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# JC1 SCHEDULE OF ACCOMMODATION

**Note:** There are minor discrepancies between the schedule of accommodation and the set of organograms. The Schedule of Accommodation is based on the most recent information provided by the Department of Public Works. The office structure laid out within the following schedule of accommodation should be considered current and correct.

## Offices for the Premier and Director General

A Premier's Offices					The Premier is to be provided with a double lockup garage with remote controlled entrance and exit doors (4 doors). The garage is to be attached to the entrance of the private lift lobby and stairwell which will be for the sole use of the Premier. Separate entrances should be provided for the Premier, VIP, Public & staff. All work areas should have a minimum daylight factor of 10%
<b>A1</b>	<b>Premier's unit</b>				
A1.1	Premier's Office	1	45	45	cellular office, bullet proof glass to be installed. Access to secure courtyard required.
A1.2	Assistant's Office	1	18	18	cellular office with two separate entrances: one inter-leading with premier's office
A1.3	Private boardroom	1	25	25	to seat 10 people & fitted with bullet proof glass
A1.4	Dedicated boardroom	1	50	50	to seat 30 people & fitted with bullet proof glass
A1.5	Premier's en suite bathroom	1	-	-	with shower
A1.6	VIP security area	1	10	10	to be located outside premier's office
<b>A2</b>	<b>Executive Management</b>				Requirements for privacy and for small meetings (in spaces A1.3, & A1.4)
A2.1	Executive Manager	1	24	24	cellular office
A2.2	Deputy Director general	1	18	18	cellular office
A2.3	secretary	1	12	12	cellular office
<b>A3</b>	<b>Core Staff (senior management)</b>				Requirements for privacy and for small meetings (in spaces A1.3, & A1.4). All members of core staff require access to a shower
A3.1	Chief of Staff	1	16	16	cellular office
A3.2	Secretary	1	12	12	cellular office
A3.3	Senior Manager	1	16	16	cellular office
A3.4	Secretary	1	12	12	cellular office
<b>A4</b>	<b>Administrative Support</b>				Open plan. Some layout space/ space for large equipment
A4.1	Administrative Secretary	1	10	10	
A4.2	Assistant Administrative Secretary	2	10	20	
A4.3	Appointment Secretary	1	10	10	
A4.4	Assistant Appointment Secretary	1	10	10	
A4.5	Registry Clerk	2	10	20	

Competition for the Premier's office complex, Bhishe schedule of accommodation

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A4.6	Receptionist	1	10	10		
A4.7	Messenger/Driver	1	5	5		
<b>A5</b>	<b>Communication and image building</b>				<b>Open plan. Some layout space/ space for large equipment</b>	
A5.1	Media Liaison Officer	1	10	10		
A5.2	Client Liaison Officer	1	10	10		
<b>A6</b>	<b>parliamentary Services</b>				<b>Open plan. Some layout space/ space for large equipment</b>	
A6.1	Parliament Liaison Officer	1	10	10		
<b>A</b>	<b>Premier's Office subtotal</b>			<b>373</b>		

<b>B</b>	<b>Director General's Office</b>				The Director General's management support and the Cabinet Secretariat are integrated with spatial programme 1A: The Premier's offices and supportive components.	
<b>B1</b>	<b>Director General &amp; management support</b>				<b>Requirements for privacy and for small meetings</b>	
B1.1	Director General's Office	1	36	36	cellular office	
B1.2	General Manager	1	16	16	cellular office	
B1.3	Administrative Secretary	1	10	10	cellular office	
B1.4	Secretary	2	10	20	cellular office	
B1.5	Private Boardroom	2	35	70	both to seat 20 people, one for the Director, and one for the Deputy Director General (A2.2)	
B1.6	General Boardroom	1	65	65	to seat 40 people and that can be divided into two equal boardrooms	
<b>B2</b>	<b>Cabinet secretariat</b>				<b>Requirements for privacy and for small meetings</b>	
B2.1	Senior Manager	1	16	16	cellular office	
B2.2	Manager	2	16	32	cellular office	
B2.3	Assistant Manager	2	12	24	cellular office	
B2.4	Administration Officer	1	10	10	cellular office	
B2.5	Secretary	1	10	10	cellular office	
<b>B</b>	<b>Director General's Office sub-total</b>			<b>309</b>		
	<b>Subtotal for A &amp; B</b>			<b>682</b>		

