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PROPOSALS FOR AN INTERGRATED PRESIDENCY.
(Organisational structures and job descriptions)

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PRESIDENT
DEPUTY PRESIDENT
; NATIONAL CHAIRPERSON 1
.i
P_me SECRETARIES x 3
PERSONALASSISTANTSXE! ' ' WEMHWM 'EEE? . ' .
.. Director sf 5 '
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Deputy Dlredor .1555 'C Q
Political cu-mdinamrmm
Administrative Ccrordlnato W ,/
Man. Comm. Secretary
EWViSEcREWI?
Admin Ctrurd'inamr 8217/
Executive Secretary
Private Secretaries x3
Members of admin staff where
relevant
PIJUUCALSECRETARW/
Pnliiical Co-ordinaior r1444!!-
Personal Assistants x 3
Dircmm BMBM
Researcher (where possible!
Members of political staff where
relevant
BODY GUARD UNITS
Senior staff of 01th dcpadmnts
Personal Assistants X 3
Specdmhcrs x 3 '
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Mgdiakhn'gwmm U Catering Clerk
Management Committee
Secretary
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Functions of the Committees.

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The Political Secretariat

1. Shall consist of the Director, Deputy director , the three Political Assistants to the principals and the political coordinator.
2. Shall meet daily to take decisions on work distribution and to work out briefings for the principals.
3. Shall on a regular basis meet with coordinators of political affairs ie Media/Public relations, International Coordinator, Regional and elections coordinator, Research etc to decide on issues.
4. Shall endeavour always to invite the Principals to meetings of the secretariat.
5. Shall be called upon to make an input to preparations for interviews for principals.
6. Shall be the forum for discussion and decision making on all political issues involving the Presidency.

The Administrative Secretariat.

1. Shall be chaired by the Admin Coordinator.
2. Shall be constituted by the Executive Secretary, the three Personal Secretaries. Where necessary other admin staff will be drawn in.
3. Shall be the forum to discuss all admin issues and recommend improvements to the Admin Coordinator.
4. Shall report to the Director and the Management Committee.

The Management Committee.

Shall consist of the Director, Dep Director, Admin Coordinator, Political Coordinator and Secretary.

1. Shall be responsible for overall coordination of the work of the Presidency.
2. Shall meet regularly to consider reports from the political and administrative secretariats.

Drafting Committee

Shall be constituted by the following persons;

1. The three Personal Assistants to the Principals and the three speech writers.
2. Shall be responsible for drafting of all speeches for the Presidency.
3. Shall Coordinate with other depts 49m the preparation of all speeches and messages issued in the name of the Presidency.

Job description proposals for staff in the Presidency.

Director §

The Director is the overall head of the office accountable to the principals; Reports to the NEC about the state of organisation of the Presidency.

Shall be the Head of the Presidency.

Shall receive instructions from the Principals.

Shall report to the President

Shall appraise staff of those decisions of the NEC/NWC which have a bearing on the functioning of the office

5. Shall assign tasks to PA' 5, the Political Coordinator, and Admin Coordinator as and when need arises.

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The Deputy Director/V'z/W l'lh-C M ELM

1. Shall deputise the Director as and when need arises.

2. Shall be the personal assistant to the President.

3. Shall be a member of the Management Committee, Political Secretariat and Drafting Committee.

The Political Coordinator.

1. Shall be the a member of the political secretariat.

2. Shall ensure that a clear system of preparing and presenting briefings is developed for the Presidency.

4. Shall identify all speeches and messages to be drafted and ensure that these are presented for drafting in time.

5. Shall coordinate all speech drafting.

6. Shall together with the political secretariat make a regular assessment of the work of the Presidency, analyzing trends and recommend to the Director ways of improving.

7. Shall undertake other assignments as instructed by the Director.

Security Liaison Officer.

1. Shall be responsible for briefing the Principals and staff on those matters relating to security.

2. Shall be the link between Nat and the Presidency.

3. Shall be the chief liaison officer with the body-guard unit.

4. Shall ensure that all visits of the principals are thoroughly prepared for security wise.

5. Shall work very closely with the body-guard unit.

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International Coordinator.

1. Shall liaise with DIA and arrange for briefings for the Presidency on international affairs.
- '2. Shall coordinate with DIA international visits of Presidency
3. Shall coordinate and ensure that all messages, statements released for international consumption are done in time.
4. Shall study and follow international trends in order to keep Presidency informed of developments.
5. Shall act as protocol officer in the Presidency, ensuring that all international visitors meeting the principals are well received and ANC delegations accompanying the principals are informed in advance of their assignments.
6. Shall be a member of the political secretariat.
7. Shall report regurlaly to the Director.

Regional Coordinator1 Elections Officer.

1. Shall liaise with the SGO and organising Dept on all regional matters involving the Presidency.
2. Shall ensure that there are regular briefings presented to the principals about the situation in the regions and elections.
3. Shall coordinate regional Visits of the Presidency in liaison with the PA's and PS's.
4. Shall monitor the debate and preparations for elections and prepare briefings for the Presidency.

MK and Peacework Coordinator

1. Shall liaise with MK on behalf of the Presidency.
2. Shall Liaise with the peace desk of the ANC.
3. Shall be responsible for handling all correspondence on peace and military issues.
4. Shall be responsible for briefings on peace and military issues.
5. Shall ensure that the Presidency is kept informed of all developments in this area of work.

Public Relations 1 Media Coordinator.

