

Response: On the (i) remuneration, (ii) salary level, (iii) job title, (iv) qualifications and (v) job description of each employee appointed in her private office in each of the specified period.

	(i) Remuneration	b(ii) Salary level	b(iii) Job title	b(iv) Qualification	b(v) Job description
1.	Chief Director	14	Chief of Staff (CoS)	<ul style="list-style-type: none"> <li>• BA: Political Science (UP)</li> <li>• MPhil: Political Management (SU)</li> <li>• MBL: (UNISA)</li> </ul>	Overall management of the Ministry
2.	Special advisor dispensation	Compensation level IV	Special Advisor	<ul style="list-style-type: none"> <li>• BCom, UED (Rhodes, SA)</li> <li>• BEd, MBL (UNISA)</li> <li>• PhD (Warwick, UK)</li> </ul>	Special advisor to the Minister
3.	Special advisor dispensation	Compensation level IV	Special Advisor	<ul style="list-style-type: none"> <li>• BA Social Science(UWC)</li> <li>• LL.M: International Law(WITS)</li> <li>• MPhil: Public and Development Management( WITS)</li> </ul>	Special advisor to the Minister
4.	Director	13	Administrative Secretary (AdSec)	<ul style="list-style-type: none"> <li>• BSc: Biochemistry (MEDUNSA)</li> <li>• Certificate (NQF 8): Senior Management Development Programme (WITS Business School)</li> </ul>	Manage cabinet processes and office workflow
5.	Director	13	Media Liaison Officer	<ul style="list-style-type: none"> <li>• certificates in Public Relations (DUT),</li> <li>• Project Management (UP) and</li> <li>• certificate in Government Communication NQF 8 (Wits Business School)</li> <li>• BTech: Journalism (TUT)</li> </ul>	Spokesperson for the Minister

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6.	Director	13	Parliamentary Liaison Officer	<ul style="list-style-type: none"> <li>• BA: History and Political Science (University of the Western Cape)</li> <li>• Higher Diploma: Library &amp; Information Science (UCT)</li> </ul>	Manage parliamentary processes
7.	Deputy Director	12	Personal Assistant (PA) to the Minister	<ul style="list-style-type: none"> <li>• Grade 12</li> </ul>	Manage secretarial and logistical support
8	Assistant Director	10	Assistant PA to the Minister	<ul style="list-style-type: none"> <li>• Grade 12</li> </ul>	Assist with secretarial and logistical support
9.	Assistant Director	9	Community Outreach Officer	<ul style="list-style-type: none"> <li>• Certificate in Legislative Drafting</li> <li>• Certificate in Supply Chain Management (University of Pretoria)</li> <li>• BA: Political Science and International Studies (University of Pretoria)</li> </ul>	Assist on cabinet processes, office workflow and stakeholder Management
10.	Senior Administrative Officer	8	Cabinet and Parliamentary Officer	<ul style="list-style-type: none"> <li>• BTech: Internal Auditing (Cape Peninsula University of Technology)</li> <li>• BTech: Office Management and Technology (Cape Peninsula University of Technology)</li> </ul>	PA to the CoS
11.	Administrative Officer	7	Chief Registry Clerk	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• BAdmin: Public Management (University of Pretoria)</li> </ul>	Document management and filing system

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12.	Secretary	7	Secretary	<ul style="list-style-type: none"> <li>• Grade 12</li> <li>• National Diploma in Human Resources Management</li> <li>• Internship Certificate of Completion: Human Resources Management and Administration</li> <li>• Advanced Report Writing Certificate.</li> </ul>	General office support and Aide to the Minister
13.	Clerk	5	Driver / messenger	<ul style="list-style-type: none"> <li>• Grade 11</li> <li>• N2 in Industrial Electronics: Pretoria West Technical College</li> </ul>	Driver and messenger
14	Domestic Worker	3	Domestic worker	<ul style="list-style-type: none"> <li>• Grade 7</li> </ul>	Household Management
15	Domestic Worker	3	Domestic Worker	<ul style="list-style-type: none"> <li>• Grade 11</li> </ul>	Household Management
16	Food Aide Service	2	Vacant	Vacant	Vacant

**TOTAL POSTS: 16**