<b>C1</b>	<b>General Support Areas for A &amp; B</b>					
C1.1	Cabinet room	1	78	78		
C1.2	Waiting area	1	20	20	to accommodate 10 people, relative to cabinet room	
C1.3	HR waiting area	1	35	35	to accommodate 30 people	
C1.4	VIP restaurant	1	100	100		

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C1.5	Tele-media room	1	76	76		
C1.6	Stationery store	1	12	12		
C1.7	Strong room	2	12	24		
C1.8	Kitchen	1	12	12		
C1.9	Photocopying room	1	12	12		
C1.10	Adequate toilet facilities	n/aa	n/aa	n/aa		
C1.11	Storage facilities for offices	-	-	-	Appropriately distributed throughout office space	
<b>C1</b>	<b>General support areas subtotal</b>			<b>369</b>		
	<b>Subtotal for A, B &amp; C</b>			<b>1051</b>		

### Programme 1: Administrative

D Administration						
D1	Chief Financial Officer				Requirements for privacy and for small meetings	
D1.1.1	chief financial officer	1	16	16	cellular office	
D1.1.2	secretary	1	10	10	cellular office	
D1.2	Internal Risk Management				Requirements for privacy and for small meetings	
D1.2.1	manager	1	16	16	cellular office	
D1.2.2	assistant Director	2	12	24	cellular office	
	<b>Subtotal for CFO &amp; Internal Risk Management</b>			<b>66</b>		

D2.1	Directorate: Financial Management				Requirements for privacy and for small meetings
D2.1.1	Senior Manager: Financial Services	1	16	16	Cellular
D2.1.2	Secretary	1	10	10	cellular
D2.1	<b>Subtotal for D2.1</b>			<b>26</b>	

D2.2	Sub-Directorate: Budgeting and Pre-Audit				Open plan. Some layout space/ space for large equipment
D2.2.1	Manager	1	12	12	
D2.2.2	Assistant Manager (Budget and cash flow)	1	16	16	

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D2.2.3	State Accountant	2	12	24		
D2.2.4	Assistant Manager (pre-audit)	1	16	16		
D2.2.5	State Accountant	2	12	24		
D2.2	Subtotal for D2.2			92		

D2.3	Sub-Directorate: Bookkeeping & Systems				Open plan. Some layout space/ space for large equipment
D2.3.1	Manager (bookkeeping and systems)	1	18	18	
D2.3.2	Assistant Manager (Debt and Liability Management)	1	16	16	Debt and liability management section
D2.3.3	State accountant	2	12	24	
D2.3.4	Accounting Clerk	2	10	20	
D2.3.6	Assistant Manager (Financial management systems control)	1	16	16	Financial management and systems control section
D2.3	Subtotal for D2.3			94	

D2.4	Sub-Directorate: Expenditure Management				Open plan. Some layout space/ space for large equipment
D2.4.1	Manager (expenditure management)	1	18	18	
D2.4.2	Assistant Manager (creditors payment and reconciliation)	1	16	16	Creditors payment and reconciliation section
D2.4.3	State accountant	4	12	48	
D2.4.4	Accounting Clerk	3	10	30	
D2.4.6	Assistant Manager (Salary Admin)	1	16	16	Salary administration section
D2.4.5	State accountant	4	12	48	
D2.4.6	Accounting clerk	3	10	30	
D2.4	Subtotal for D2.4			206	
D2	Subtotal for Directorate D2			484	

D3.1	Directorate: Supply Chain Management				Requirements for privacy and for small meetings
D3.1.1	Senior Manager:Supply Chain Management	1	24	24	Cellular
D3.1.1	Secretary	1	10	10	cellular
D3.1	Subtotal for D3.1			34	