1. Shall be the press liaison officer for the Presidency.
2. Shall ensure that all press conferences, press releases, media interviews for the Presidency are properly coordinated with DIP.
3. Shall ensure that Presidency is kept informed of all Press releases by the ANC and other organisations of interest to the ANC.

4. Shall monitor the press and bring to the attention of the Presidency issues that warrant its attention.

5. Shall liaise with the Public Relations Dept of the ANC Research Coordinator.

1. Process all research-type documents and select those for summary and refer the rest to research library.

2. Undertake research projects as assigned by the principals and the political secretariat and initiate own research projects.

3. Shall liaise with other Depts in particular the Research dept in relation to research projects being undertaken.

4. Liaise with researchers and institutes outside the ANC in relation to research being undertaken in the Presidency.

5. Work under the guidance of the political secretariat in the cause of research being done and use political secretariat meetings for discussion of research product.

6. Attending meetings of the political secretariat where possible.

7. Produce memorandums for the Presidency and where necessary the staff in direct liaison with the political secretariat and the Director.

8. Shall coordinate briefings by specialists and heads of depts for the Presidency in liaison with political secretariat.

TECI Civil Service Coordinator.

1. Shall liaise with the Civil Service unit on behalf of the Presidency .

2. Shall keep the Presidency informed on developments regarding the Civil Service Unit and its work together with ANC efforts to address the question of a representative civil service.

B. Shall process all documentation re the TEC for the attention of the Presidency.

4. Shall keep the Presidency constantly informed on developments re the TEC.

ADMINISTRATION

JOB DESCRIPTIONS

1. 'Administration Coordinator' ator

The AC is the chief administrative manager of the Presidency, ensuring that the offices are properly run; attending to staff matters, and is overall financial accounting officer of this office.

Tasks:

49 shall be chief administrator of the Presidency.

i shall coordinate all admin. work in the Presidency.

is will ensure that all the offices - President's, Deputy President's and National Chairperson's - are equipped administratively to do their work.

it will be overall financing officer of the Presidency.

it will coordinate work of all admin; staff of the Presidency.

t Ensure that all admin. decisions taken are implemented.

it will regularly report to the Director.

Specific tasks: ..--..

4 Shall be the main correspondence assessor in the _ office, sorting out and distributing correspondence for attention. . . . _

t Follow-up and ensure that all correspondence is . i timeously attended to.

it Be responsible for personnel matters in the . department.

it Be responsible for stationery and equipment for the Presidency.

it Be responsible for fan mail.

2. Private Secretaries (x 3)

Responsible for running of their principal's office, secretarial duties, keeping their respective diaries, and looking after the personal needs of the principal.

Tasks

t Shall be secretary to their respective principals 7 President, Deputy President and National Chairperson;

t Shall be responsible for typing and filing of the principal's communication.

it Shall organise the principal's diary and be responsible for informing him/her on all appointments.

at Shall see to the principal's personal needs in the office.

Private Secretaries .’ Tesks: (continued) I

t Shall liaise with t_amily, lawyers, and friends as instructed by the principal. .

t Shall undertake any other assignments as instructed by the Director or through the Admin. Coordinator.
it Will work closely with Personal Assistants (and Admin. Coordinator when necessary)

it Shall be responsible for protocal and internal travel arrangements of their respective principal.

t Shall be responsible, together with International Coordinator, for protocal and international travel arrangements of their respective principal.

Executive Secretary

Shall provide general secretarial duties to Admin. Secretariat; overseeing the typing pool, filing and other related matters.

Tasks:

t Shall be responsible for the typing pool and
- receptionist in the Presidency.

._._J shall develop a system of filing and hold overall responsibility for general filing.

t Shall be responsible for petty cash in the office.

t Shall be part of the correspondence collective handling fan mail.

it Shall deputise for Admin. Coordinator and act in his/her behalf during absence.

t Shall report to the Admin. Coordinator.

Receptionist

Shall be responsible for reception of the Presidency, operating switchboard, welcoming visitors and looking after their needs.

Tasks:

t Responsible for reception and switchboard, including taking messages and ensuring their delivery.

t Responsible for general typing for the Presidency, through Executive Secretary or Admin. Coordinator.

at Responsible, together with Private Secretaries, for protocol arrangements for visitors, i. e. refreshments and visitor requirements.

it Responsible for ensuring daily register is signed by staff.

t Shall report to Executive Secretary.

Page two:

Page three:

Secretaries/typing/general/ clerks (x 2/

Provide secretarial;I filing, photocopying, recording mail and general office duties to the Presidency. i

Tasks: .

t Shall constitute the 'typing pool' for the Presidency.

t Responsible for recording incoming mail, including incoming faxes, to the Presidency.

t Responsible for filing. ' 7

Shall photocopy documents for the Presidency.

t Shall report to the Executive Secretary.

Driver

Tasks:

t Shall be the driver of the Presidency.

t Shall be responsible for ensuring the vehicle is kept clean and in good order.

at Shall be responsible for running errands for the Presidency.

t Shall undertake additional responsibilities assigned by the Director and/or Admin. Coordinator.

at Shall report to Executive Secretary.

Catering and Cleaning Officer

Shall provide catering for the Presidency and be responsible for maintaining and cleaning the kitchen.

Tasks:

t Shall be responsible for keeping the kitchen clean at all times.

t Shall be responsible for maintaining kitchen appliances and accounting for kitchen materials and supplies.

at Shall supply coffee and tea to staff twice daily and to visitors to the Presidency on request.