



GAUTENG
LEGISLATURE
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INTERNAL/EXTERNAL ADVERTISEMENT

STRATEGY PLANNING MONITORING AND EVALUATION

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
2024/09/14	Strategy, Planning, Monitoring, and Evaluation Coordinator	2-Years Contract One (1) P10 R 588 742. 00 CTC Per Annum

Reporting to: Monitoring and Evaluation Analyst

Purpose:

To support, coordinate and facilitate the development, implementation, maintenance and promotion of a uniform strategic and operational planning, performance monitoring and evaluation system for the GPL.

KEY PERFORMANCE AREAS

KPA 1: Strategic Planning

- To coordinate, facilitate and support the development and implementation of the Annual Performance and Operations Plans of the institution

KPA 2: Planning

- Coordinate and support annual the operational planning session:
- Organise logistics for the administration's annual planning sessions
- Assist in the drafting and review of planning packs.
- Assist in the review of draft annual performance and operations plans
- Provide administrative support to facilitate the approval of plans by the relevant authorities.

KPA 3: Performance monitoring

- Coordinate and assist with the maintenance of a comprehensive information management system

- Coordinate and assist with the quality assurance of performance monitoring information and reports

KPA 4: Evaluation and research

Provide support to the overall projects:

- review of concept documents, terms of reference, evaluation reports.
- overall projects management to ensure that they are delivered on time, within expected quality, and approved budgets.

KPA 5: Reporting

Coordinate, facilitate and support:

- conduct quality assurance of the reported performance information
- preparation of monthly, quarterly, mid-year and annual reports development and maintenance of reporting systems
- provide feedback to internal stakeholders based on the quality assurance of performance reports.
- Provide administrative support to facilitate the approval of statutory reports by relevant authorities

KPA 6: STAKEHOLDER MANAGEMENT

- Communicate with internal stakeholders
- Participate in the stakeholders' meetings regarding planning and performance reporting matters
- Coordinate trainings of GPL officials in the application of SPME planning and performance monitoring tools

KPA 7: Human Capital

- Participate in the Integrated Performance Management System according to the policy and reporting to the Monitoring and Evaluation Analyst on individual performance
- Identify development areas and develop an Individual Development Plan
- Ensure completion and submission of all leave records timeously
- Contribute to a conducive working environment that promotes high performance

Required Competencies

- Good interpersonal relations
- Communication at all levels
- Ability to act with tact and discretion
- Multitasking
- Problem solving
- Planning and execution
- Communication
- Reliability
- Quality of work

- Accountability
- Teamwork

Knowledge Required and Skills

- Institutional policies and applications
- Knowledge of the development of the strategic plan, annual performance plan and operational plans.
- Knowledge of Financial Management of Parliaments and Provincial Legislatures Act
- Knowledge in the use of MS Word (use of Excel) and or other statistical packages
- Generic Assessment Factors
- Project / Programme Management
- Computer literacy (MS Office)
- Research skills
- Good Writing Skills
- Facilitation skill
- Planning and organising skills
- Problem solving skills
- Interpretation of relevant documents
- Data capturing and analysis skills

Qualifications/Experience Required:

- Grade 12
- A minimum of National Diploma or equivalent NQF level qualification in one of the following disciplines: Business Administration, Public Administration, Law, Political Science or Developmental Studies, Auditing and Social Sciences.
- Additional Qualifications in line with Job requirements will be an added advantage.
- An overall 3 years' experience, with a minimum of 2-years' experience in coordination and facilitation of planning processes, performance monitoring and reporting.
- Background in statistics and/or auditing, strategic planning, M & E, will be an advantage.
- Knowledge of the GPL and legislative sector will be an advantage.
- Flexible working hours

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 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.