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D3.2 Sub-Directorate: Demand & Acquisition Management					Open plan. Some layout space/ space for large equipment
D3.2.1	Manager	1	18	18	
D3.2.2	Senior Provisioning Officer	1	16	16	Commodities Demand Planning section
D3.2.3	Senior Provisioning Clerk	4	12	48	
D3.2.4	Assistant Manager (Acquisitions)	1	16	16	Acquisitions section
D3.2.5	Senior Provisioning Officer	2	12	24	
D3.2.6	Senior Provisioning officer (goods receival and payment)	1	12	12	Goods receival and payment section
D3.2.7	Senior Provisioning clerk	4	12	48	
D3.2.8	Provisioning clerk	1	12	12	
D3.2	Subtotal for D3.2			194	

D3.3 Sub-Directorate: Logistics & Asset Management					Open plan. Some layout space/ space for large equipment
D3.3.1	Manager (Logistics & Asset Management)	1	18	18	
D3.3.2	Assistant Manager (Debt and Liability Management)	1	16	16	Asset management section
D3.3.3	Senior Provisioning Admin officer	1	14	14	
D3.3.4	Provisioning Admin officer	1	12	12	
D3.3.5	Provisioning Admin Clerk	1	12	12	
D3.3.6	Senior Provisioning officer	2	12	24	Fleet & subsidised vehicle asset management section
D3.3.7	Provisioning Officer	1	12	12	
D3.3.8	Driver	1	5	5	
D3.3.9	General Assistant	1	10	10	
D3.3	Subtotal for D3.3			123	
D3	Subtotal for Directorate D3			351	

D4.1 Directorate: Human Resources & Office Support					Requirements for privacy and for small meetings
D4.1.1	Senior Manager: (Human Resources & Office Support)	1	24	18	Cellular
D4.1.1	Secretary	1	10	10	cellular
D4.1	Subtotal for D4.1			28	

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D4.2	Sub-Directorate: Personnel Management				Open plan. Some layout space/ space for large equipment
D4.2.1	Manager	1	18	18	
D4.2.2	Assistant Manager	1	16	16	Personnel Provisioning & Maintenance Section
D4.2.3	HR Practitioner	5	12	60	
D4.2.4	Assistant Manager (Office Services & Facilities Management)	1	16	16	Office Services & Facilities Management section
D4.2.5	Chief Registry Clerk (Office Support Services)	1	12	12	Office Support Service Sub-Section
D4.2.6	Chief Admin Clerk	1	10	10	
D4.2.7	Registry Clerk	5	10	50	
D4.2.8	Administrative Clerk	2	10	20	
D4.2.9	Messenger/Driver	4	5	20	
D4.2.10	Administrative Officer (Facilities Management)	1	12	12	Facilities Management Sub-Section
D4.2.11	Foremen	6	8	48	
D4.2.12	Food Services Aid	5	5	25	
D4.2.13	General Assistant	39	5	195	
D4.2.14	HR Practitioner (Service Benefits)	5	10	50	Service Benefits Section
D4.2	<b>Subtotal for D4.2</b>			<b>552</b>	

D4.2	Sub-Directorate: Personnel Practices				Open plan. Some layout space/ space for large equipment
D4.2.1	Manager (Personnel Practices)	1	16	16	
D4.2.2	Assistant Manager (Institutional & Personnel Development)	1	12	12	Institutional & Personnel Development Section
D4.2.3	HR Practitioner	2	10	20	
D4.2.4	Assistant Manager (Employee Relations & Wellness)	1	12	12	Employee Relations & Wellness
D4.2.5	HR Practitioner	3	10	30	
D4.2	<b>Subtotal for D4.2</b>			<b>90</b>	
D4	<b>Subtotal for Directorate D4</b>			<b>670</b>	

	<p><b>Support Spaces</b></p> <p>Should include adequate waiting &amp; reception areas, stationery store, strong room/s, kitchen/s, areas for meetings, space for photocopying &amp; adequate toilet facilities. See recommended programme of support spaces, I.</p>
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## Programme 2: Institution Building & Transformation

