	<ul style="list-style-type: none"> <li>• To provide strategic liaison and support to the Minister relating to parliamentary matters</li> <li>• To co-ordinate and facilitate parliamentary matters</li> <li>• To facilitate compliance with all the reporting responsibilities as specified in terms of rules of Parliament, the constitution and other relevant legislation.</li> </ul>

(b )	(ii) salary level	(iii) job title,	(iv) Qualification	(v) Job description
				<ul style="list-style-type: none"> <li>Facilitate ministerial approval and tabling of Parliamentary Replies.</li> </ul>
8	7	Receptionist	Matric Dip Business computing	<ul style="list-style-type: none"> <li>Provide a secretarial/receptionist support service to the office of the executive authority.</li> <li>Provides a clerical support service to the office.</li> <li>Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain.</li> </ul>
9	7	CRegistry Clerk	Grade 11	<ul style="list-style-type: none"> <li>Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc.</li> <li>Control stocks and stationary as chief user clerk for the executive authority's office.</li> <li>File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts.</li> <li>Render a general support function in the office of the executive authority.</li> </ul>
10	4	Messenger	ND: Tourism Management	<ul style="list-style-type: none"> <li>Collect and deliver documents.</li> <li>Transport employees in the office of the executive authority and guests and special advisors of the executive authority.</li> <li>Render a general support function in the office of the executive authority.</li> <li>Maintain knowledge on the policies and procedures that applies in the work environment.</li> </ul>
	15	Special Advisor	MBA, BSc Hons Hotel and Catering Administration	<p>The Public Service Act (Section 12A (1)) provides that Special Advisers may be appointed-</p> <ul style="list-style-type: none"> <li>to advise the Executive Authority on the exercise or performance of the Executive Authority's powers and duties;</li> <li>to advise the Executive Authority on the development of policy that will promote the relevant department's objectives</li> <li>to perform such other tasks as may be appropriate in respect of the exercise or performance of the Executive Authority's powers and duties.</li> </ul>

2017/18 (1 April 2017 until 26 February 2018)

(b )	(ii) salary level	(iii) job title,	(iv)Qualifications	(v)Job description
1	14	Chief of Staff	BProc Law	<ul style="list-style-type: none"> <li>• Ensure that administrative support is rendered to the executing authority on Parliamentary/Legislature and Cabinet matters.</li> <li>• Ensure that the required administrative functions are performed within the office of the executive authority.</li> <li>• Assist the executive authority with his/her constituency work.</li> <li>• Assist the executive authority with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures.</li> <li>• Manage the office of the executing authority</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>
2	13	Director Administration	BA Criminology & Law	<ul style="list-style-type: none"> <li>• Manage the administrative activities within the office of the executive authority</li> <li>• Relationship management (internal and external liaison and coordination)</li> <li>• Render a Cabinet support service to the executive authorityFinancial planning and logistical support.</li> <li>• Organisational and operational management and service delivery improvement.</li> <li>• Human resources management.</li> </ul>
3	13	Ministerial Media Liaison Officer	NDIP: Public Relations	<ul style="list-style-type: none"> <li>• Provide a media liaison service to the executive authority.</li> <li>• Monitor and analyse reporting in the media on the portfolio of the executive authority and prepare responses as required.</li> <li>• Participate in GCIS forums like the Communications Forum and the Media Liaison Forum, and in the collective planning of the communication and media issues of Government.</li> </ul>

(b )	(ii) salary level	(iii) job title,	(iv)Qualifications	(v)Job description
				<ul style="list-style-type: none"> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>
4	12	Private Secretary/ Personal Assistant	B Tech Public Management	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the executive authority with constituency work.</li> <li>• Support the executive authority with private obligations</li> </ul>
5	11	Assistant Appointments Secretary	Matric, Certificate in Tourism Management, Diploma in Public Management	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the appointments secretary with constituency work of the executive authority.</li> <li>• Support the executive authority with private obligations.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly</li> </ul>
6	9	Assistant Director: Administration	B Tech Tourism Management	<ul style="list-style-type: none"> <li>• Provide administrative support within the office of the executing authority</li> <li>• Provide diary management</li> <li>• Provide logistical support</li> </ul>
7	13	Parliamentary Liaison Officer	ND Public Administration	<ul style="list-style-type: none"> <li>• To provide strategic liaison and support to the Minister relating to parliamentary matters</li> <li>• To co-ordinate and facilitate parliamentary matters</li> <li>• To facilitate compliance with all the reporting responsibilities as specified in terms of rules of Parliament, the constitution and other relevant legislation.</li> <li>• Facilitate ministerial approval and tabling of Parliamentary Replies.</li> </ul>
8	7	Receptionist /	Matric	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the office of the executive authority.</li> </ul>

