

**INTERNAL/EXTERNAL ADVERTISEMENT**

**DIRECTORATE: INTER-LEGISLATURE RELATIONS**

<b>REFERENCE #</b>	<b>POSITION</b>	<b>NO. OF VACANCIES AND SALARY PACKAGE</b>
2024/09/12	Protocol Officer	One (1) P08 R 944 441. 00 CTC Per Annum

**Reporting to: Manager – Parliamentary Exchange Programme**

**Purpose:**

To coordinate and provide support on protocol related activities to the activities of the Executive (Speaker, Deputy Speaker, Chair of Chairs and Deputy Chair of Chairs), Chief Whip, Deputy Chief Whip and the Secretary to the Legislature.

**KEY PERFORMANCE AREAS**

**KPA 1: Procurement of corporate gifts**

- To provide input to the Parliamentary exchange Programme Manager of the budget with regards to corporate gifts
- Ensure that gifts procured are captured and distribution therefore recorded

**KPA 2: Coordination of Incoming and outgoing political visits**

- To provide input with regards to budgeting for incoming visits
- To provide input with regards to budgeting for outgoing political visits and international conferences

**KPA 3: Coordination of logistics for Incoming delegates**

- Ensure that proper Official programme is designed in consultation with the Parliamentary Exchange Programme Manager and the host.
- All logistics are done and communicated to Presiding Officers and the Secretary to the Legislature
- Protocol plan is developed

#### **KPA 4: Secretariat Support**

- Coordinate activities of the Commonwealth Parliamentary Association and Commonwealth Women Parliamentarians Branch
- Coordinate activities of Commonwealth Parliamentary Association Africa Region
- Coordinate activities of Commonwealth Parliamentary Association International
- Coordinate Commonwealth Women Parliamentarian activities

#### **KPA 5: Coordination of Presiding Officer's and Committees Study Tours**

- Organise Presiding Officer's Study Tours and liaise with the proposed country in securing appointments for meetings
- Have constant contact with relevant stakeholders (Dept. of International Relations and Cooperation, Premiers office, Other key National Departments, Consulates/High Commissions/Embassies and National Parliament
- Keep Executive database of all necessary protocol information e.g. High Commissions and Embassies etc.
- Develop, implement and maintain systems to enhance and enforce compliance to Diplomatic Immunities
- Facilitation of Committees Study Tours and liaise with the proposed country in securing appointments for meetings

#### **KPA 6: Performance Management**

- Ensure workplan and performance reviews are conducted
- Attending of suitable training in line with the development plan
- Adherence to the GPL leave policy

#### **Required Competencies**

- Project management
- Events management
- Protocol and Etiquette
- Minute taking
- Working under Pressure
- Confidentiality
- Interpersonal skills
- Networking

#### **Skills Required and Knowledge Required**

- Communication skills
- Coordination and organising skills
- Communication Skills
- Budget management
- Good organisational skills & Analytical skills
- Report writing

- Protocol & Etiquette
- Basic project management
- Basic events planning
- Knowledge of Diplomatic Immunities and Privileges (DIAP)
- Knowledge of Foreign Representatives in South Africa
- Knowledge of South African Missions abroad
- Knowledge of SCM processes
- Knowledge of Foreign Representatives in South Africa and South African Missions Abroad
- Being able to interact with Members of the Legislature, other dignitaries

**Qualifications/Experience Required:**

- An appropriate 3-year Bachelor's degree / NQF Equivalent (which must include Public Relations/ Management and/or International Relations as modules)
- At least 3 years' experience in the public relation or public management/ international relations environment
- 2 years of rendering protocol services, of which 1 year must be in public service/ legislative sector
- 1 year at Supervisory level.

**Closing Date: 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.**