E Institution Building & Transformation					
E1.1	Deputy Director General's Office				Requirements for privacy and for small meetings
E1.1.1	Executive Manager	1	24	24	cellular office
E1.1.2	Deputy Director	1	18	18	cellular office
E1.1.3	Secretary	1	12	12	cellular office
E1.1	Subtotal for E1.1			54	
E2.1	Chief Directorate: TODCOS Transversal Organisational Development & Consultancy Services				Requirements for privacy and for small meetings
E2.1.1	General Manager	1	16	16	cellular
E2.1.2	Secretary	1	10	10	cellular
E2.1	Subtotal for E2.1			26	
E2.2	Directorate: Labour Relations				
E2.2.1	Senior Manager (Labour Relations)	1	12	12	
E2.2.2	Secretary	1	10	10	
E2.2.3	Manager	1	16	16	
E2.2.4	HR Practitioner	2	10	20	
E2.2	Subtotal for E2.2			70	
E2.3	Directorate: Human Resource Development				
E2.3.1	Senior Manager (Human Resource Development)	1	12	12	
E2.3.2	Secretary	1	10	10	
E2.3.3	Manager	3	12	36	
E2.3.4	HR Practitioner	4	10	40	
E2.3	Subtotal for E2.3			98	

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E2.4 Directorate: TODCOS Social Needs Support					
E2.4.1	Senior manager (TODCOS Social Needs Support)	1	12	12	
E2.4.2	Secretary	1	10	10	
E2.4.3	Manager	2	12	24	
E2.4.4	Assistant Manager Internal HR Practitioner	12	10	120	
E2.4.5	Administrative Officer	2	10	20	
E2.4	Subtotal for E2.4			186	

E2.5 Directorate: TODCOS Economic & Infrastructure Support					
E2.5.1	Senior manager (TODCOS Economic & Infrastructure Support)	1	12	12	
E2.5.2	Secretary	1	10	10	
E2.5.3	Manager	2	12	24	
E2.5.4	Assistant Manager Internal HR Practitioner	9	10	90	
E2.5.5	Administrative Officer	2	10	20	
E2.5	Subtotal for E2.5			156	

E2.6 Directorate: TODCOS Governance & Administrative Support					
E2.6.1	Senior manager (TODCOS Governance & Administrative Support)	1	12	12	
E2.6.2	Secretary	1	10	10	
E2.6.3	Manager	1	12	12	
E2.6.4	Assistant Manager Internal HR Practitioner	6	10	60	
E2.6.5	Administrative Officer	1	10	10	
E2.6	Subtotal for E2.6			104	

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<b>E2.7</b>	<b>Directorate: Innovation &amp; Knowledge Development &amp; Management</b>					<b>Requirements for privacy and for small meetings</b>
E2.7.1	Senior manager (Innovation & Knowledge Development & Management )	1	12	12	cellular	
E2.7.2	Secretary	1	10	10	cellular	
<b>E2.7</b>	<b>Subtotal for E2.7</b>				<b>22</b>	

<b>E2.7.a</b>	<b>Sub Directorate: Knowledge Development &amp; Management</b>				
E2.7.a.1	Manager (Knowledge Development & Management)	1	12	12	
E2.7.a.2	Assistant Manager	2	12	24	
E2.7.a.3	Administrative Officer	1	10	10	
<b>E2.7.a</b>	<b>Subtotal for E2.7.a</b>				<b>46</b>

<b>E2.7.b</b>	<b>Sub Directorate: Innovation &amp; Excellence Promotion</b>				
E2.7.b.1	Manager (Innovation & Excellence Promotion)	1	12	12	
E2.7.b.2	Assistant Manager	2	12	24	
<b>E2.7.b.3</b>	<b>Subtotal for Management</b>				<b>36</b>
<b>E1+ E2</b>	<b>Subtotal for E1 + E2</b>				<b>798</b>