(b )	(ii) salary level	(iii) job title,	(iv)Qualifications	(v)Job description
			N6 Human Resource	<ul style="list-style-type: none"> <li>• Provides a clerical support service to the office.</li> <li>• Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain.</li> </ul>
9	7	Chief Registry Clerk	Matric Certificate in Project Management	<ul style="list-style-type: none"> <li>• Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc.</li> <li>• Control stocks and stationary as chief user clerk for the executive authority's office.</li> <li>• File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts.</li> <li>• Render a general support function in the office of the executive authority.</li> </ul>
8	4	Driver (vacant)	<ul style="list-style-type: none"> <li>• R</li> </ul>	<ul style="list-style-type: none"> <li>• Collect and deliver documents.</li> <li>• Transport employees in the office of the executive authority and guests and special advisors of the executive authority.</li> <li>• Render a general support function in the office of the executive authority.</li> <li>• Maintain knowledge on the policies and procedures that applies in the work environment.</li> </ul>
	16  16	Full time Special Advisors  Part-time Special Advisors	Bachelor of Law  Master in Town Planning and Regional Planning	<p>The Public Service Act (Section 12A (1)) provides that Special Advisers may be appointed-</p> <ul style="list-style-type: none"> <li>• to advise the Executive Authority on the exercise or performance of the Executive Authority's powers and duties;</li> <li>• to advise the Executive Authority on the development of policy that will promote the relevant department's objectives</li> <li>• to perform such other tasks as may be appropriate in respect of the exercise or performance of the Executive Authority's powers and duties.</li> </ul>



(b)	(ii) salary level	(iii) job title,	(iv) Qualifications	(v) Job description
1	14	Chief of Staff	Honours Degree: Public Administration	<ul style="list-style-type: none"> <li>• Ensure that administrative support is rendered to the executing authority on Parliamentary/Legislature and Cabinet matters.</li> <li>• Ensure that the required administrative functions are performed within the office of the executive authority.</li> <li>• Assist the executive authority with his/her constituency work.</li> <li>• Assist the executive authority with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures.</li> <li>• Manage the office of the executing authority</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>
2	13	Director: Administration	Honours Degree: Information Systems	<ul style="list-style-type: none"> <li>• Manage the administrative activities within the office of the executive authority</li> <li>• Relationship management (internal and external liaison and coordination)</li> <li>• Render a Cabinet support service to the executive authority Financial planning and logistical support.</li> <li>• Organisational and operational management and service delivery improvement.</li> <li>• Human resources management.</li> </ul>
3	13	MMedia Liaison Officer	BA: English and Psychology	<ul style="list-style-type: none"> <li>• Provide a media liaison service to the executive authority.</li> <li>• Monitor and analyse reporting in the media on the portfolio of the executive authority and prepare responses as required.</li> <li>• Participate in GCIS forums like the Communications Forum and the Media Liaison Forum, and in the collective planning of the communication and media issues of Government.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>

(b)	(ii) salary level	(iii) job title,	(iv) Qualifications	(v) Job description
4	11	Private Secretary/ Personal Assistant	Degree: Political Science with specialisation in International Studies	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the executive authority with constituency work.</li> <li>• Support the executive authority with private obligations</li> </ul>
5	10	Assistant Appointments Secretary	DND: Public Management	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the appointments secretary with constituency work of the executive authority.</li> <li>• Support the executive authority with private obligations.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly</li> </ul>
6	9	Assistant Director: Administration	B Tech Tourism Management	<ul style="list-style-type: none"> <li>• Provide administrative support within the office of the executing authority</li> <li>• Provide diary management</li> <li>• Provide logistical support</li> </ul>
7	13	Parliamentary Liaison Officer	ND Public Administration	<ul style="list-style-type: none"> <li>• To provide strategic liaison and support to the Minister relating to parliamentary matters</li> <li>• To co-ordinate and facilitate parliamentary matters</li> <li>• To facilitate compliance with all the reporting responsibilities as specified in terms of rules of Parliament, the constitution and other relevant legislation.</li> <li>• Facilitate ministerial approval and tabling of Parliamentary Replies.</li> </ul>

