



GAUTENG
LEGISLATURE
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30
YEARS OF
DEMOCRACY



INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: PARLIMENTARY BUSINESS

REFERENCE NUMBER	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20240902	Committee Co-ordinator - Standing Committee on Public Accounts (SCOPA)	One (1) Only P10 R 588 742 CTC Per Annum

Reporting to: Group Committee Co-ordinator – Governance & Administration Cluster

PURPOSE

To provide professional, procedural and administrative support to the Standing Committee on Public Accounts (SCOPA)

KEY PERFORMANCE AREAS

KPA 1: Ensure Effective Financial Management for the Committee

- To develop budget projections for committee based on operational plan in conjunction with the Committee Chairperson
- Develop final committee project plan and budgets
- Compile committee financial reports and submit to Chairperson and GCC

KPA 2: Lead and Direct Development of Committee Plans

- Together with Chairperson, develop committee strategy, project plan and budget
- Together with Chairperson, develop final APP, project plan and resource requirements

KPA 3: Committee resource management

- Receive resource allocation and formalise roles and responsibilities based on project plan
- Manage all team resources and their delivery as per the project plan

KPA 4: Committee Operations

- Prepares notice and agenda of the meeting in consultation with the Chairperson

- Ensures notices, presentations and relevant documentation are distributed to members of the Committee before the meeting
- Ensures that minutes are drafted by the Committee Administrator
- Review the minutes

KPA 5: Providing Procedural Advice to Committees

- Provides procedural advice throughout the committee meeting
- Ensures that Standing Rules are adhered to throughout (e.g. ensures that decisions are only taken when a quorum is present)
- Advise Chairperson/Committee on Parliamentary policies that relate to and impact on committee-related activities and decisions

KPA 6: Lead and Direct Committee oversight visits, conferences, international and regional study tours

- Drafts motivation for oversight visit in consultation with the Chairperson
- Ensures all logistical arrangement are completed
- Drafts programme in consultation with the Chairperson and advise institution/province to be visited
- Provides advice and support to Committees during oversight visits, conferences, international and regional study tours n oversight visit

KPA 7: Lead and Direct Committee Inquiry

- Draft a project scope for the Inquiry, in consultation with the Chairperson
- Drafts programme for the Inquiry, in consultation with the Chairperson

KPA 8: Report Writing

- Drafts and edits reports of the Committee on:
 - Oversight Reports (Appropriation, Quarterly, Annual)
 - Committee oversight activities
 - Law Making processes
 - International and provincial study tours
 - conferences
 - Committee activities (weekly, monthly, quarterly and annual reports)
- Present the reports to the Committee for adoption

COMPETENCIES

- Committee Administration and Management
- Public Policy Development
- Stakeholder Relations Management
- Report-Writing
- Financial Management and Budget Analysis
- Project Management
- Risk Management

REQUIRED KNOWLEDGE AND SKILLS:

- Ability to capture in writing the essence of an amendment quickly in concise clear language.
- Ability to record accurately and concisely all key decisions taken during a meeting
- Good interpersonal skills
- Teamwork and co-operation
- Ability to work well under pressure
- Excellent knowledge of current political, legal and economic affairs.
- Understanding of parliamentary procedures (training will be given)
- Computer literacy (MS Office and Internet Explorer)
- Written communication skills, which enables clear and fast writing, with proper use of English grammar and vocabulary.
- Knowledge Project Management principles
- report-writing skills

QUALIFICATIONS/EXPERIENCE REQUIRED:

- National Diploma/ B- Degree in one of the following areas: Social Sciences, Public Administration and and Governance, Political Science or related fields
- Minimum Three (3) years working experience in an administrative environment with good minute-taking and administrative skills.
- 2 years' working in coordination report writing environment
- Experience in public policy development / implementation will be an advantage

Closing date for applications: 06 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 will be subjected to security vetting and screening by State Security Agency, and appointment to the post will be determined by positive 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.