<b>E3.1</b>	<b>Chief Directorate: Shared Legal Services</b>					<b>Requirements for privacy and for small meetings</b>
E3.1.1	General Manager (Shared Legal Services)	1	16	16	Cellular	
E3.1.2	Secretary	1	10	10	cellular	
<b>E3.1</b>	<b>Subtotal for E3.1</b>				<b>26</b>	

<b>E3.2</b>	<b>Directorate: Litigation Departmental Services</b>				
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<b>E3.2.1</b>	<b>Litigation : Legal Support &amp; Social Needs</b>				
E3.2.1.1	Senior Manager (Legal Support; Social Needs)	1	12	12	cellular
E3.2.1.2	Secretary (Senior Manager)	1	10	10	cellular
E3.2.1.3	Senior Legal Administrative Officer	4	10	40	cellular

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E3.2.1.4	Legal Administrative Officer	6	10	60	cellular
E3.2.1.5	Secretary	1	10	10	cellular
E3.2.1	<b>Subtotal for E3.2.1</b>			<b>132</b>	

<b>E3.2.2</b>	<b>Litigation: Legal Support - Economic &amp; Infrastructure</b>				
E3.2.2.1	Senior Manager (Legal Support; Social Needs)	1	12	12	
E3.2.2.3	Senior Legal Administrative Officer	4	10	40	
E3.2.2.4	Legal Administrative Officer	4	10	40	
E3.2.2.5	Secretary	1	10	10	
E3.2.2	<b>Subtotal for E3.2.2</b>			<b>102</b>	

<b>E3.2.3</b>	<b>Litigation: Legal Support – Governmental &amp; Administrative</b>				
E3.2.3.1	Senior Manager (Legal Support; Social Needs)	1	12	12	
E3.2.3.3	Senior Legal Administrative Officer	2	10	20	
E3.2.3.4	Legal Administrative Officer	3	10	30	
E3.2.3.5	Secretary	1	10	10	
E3.2.3	<b>Subtotal for E3.2.3</b>			<b>72</b>	

<b>E3.3</b>	<b>Directorate: Legislation</b>				
E3.3.1	Senior manager (Legislation)	1	12	12	
E3.3.2	Secretary	1	10	10	
E3.3.3	Senior State Law Advisor	3	10	30	
E3.3.4	Legal Translator	2	10	20	
E3.3	<b>Subtotal for E3.3</b>			<b>72</b>	

<b>E3.4</b>	<b>Directorate: Contracts &amp; Agreements</b>				
E3.4.1	Senior manager (Legislation)	1	12	12	
E3.4.2	Secretary	1	10	10	
E3.4	<b>Subtotal for E3.4</b>			<b>22</b>	

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<b>E3.4.1</b>	<b>Sub Directorate: Legal Support</b>				
E3.4.1.1	Manager (Legal Support)	1	12	12	
E3.4.1.2	Administrative Officer	1	10	10	
E3.4.1.3	Assistant Librarian	1	8	8	
E3.4.1.4	Messenger/ Registry Clerk	1	5	5	
<b>E3.4.1</b>	<b>Subtotal for E3.4.1</b>			<b>35</b>	
<b>E3</b>	<b>Subtotal for E3</b>			<b>461</b>	

<b>E4.1</b>	<b>Chief Directorate: Provincial Communication Services</b>			<b>Requirements for privacy and for small meetings</b>	
E4.1.1	General Manager (Provincial Communication Services)	1	12	12	cellular
E4.1.2	Secretary	1	10	10	cellular
<b>E4.1</b>	<b>Subtotal for E4.1</b>			<b>22</b>	

<b>E4.2</b>	<b>Directorate: Corporate Communication Services</b>				
E4.2.1	Senior manager (Corporate Communication Services)	1	12	12	
E4.2.2	Secretary	1	10	10	
<b>E4.2</b>	<b>Subtotal E4.1</b>			<b>22</b>	