(b)	(ii) salary level	(iii) job title,	(iv) Qualifications	(v) Job description
8	7	Receptionist	Matric Dip Business computing	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the office of the executive authority.</li> <li>• Provides a clerical support service to the office.</li> <li>• Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain.</li> </ul>
9	8	Chief Registry Clerk	Matric	<ul style="list-style-type: none"> <li>• Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc.</li> <li>• Control stocks and stationary as chief user clerk for the executive authority's office.</li> <li>• File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts.</li> <li>• Render a general support function in the office of the executive authority.</li> </ul>
10	5	Driver / Messenger	Grade 11	<ul style="list-style-type: none"> <li>• Collect and deliver documents.</li> <li>• Transport employees in the office of the executive authority and guests and special advisors of the executive authority.</li> <li>• Render a general support function in the office of the executive authority.</li> <li>• Maintain knowledge on the policies and procedures that applies in the work environment.</li> </ul>
	115  15  15	Part-time Special Advisor  Part-time Special Advisor	NMA Development Economics, BSoc.Sc  M.Litt Strategic Studies, B.Proc (Law)	<p>The Public Service Act (Section 12A (1)) provides that Special Advisers may be appointed-</p> <ul style="list-style-type: none"> <li>• to advise the Executive Authority on the exercise or performance of the Executive Authority's powers and duties;</li> <li>• to advise the Executive Authority on the development of policy that will promote the relevant department's objectives</li> <li>• to perform such other tasks as may be appropriate in respect of the exercise or performance of the Executive Authority's powers and duties.</li> </ul>

(b)	(ii) salary level	(iii) job title,	(iv) Qualifications	(v) Job description
		Part-time Special Advisor	M.Phil in Sustainable Development, BA Hons in International Studies, BA	

(b )	(ii) salary level	(iii) job title,	(iv) Qualifications	(v) Job description
1	14	Chief of Staff	Honours Degree: Public Administration	<ul style="list-style-type: none"> <li>• Ensure that administrative support is rendered to the executing authority on Parliamentary/Legislature and Cabinet matters.</li> <li>• Ensure that the required administrative functions are performed within the office of the executive authority.</li> <li>• Assist the executive authority with his/her constituency work.</li> <li>• Assist the executive authority with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures.</li> <li>• Manage the office of the executing authority</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>
2	13	Acting Director: Administration	Honours Degree: Information Systems	<ul style="list-style-type: none"> <li>• Manage the administrative activities within the office of the executive authority</li> <li>• Relationship management (internal and external liaison and coordination)</li> <li>• Render a Cabinet support service to the executive authority Financial planning and logistical support.</li> <li>• Organisational and operational management and service delivery improvement.</li> <li>• Human resources management.</li> </ul>
3	13	MMedia Liaison Officer	BA: English and Psychology	<ul style="list-style-type: none"> <li>• Provide a media liaison service to the executive authority.</li> <li>• Monitor and analyse reporting in the media on the portfolio of the executive authority and prepare responses as required.</li> <li>• Participate in GCIS forums like the Communications Forum and the Media Liaison Forum, and in the collective planning of the communication and media issues of Government.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>

4	11	Private Secretary/ Personal Assistant	ND Public Administration	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the executive authority with constituency work.</li> <li>• Support the executive authority with private obligations</li> </ul>
5	10	Assistant Appointments Secretary	Degree: Political Science	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the appointments secretary with constituency work of the executive authority.</li> <li>• Support the executive authority with private obligations.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly</li> </ul>
6	9	Assistant Director: Administration	B Tech Tourism Management	<ul style="list-style-type: none"> <li>• Provide administrative support within the office of the executing authority</li> <li>• Provide diary management</li> <li>• Provide logistical support</li> </ul>
7	12	Parliamentary Liaison Officer		<ul style="list-style-type: none"> <li>• To provide strategic liaison and support to the Minister relating to parliamentary matters</li> <li>• To co-ordinate and facilitate parliamentary matters</li> <li>• To facilitate compliance with all the reporting responsibilities as specified in terms of rules of Parliament, the constitution and other relevant legislation.</li> <li>• Facilitate ministerial approval and tabling of Parliamentary Replies.</li> </ul>
8	7	Receptionist	Matric Dip Business computing	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the office of the executive authority.</li> <li>• Provides a clerical support service to the office.</li> <li>• Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain.</li> </ul>
9	7	CRRegistry Clerk	Matric	<ul style="list-style-type: none"> <li>• Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc.</li> </ul>

				<ul style="list-style-type: none"> <li>• Control stocks and stationary as chief user clerk for the executive authority's office.</li> <li>• File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts.</li> <li>• Render a general support function in the office of the executive authority.</li> </ul>
10	5	Driver / Messenger	Grade 11	<ul style="list-style-type: none"> <li>• Collect and deliver documents.</li> <li>• Transport employees in the office of the executive authority and guests and special advisors of the executive authority.</li> <li>• Render a general support function in the office of the executive authority.</li> <li>• Maintain knowledge on the policies and procedures that applies in the work environment.</li> </ul>
	16	Full time Special Advisor	MBA, DPhil (Political Science), MA (Political Science), BA Honours (Political Science), BA (Political Science and Economics)	<p>The Public Service Act (Section 12A (1)) provides that Special Advisers may be appointed-</p> <ul style="list-style-type: none"> <li>• to advise the Executive Authority on the exercise or performance of the Executive Authority's powers and duties;</li> <li>• to advise the Executive Authority on the development of policy that will promote the relevant department's objectives</li> <li>• to perform such other tasks as may be appropriate in respect of the exercise or performance of the Executive Authority's powers and duties.</li> </ul>

