



**GAUTENG**  
LEGISLATURE  
Your View — Our Vision

CELEBRATING  
30  
1994-2024  
YEARS OF  
DEMOCRACY



## EXTERNAL ADVERTISEMENT

### DIRECTORATE: PARLIAMENTARY BUSINESS

<b>REFERENCE #</b>	<b>POSITION</b>	<b>NO. OF VACANCIES AND SALARY PACKAGE</b>
<b>20240904</b>	<b>Legal and Procedural Advisor: NCOP &amp; Legal Services</b>	<b>Two (2) P08 R 944 441 CTC Per Annum</b>

**Reporting to: NCOP & Legal Services Manager**

#### **PURPOSE:**

To provide legal advice to the legislature, including the Speaker and other Presiding Officers, the Secretary to the Legislature, MPLs and staff, and with particular reference to the drafting of bills, the interpretation of legislation, Standing Rules and Orders of the House and drafting of legal opinions, legislative proposals and amendments to laws before the Gauteng Provincial Legislature. Provision of legal and procedural advisory services in assisting the GPL to conduct Oversight on the Implementation of Legislation by the Executive to ensure that the Laws passed by GPL are responsive to the needs of the people of Gauteng, legal support in ensuring meaningful Public Involvement in laws passed by GPL and other GPL processes. Provide legal support in Enhancing Co-operative Governance and Intergovernmental Relations between the NCOP, GPL and the Local Sphere of government and Institutions Supporting Democracy.

#### **KEY PERFORMANCE AREAS**

##### **KPA 1: Financial Management**

- Participate and Contribute to the development of the strategic Plan of the stream and business plan of the unit
- Implement the budget according to GPL strategies and unit business plans
- Develop monthly and quarterly reports

##### **KPA 2: Legal and Procedural Advise-Law Making**

- Provide Legal advice to the Speaker, Presiding Officers, Committees of the GPL and MPL's on the law-making processes-including drafting and interpretation of Bills, in terms of Parliamentary programme-to ensure that provincial interests are taken into

account when NCOP bills are considered at Parliament as well as on provincial input for appropriate tagging on national bills

- Provide legal and procedural advice to Committee Chairpersons on impact of legislation- national and provincial for the relevant portfolio's in the province during Parliamentary briefings
- Analyse and simplify bill content for purposes of assisting the Public Participation Team in the pre-public hearing meetings and Public Hearings
- Monitor and evaluate compliance with Constitution and Standing Rules with respect to the GPL Oversight Mandate and effective Public Participation
- Provide legal and procedural support and advise to Committee and relevant GPL units during Public Hearings on legislation to ensure that matters with legal implications are properly attended to
- Convene the task team together with the relevant support functions to outline procedure in dealing with the bill, timelines and for confirming roles and responsibilities in consideration and processing of national bills
- Research and draft legal opinions on bills for presenting at Committee meetings
- Review bills and amendments thereof to confirm their legality, determine the effect of amendments or bills on other applicable legislation and to ensure conformity to Constitutional Principles
- Draft recommendations for amendments on Bills to Committees on National and Provincial legislation
- Qualitative legal and procedural advise to Committees and Presiding Officers
- Draft legislative proposals and draft bills in line with GPL mandate
- Draft GPL Mandates to the NCOP as adopted and resolved on by Committees and the House.

## **KPA 2: Oversight and Scrutiny**

- Provide Legal and Procedural Advise to designated cluster of Committees on Conducting Oversight on the Implementation of Legislation passed by the GPL by the Executive
- Scrutinize Subordinate legislation i.e. Regulations, Notices and Proclamations by Members of the Executive Council-MEC's and Ministers to advise on the impact on the province
- Provide legal and Procedural Advise on Petitions received by the GPL in line with the Constitution and the Petitions Act to ensure that the needs of the people of Gauteng are addressed
- Legal Opinions and Analysis to Cluster of Committees on matters arising from Oversight on the Executive
- Provide Legal and Procedural Support and advice on the Implementation of the Committee Inquiries Act and the roll-out and Conducting of the Inquiries process by Committees
- Project manage as designated by Unit Manager on annual basis the Provincial Oversight Week and Taking Parliament to the People Programmes to ensure that provincial matters that require National Intervention and Competence are taken to the National Agenda through the NCOP

## **KPA 2: Enhancing Co-operative Governance**

- Provide legal and procedural support and advise on appropriate mechanisms to ensure collaboration and enhanced co-ordination with the other spheres of government

- Provide legal and procedural advice to the Speaker and Presiding Officers in relation to programmes of the Gauteng Speaker's forum
- Draft legal and procedural opinions and analysis on Co-operative Governance initiatives and programmes for the unit
- Provide technical-legal and procedural support to Office Bearers, Presiding Officers and MPL's in support of the co-operative governance programmes and projects.

#### **KPA 6: Legislative Compliance**

- Advise on compliance requirements to Presiding Officers, Committee Chairpersons and relevant stakeholders
- Compile a Monitoring and Evaluation Report of legislative compliance levels and status within GPL

#### **KPA7: Stakeholder Relations**

- Assist with the interaction with various Legal Societies and Fraternities, as well as other Legislatures and the State Law Advisor on a regular basis to develop a body of Legal Knowledge and referral resources necessary for the efficient and effective functioning of the Legislature.

#### **COMPETENCIES**

- Legislative Drafting
- Interpretation of legislation
- Contract Management
- Communication
- Stakeholder Management
- Financial and Governance Management
- Project Management

#### **KNOWLEDGE AND SKILLS**

- Computer literate in the use of the Gauteng Provincial Legislature's chosen word package as well as the software used for information gathering and internal communication
- The ability to consistently interpret statutes. Communicate important legal considerations to all stakeholders
- The Ability to write a legal opinion.
- In depth understanding of parliamentary procedures and the Standing Rules of the House.
- Knowledge and understanding of all the Acts that relate to the running of the Legislature.
- Understanding of development of summaries.
- Understanding of Constitution, Standing Rules and parliamentary practice
- Understanding of the impact of legislation on GPL processes

## QUALIFICATIONS/ EXPERIENCE REQUIRED:

- LLB Degree
- Additional Qualifications especially Legislative Drafting in line with Job requirements will be an added advantage
- Three years working experience in a legal / Law Making environment
- Three years working experience in providing Legal advice including knowledge in Constitutional Law, Administrative Law and Legislative Drafting
- one year working experience at a Supervisor/ Specialist Level
- Preferably one year experience working in the Legislative Sector / Public Service.

## Closing date for applications: 04 October 2024

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

**To apply for this position, submit your cv to [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references)**

**Always quote the position reference number on the subject line – applications without a position reference number will not be considered.**