<b>E4.2.1</b>	<b>Sub Directorate: Information Liaison &amp; Research</b>				
E4.2.1.1	Manager (Information Liaison & Research)	1	12	12	
E4.2.1.2	Communication Officer	1	10	10	
E4.2.1.3	Information Liaison Officer	6	10	60	
<b>E4.2.1</b>	<b>Subtotal for EF.2</b>			<b>82</b>	

<b>E4.2.2</b>	<b>Sub Directorate: Media Liaison</b>				
E4.2.2.1	Manager (Media Liaison)	1	12	12	
E4.2.2.2	Assistant Manager	1	12	12	
E4.2.2.3	Communication Officer	2	10	20	
E4.2.2.1	Administrative Clerk	2	8	16	
<b>E4.2.2</b>	<b>Subtotal for E4.2.2</b>			<b>60</b>	

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<b>E4.2.3 Sub Directorate: Media Production &amp; Library Services</b>					
E4.2.3.1	Manager (Media Production & Library Services)	1	12	12	
E4.2.3.2	Assistant Manager	1	12	12	
E4.2.3.3	Industrial Technician	4	10	40	Photographer Graphic Designer, Audio Visual Person & Video camera Person
E4.2.3.4	Librarian	1	10	10	
E4.2.3.5	Assistant Librarian	2	8	16	
E4.2.3	<b>Subtotal for E.2.3</b>			<b>90</b>	

<b>E4.2.4 Sub Directorate: Corporate Communication</b>					
E4.2.4.1	Communication Officer	2	10	20	
E4.2.4	<b>Subtotal for E4.2.4</b>			<b>20</b>	

<b>E4.2.5 Sub Directorate: Customer Care Services</b>					
E4.2.5.1	Manager (Customer Care Services)	1	12	12	
E4.2.5.2	Senior Administrative Officer	2	10	20	
E4.2.5	<b>Subtotal for E4.2.5</b>			<b>32</b>	
<b>Subtotal for E4</b>				<b>328</b>	

<b>E5.1 Chief Directorate: Provincial Information Technology Management</b>					Requirements for privacy and for small meetings
E5.1	General Manager (Chief Information Officer)	1	12	12	cellular
E5.2	Secretary	1	10	10	cellular
E5.1	<b>Subtotal for E5.1</b>			<b>22</b>	

<b>E5.2 Directorate: PGITO Office</b>					Requirements for privacy and for small meetings
E5.2.1	Senior manager (PGITO Office)	1	12	12	
E5.2.2	Secretary	1	10	10	
E5.2	<b>Subtotal for E5.2</b>			<b>22</b>	

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E5.2.a Sub Directorate: IT Systems Development					
E5.2.a.1	Manager (IT Systems Development)	1	12	12	
E5.2.a.2	Assistant Director (Web)	1	12	12	
E5.2.a.3	Assistant Director (Data Bases)	1	12	12	
E5.2.a.4	IT Practitioner (Web)	1	10	10	
E5.2.a.5	IT Practitioner (Data Bases)	1	10	10	
E5.2.a	<b>Subtotal for E5.2a</b>			<b>56</b>	

E5.2.b Sub Directorate: Provincial Spatial Information Services					
E5.2.b.1	Manager (Provincial Spatial Information Services)	1	12	12	
E5.2.b.2	GIS Technologist	2	10	20	Data Distribution Section
E5.2.b.3	Technologist	2	10	10	Data Hosting Section
E5.2.b.4	Data Capturer	1	10	10	
E5.2.b	<b>Subtotal for E5.2.b</b>			<b>52</b>	

E5.2.c Sub Directorate: Departmental Governmental IT Office					
E5.2.c.1	Manager (DGITO)	1	12	12	
E5.2.c.2	IT Practitioner	2	10	20	Data Distribution Section
E5.2.c	<b>Subtotal for E5.2c</b>			<b>32</b>	

E5.2.d Directorate: Anti-Corruption & Provincial Security					
E5.2.d.1	Senior manager (Anti-Corruption & Provincial Security)	1	12	12	
E5.2.d.2	Secretary	1	10	10	
E5.2.d	<b>Subtotal for E5.2.d</b>			<b>22</b>	

