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1994-2024  
YEARS OF  
DEMOCRACY



## INTERNAL / EXTERNAL ADVERTISEMENT

DIRECTORATE: PARLIAMENTARY BUSINESS

REFERENCE NUMBER	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20240901	Committee Administrative Assistant	Three (3) P12 R 439 238 CTC per annum

Reporting to: Group Committee Co-ordinator

### Purpose

A competent and qualified individuals are sought to provide professional, procedural and administrative support to the following committees: **Finance, Standing Committee on Public Accounts (SCOPA), and Oversight Committee on the Premier's Office and the Legislature (OCPOL).**

### KEY PERFORMANCE AREAS

#### KPA 1: Administrative and Secretarial support to the Finance/SCOPA/OCPOL Committee

- Compiling an agenda and taking minutes for the designated Committee meeting
- Ensuring the signing of the register for the designated Committee meeting.
- Ensuring completion record book and distribution sheet
- Ensuring the completion of the designated Committee Checklist
- Compile weekly the designated Committee statistical report.
- Qualitative and accurate recording of information and documents on the Electronic Document and Records Management Systems (EDRMS)/ SharePoint/ One Drive drives.

#### KPA 2: Secretarial support to the chairperson of the Finance/SCOPA/OCPOL Committee

- Take notes for Chairperson during meetings with stakeholders in his/her office.
- Management of the Chairperson's diary
- Typing for the respective Chairperson

- Handling of correspondence addressed to the Chairperson
- Filing for the Chairperson
- Scheduling appointments for Chairperson.

### **KPA 3: Stakeholder Relations**

- Updating stakeholder data base.
- Ensuring that all stakeholders correspondence are attended to and properly recorded

### **KPA 4: Ad hoc duties**

- Provide support to other Committees and Members
- Provide support to the Office of the CSU Manager and Cluster Heads

### **Required Key Competencies:**

- Basic Project Management
- Basic Research and report-writing
- Committee Administration and Co-ordination
- Basic Financial management
- Basic Risk management
- Stakeholder Relations Management

### **Knowledge and Skills**

- Minute –taking skills
- Basic report writing skills
- Clerical Skills, good organisational skills – a methodical worker, concise communication skills applies procedures and follows processes accurately, timeously and keeps accurate records
- Computer literate in the use of the Microsoft Office
- Basic research skills
- Understanding of administrative systems and procedures. Including a good working knowledge of the generic procurement procedures and finance processes
- Ability to work under pressure

### **Qualifications/Experience Required:**

- Certificate/ Diploma in Secretarial Duties and/ or Administration
- Two years' experience in an administrative environment with good minute taking, computer and administrative skills
- Typing skills with a high degree of accuracy

### **Closing date for applications: 01 November 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. If you do not receive any response from us within six weeks of the closing date, please consider your application as unsuccessful.

**This is a readvertisement. Candidates who have applied before need not reapply for this position.**

To apply for this position, submit your cv to [Hrrecruitment@gpl.gov.za](mailto:Hrrecruitment@gpl.gov.za) for internal candidate and [Hrrecruitment1@gpl.gov.za](mailto: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) by navigating through the following web address: <https://www.gpl.gov.za/careers/>

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

**Applicants must refer inquiries pertaining to the advertisement to the Talent Attraction Specialist on the following email: [TMkhungo@gpl.gov.za](mailto:TMkhungo@gpl.gov.za)**

APPROVED BY.....

SIGNATURE.....

DATE .....