(b )	(ii) salary level	(iii) job title,	(iv) Qualifications	(v) Job description
1	14	Chief of Staff	Honours Degree: Public Administration	<ul style="list-style-type: none"> <li>• Ensure that administrative support is rendered to the executing authority on Parliamentary/Legislature and Cabinet matters.</li> <li>• Ensure that the required administrative functions are performed within the office of the executive authority.</li> <li>• Assist the executive authority with his/her constituency work.</li> <li>• Assist the executive authority with matters emanating from his/her portfolio and official matters emanating from other activities, e.g. participation in national and international forums and structures.</li> <li>• Manage the office of the executing authority</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>
2	13	Director: Administration	BA Criminology & Law	<ul style="list-style-type: none"> <li>• Manage the administrative activities within the office of the executive authority</li> <li>• Relationship management (internal and external liaison and coordination)</li> <li>• Render a Cabinet support service to the executive authority Financial planning and logistical support.</li> <li>• Organisational and operational management and service delivery improvement.</li> <li>• Human resources management.</li> </ul>
3	13	MMedia Liaison Officer	BA: English and Psychology	<ul style="list-style-type: none"> <li>• Provide a media liaison service to the executive authority.</li> <li>• Monitor and analyse reporting in the media on the portfolio of the executive authority and prepare responses as required.</li> <li>• Participate in GCIS forums like the Communications Forum and the Media Liaison Forum, and in the collective planning of the communication and media issues of Government.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.</li> </ul>



4	11	Private Secretary/ Personal Assistant	ND Public Administration	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the executive authority with constituency work.</li> <li>• Support the executive authority with private obligations</li> </ul>
5	10	Assistant Appointments Secretary	Degree: Political Science	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the executive authority.</li> <li>• Render an administrative support service to the executive authority.</li> <li>• Provide support to the executive authority with regard to meetings.</li> <li>• Assist the appointments secretary with constituency work of the executive authority.</li> <li>• Support the executive authority with private obligations.</li> <li>• Study the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly</li> </ul>
6	11	Deputy Director: Administration	Honours Degree: Information Systems	<ul style="list-style-type: none"> <li>• Provide administrative support within the office of the executing authority</li> <li>• Provide diary management</li> <li>• Provide logistical support</li> </ul>
7	112	Parliamentary Liaison Officer	BA hons	<ul style="list-style-type: none"> <li>• To provide strategic liaison and support to the Minister relating to parliamentary matters</li> <li>• To co-ordinate and facilitate parliamentary matters</li> <li>• To facilitate compliance with all the reporting responsibilities as specified in terms of rules of Parliament, the constitution and other relevant legislation.</li> <li>• Facilitate ministerial approval and tabling of Parliamentary Replies.</li> </ul>
8	7	Receptionist	Matric Dip Business computing	<ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the office of the executive authority.</li> <li>• Provides a clerical support service to the office.</li> <li>• Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain.</li> </ul>
9	8	Registry Clerk	Matric	<ul style="list-style-type: none"> <li>• Ensure the smooth, efficient and effective flow of documents (receive and distribute) between the office of the executive authority, the department and other structures like cluster committees, external role players, etc.</li> </ul>

				<ul style="list-style-type: none"> <li>• Control stocks and stationary as chief user clerk for the executive authority's office.</li> <li>• File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts.</li> <li>• Render a general support function in the office of the executive authority.</li> </ul>
10	5	Driver / Messenger	Grade 11	<ul style="list-style-type: none"> <li>• Collect and deliver documents.</li> <li>• Transport employees in the office of the executive authority and guests and special advisors of the executive authority.</li> <li>• Render a general support function in the office of the executive authority.</li> <li>• Maintain knowledge on the policies and procedures that applies in the work environment.</li> </ul>
	16	Full time Special Advisor	MBA, DPhil (Political Science), MA (Political Science), BA Honours (Political Science), BA (Political Science and Economics)	<p>The Public Service Act (Section 12A (1)) provides that Special Advisers may be appointed-</p> <ul style="list-style-type: none"> <li>• to advise the Executive Authority on the exercise or performance of the Executive Authority's powers and duties;</li> <li>• to advise the Executive Authority on the development of policy that will promote the relevant department's objectives</li> <li>• to perform such other tasks as may be appropriate in respect of the exercise or performance of the Executive Authority's powers and duties.</li> </ul>