E5.2.e Sub Directorate: Provincial Security Management Services					
E5.2.e.1	Manager (Provincial Security Management Services)	1	12	12	
E5.2.e.2	Assistant Director	1	12	12	
E5.2.e.3	Administrative Officer	1	10	10	
E5.2.e	<b>Subtotal for E5.2.e</b>			<b>34</b>	

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<b>E5.2.f</b>	<b>Sub Directorate: Provincial Anti-Corruption</b>				
E5.2.f.1	Manager (Provincial Anti-Corruption)	1	12	12	
E5.2.f.2	Assistant Manager	1	12	12	Corruption Assessment & Investigation Section
E5.2.f.3	Administrative Officer	1	12	12	
E5.2.f.4	Assistant Director	2	12	12	Departmental Capacity Building (Ethics)
E5.2.f.5	Staff Members	9	10	90	
<b>E5.2.f</b>	<b>Subtotal for E5.2.f</b>			<b>138</b>	
<b>E5</b>	<b>Subtotal for E5</b>			<b>400</b>	

<b>E</b>	<b>Subtotal for Programme 2</b>		<b>1921</b>	<b>Total no. of posts for Programme 2</b>	<b>179</b>
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	<b>Support Spaces</b>	Should include adequate waiting & reception areas, stationery store, strong room/s, kitchen/s, areas for meetings, space for photocopying & adequate toilet facilities. See recommended programme of support spaces, I.			
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### Programme 3: Provincial Planning & Development Co-ordination

<b>F</b>	<b>Provincial Planning &amp; Development Co-ordination</b>					
<b>F1</b>	<b>Management</b>				<b>Requirements for privacy and for small meetings</b>	
F1.1	Executive Manager	1	24	24	cellular office	
F1.2	Manager (Personal Assistant)	1	18	18	cellular office	
F1.3	Secretary	1	12	12	cellular office	
<b>F1</b>	<b>Subtotal for F1.</b>			<b>54</b>		

<b>F1.1.a</b>	<b>Sub Directorate: Premier's Priority Development Programme</b>				<b>Requirements for privacy and for small meetings</b>	
F1.1.a.1	Manager	1	12	12	cellular	
F1.1.a.2	Office Assistant	1	10	10	cellular	
F1.1.a.3	<b>Subtotal for Management</b>			<b>22</b>		
	<b>Subtotal for F1 &amp; F1.1.a</b>			<b>74</b>		

<b>F2</b>	<b>Chief Directorate: Provincial Policy Planning, Monitoring &amp; Evaluation</b>				<b>Requirements for privacy and for small meetings</b>	
F2.1	General Manager	1	12	12	Cellular	
F2.2	Secretary	1	10	10	cellular	
<b>F2</b>	<b>Subtotal for F2</b>			<b>22</b>		

<b>F2.a</b>	<b>Directorate: POLSTRA Policy &amp; Strategy</b>				<b>Requirements for privacy and for small meetings</b>	
F2.a.1	Senior Manager (Social Needs)	1	12	12	POLSTRA Social Needs Section	
F2.a.2	Manager	2	12	24		
F2.a.3	Assistant Manager	2	12	24		
F2.a.4	Secretary	1	10	10		
F2.a.5	Senior Manager (Economic	1	12	12	POLSTRA Economic Development Section	

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	Development)					
F2.a.6	Manager	2	12	24		
F2.a.7	Assistant Manager	2	12	24		
F2.a.8	Secretary	1	10	10		
F2.a.9	Senior Manager (Government & Administration)	1	12	12	POLSTRA Government & Administration Section	
F2.a.10	Manager	1	12	12		
F2.a.11	Assistant Manager	1	12	12		
F2.a.12	Secretary	1	10	10		
F2.a	Subtotal for F2.2a			186		

F2.b Directorate: Monitoring & Evaluation						
F2.b.1	Senior Manager (Monitoring & Evaluation)	1	12	12		
F2.b.2	Manager	3	12	36		
F2.b.3	Assistant Manager	3	12	36		
F2.b.4	Secretary	1	10	10		
F2.b.5	Administrative Officer	1	10	10		
F2.b	Subtotal for F2.b			104		

