



GAUTENG
LEGISLATURE
Your View — Our Vision

CELEBRATING
1994-2024
30
YEARS OF
DEMOCRACY



INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: INSTITUTIONAL SUPPORT SERVICES

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241009	Manager: Administration Unit	One (1) ONLY P07 R 1 170 129 CTC Per Annum

Reporting to: Director Institutional Support Services

Purpose:

To create an enabling environment for Members and Staff of the Gauteng Provincial Legislature through managing and leading the effective and efficient delivery of services such as provision and management of Mobile Business Communication tools, Canteen and Coffee Bar Management, City Hall venue management, management of GPL Assets Comprehensive Insurance, and provision of refreshments for the House sittings and all GPL Committees' meetings and other GPL meetings.

KEY PERFORMANCE AREAS

KPA 1: To participate and contribute to the strategic direction of the directorate and business unit

- Develop the Administration unit strategic plan and ensure alignment to the ISS directorate, CSS programme and institutional strategic plan.
- Develop the Administration unit annual performance plan
- Develop the Administration unit operational plan
- Ensure implementation and attainment of Administration unit targets in the Institutional Operational Plan.

KPA 2: To manage Business Unit risk

- Develop effective risk management controls for the Administration Unit.
- Develop a risk register for Administration in line with the institutional risk management strategy
- Ensures the implementation of internal and external audit recommendations for the Administration Unit
- Ensures that external and internal audit queries and findings are resolved timeously

KPA 3: To manage Business Unit Financial processes

- Develop the budget for the Administration Unit and aligning the budget to the Unit's Annual Performance plan, Directorate, CSS Programme and Institutional Strategic plans and priorities of the Legislature in line with the Financial Management of Parliament and Provincial Legislatures Act
- Ensure economic, effective, efficient, and transparent utilisation of financial resources for the Administration Unit
- Compile Expenditure Reports for the Administration.

KPA 4: To manage Business Unit Contract Management

- Management and ensure co-ordination of all the contracts relative to the Administration unit
- Develop and implement Service Level Agreements for the Administration Unit
- Ensure all contracts are signed with proper monitoring of performance against SLA

KPA 5: Administration: Operational Management

- Manage the provision of mobile business tools to Members and GPL Staff
- Manage and ensure optimal mobile business tool and uptime
- Ensure efficient and effective operation of canteen and coffee bar facilities.
- Ensure proper management of City Hall venue bookings and revenue generation.
- Manage refreshments provision services for members during House Sittings, Committee Meetings and GPL Internal meetings.
- Develop and implement stock-control measures for refreshments.
- Manage the comprehensive insurance for all GPL assets.

KPA 6: Project Management

- Conduct project needs assessment for the Administration Unit.
- Develop Terms of Reference for all the Administration Unit Projects.

- Develop Project plans, including tracking and reporting systems, performance indicators and monitoring and evaluation systems.
- Conduct risk assessment on all projects within Administration Unit.

KPA 7: Reporting

- Compile and submit monthly, quarterly, and annual Performance Report.

KPA 8: Policy Development, Implementation and Monitoring

- Compile and submit monthly, quarterly, and annual Performance Report.
- Development of relevant policies throughout the Administration unit as required
- Ensure that policies for Administration unit are in place and support business continuity.
- Ensure that all policies and procedures for Administration unit are aligned the GPL strategic goals.

KPA 9: Effective General Admin Management

- Ensure the processing of requisitions on SAP according to policies and procedures of the Institution.
- Manage the processing and following up of invoices and payments for the unit.
- Release processed requisitions on SAP according to policies and procedures of the Institution.
- Ensure smooth execution of general administration work such as filling, preparing memorandums and reports.

KPA 10: Stakeholder Management

- Manage, facilitate, and support co-operative relationships with external stakeholders.
- Manage effective Stakeholder Management within the Administration Unit.
- Ensure effective communication frameworks within the Administration Unit.
- Monitor stakeholder relations performance against set norms and standards.
- Ensure that effective and efficient service delivery that meets and exceeds expectations is offered to all stakeholders within GPL.

KPA 8: Human Capital Management

- Human Capital Management
- Oversee and manage Administration Unit to achieve its mandate.
- Ensure standardised and predictable Management and leadership practices in unit.
- Ensure the unit is capacitated with skilled employees who fit in with the GPL's repurposing and repositioning agenda.
- Ensure that all direct reports are skilled and reskilled where required to contribute to a high performing institution.

- Manage the co-ordinating and processing of leave application for Administration staff on SAP according to the leave policy.
- Ensure that Directorate meets the transformation targets, including EE Targets.
- Oversee, monitor, and contribute to effective Human Resource Management practices within the unit.
- Manage the performance of all direct reports through proper implementation of Integrated Performance Management System

COMPETENCIES

- Human Capital Management.
- Stakeholder Management.
- Contract Management
- Project Management.
- Financial and Governance Management.
- Facilities Management.
- Strategic Management
- Conflict Management.
- Resource Management

KNOWLEDGE AND SKILLS

- General Management
- Hygiene and Food Security
- Application of Applicable Legislation
- Customer Service
- Delegation of Authority
- Liquor Licence Regulations
- Understanding of Insurance principles
- Communication
- OHASA
- Problem Solving and Decision Making
- People Management
- Performance Management

QUALIFICATIONS/ EXPERIENCE REQUIRED:

- A bachelor's degree in administration or equivalent qualification
- Additional Qualifications in line with Job requirements will be an added advantage
- Minimum of three years' experience in an administration management environment.
- Minimum of three years' experience at a supervisory level.
- Preferably two years' experience in Public Service/Parliament/Legislative Sector

Closing date for applications: 23 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 Hrrecruitment@gpl.gov.za for internal candidate and Hrrecruitment1@gpl.gov.za for external candidates 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.