F2.c Directorate: Inter-Governmental Relations						
F2.c.1	Senior Manager (Inter-Governmental Relations)	1	12	12		
F2.c.2	Secretary	1	10	10		
F2.c	Subtotal for F2.c			22		

F2.d Sub Directorate: International Stakeholders Relations						
F2.5.d	Manager (International Stakeholder's Relations)	1	12	12		
F2.5.d	Assistant Manager	2	12	24		
F2.d	Subtotal for F2.d			36		

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<b>F2.e</b>	<b>Sub Directorate: Ceremonial &amp; Protocol Services</b>				
F2.e.1	Chief Liaison Officer	1	12	12	
F2.e.2	Liaison/Protocol Officer	3	10	30	
F2.e.3	Administrative Officer	1	10	10	
F2.e	Subtotal for F2.e			52	

<b>F2.f</b>	<b>Directorate: Special Programmes</b>				
F2.f.1	Senior Manager (Special Programmes)	1	12	12	
F2.f.2	Secretary	1	10	10	
F2.f	Subtotal for E2.f			22	

<b>F2.g</b>	<b>Sub Directorate: Children &amp; Elderly Affairs Desk</b>				
F2.g.1	Manager (Children & Elderly Affairs)	1	12	12	
F2.g.2	Assistant Manager	2	12	24	
F2.g.3	Administrative Officer	1	10	10	
F2.g	Subtotal for F2.g			46	

<b>F2.h</b>	<b>Sub Directorate: Gender Desk</b>				
F2.h.1	Manager (Gender Desk)	1	12	12	
F2.h.2	Assistant Manager	1	12	12	
F2.h.3	Administrative Officer	1	10	10	
F2.3	Subtotal for F2.h			34	

<b>F2.i</b>	<b>Sub Directorate: Disabled Person's Desk</b>				
F2.i.1	Manager (Gender Desk)	1	12	12	
F2.i.2	Assistant Manager	1	12	12	
F2.i.3	Administrative Officer	1	10	10	
F2.i.4	Sign Language Interpreter	1	8	8	
F2.i	Subtotal for G2.i			42	
	Subtotal for G2			544	

	<b>Support Spaces</b>	Should include adequate waiting & reception areas, stationery store, strong room/s, kitchen/s, areas for meetings, space for photocopying & adequate toilet facilities. See recommended programme of support spaces, I.
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<b>G</b>	<b>Support Spaces</b>	These are support spaces to the functions listed above. Their area is a percentage of the workspace and indicated in the area name block below. Note: these are government recommendations, which may exceeded if justifiable.
G1	Workspace support (55-65%)	Note, 60% of workspace used for planning purposes. The workspace support area should include the functions listed below
G2	Core space support (65-85%)	circulation (horizontal and vertical), plant rooms, facilities managements, waste management and building managements control rooms. Note, 75 % used for planning purposes
G3	Structure space (10%)	

H	Ancillary Areas	
H1	Auditorium/ Conference Hall	1 300 300 To accommodate 250 people
H2	Media/Tourist Briefing Rooms	1 150 150
H3	Main Reception Desk	1 24 24
H4	Switchboard	1 12 12
H5	Entrance Lobby	1 200 200
H6	Canteen	1 250 250 To accommodate 250 people
H7	Kitchen	1 250 250
H8	First Aid Room	1 12 12
H9	Security Office	1 12 12
H10	Security Monitoring	1 16 16
H11	Security Staff Room	1 20 20
H12	Gymnasium & change rooms	1 250 250
H13	Crèche with adequate toilets	1 150 150
H14	After Care	1 30 30
H15	Maintenance including Workshop & Store	1 50 50
<b>Subtotal for Ancillary Spaces</b>		<b>1726</b>
<b>Approximate Total (not including all support spaces)</b>		<b>6887</b>

Competition for the Premier's office complex, Bhishe schedule of accommodation

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