



GAUTENG
LEGISLATURE
Your View — Our Vision

CELEBRATING
1994-2024
30
YEARS OF
DEMOCRACY



INTERNAL/EXTERNAL ADVERTISEMENT

PROGRAMME: CORE BUSINESS

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241022	Director: Parliamentary Business	One (1) ONLY P05 Permanent R1,692,308 CTC Per Annum

REPORTS TO: EXECUTIVE DIRECTOR - CORE BUSINESS PROGRAMME

PURPOSE

To provide strategic, tactical and operational direction to Parliamentary Business Directorate, that supports Core Business and GPL's strategic objectives.

To ensure the implementation of the Institutional and Programme processes, directives and pronouncements to support the political mandate of the Members of the Provincial Legislature (MPL's) through integrated, collaborative initiatives with internal and external partners.

Together with the Parliamentary Business Management Team, create an environment that enhances the performance of the Directorate and recognises the contribution of its human capital.

KEY PERFORMANCE AREAS

KPA 1: Financial and Risk Management

- Approved directorate strategic plans and budget that is aligned with the strategic vision and priorities in accordance with the Financial Management of Parliament and Legislatures Act and the Legislature Service Act
- Effective and approved Strategic planning and business planning processes
- Communicate and ensure buy-in of the strategy to Parliamentary

- Business directorate staff and all other levels in the GPL
- Manage the budget of the directorate in line with budget allocation and directorate workplan
- Effective implementation of financial management policies
- Determine directorate resource (people, finances, infrastructure, systems) requirements and the necessary representations to the Executive Director: Core Business for the required resources
- Account for the optimal utilisation of all directorate resources including the optimal allocation of people across the business units
- Ensure risk management systems and processes are in place and adhered to within the directorate

KPA 2: To develop and implement the Tactical and Operational direction for the directorate

- Prepare the Directorate strategic plan.
- Ensure strategic leadership and management of the directorate, ensuring implementation, monitoring and reporting on the mandate of the directorate,
- Management of staff conduct and ethics and foster professionalism within the directorate.
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- Facilitate the strategic planning process for the directorate and the Core Business Programme, as it relates to the Legislature Strategic Planning process,
- Develop the Annual Operational Plan for the directorate,
- Develop and implement a system for monitoring and evaluating the directorate APPs and the performance of the directorate in alignment to the Institutional M&E Framework,
- Align monthly, quarterly and annual reporting templates to the Core Business Programme templates as aligned to the approved Institutional templates,
- Produce monthly, quarterly and annual reports for the directorate, providing progress status on the Annual Operational Plan for the directorate,
- Coordinate reporting and compile/integrate directorate monthly, quarterly and annual reports,

KPA 3: Manage the Processes and Systems in the directorate for optimal performance

- To ensure that operational processes are documented and adhered to within the Directorate
- To manage the outputs of the process owners within the Directorate

- To implement interventions to improve the operational efficiencies within the directorate
- To ensure that the necessary systems are in place to support the operations of the Directorate
- To determine operational system gaps and implement necessary interventions to close the identified gaps
- To ensure that transformation within the Directorate is supported by a comprehensive change management plan

KPA 4: To Contribute and Enhance directorate relations within the core business programme and across the Gauteng Legislature at large

- To ensure optimal integration of the Parliamentary Business Directorate by partnering with Directorates/Units across GPL with a specific aim of delivering a seamless/integrated/collaborative service to stakeholders by attending and actively participating at various forums

KPA 5: To manage Parliamentary Business directorate resources

- To determine the directorate's resources requirements, i.e. people, finance, infrastructure, systems, etc. and to make the necessary representations to the Executive Director: Core Business and other decision-making structures for the required resources
- To account for the optimal utilisation of all directorate resources including the optimal allocation of people across the business units.
- To disseminate regular and targeted communication to all directorate staff

KPA 6: Reporting and Feedback

- To Compile regular reports on the Parliamentary Business Directorate operations, performance and requirements and submit to the Office of the Executive Director: Core Business
- To provide consistent and accurate feedback to the Directorate's Management team and staff regarding decisions and directives from the Executive Director, Collaborative fora and sub-committees of the Secretariat

KPA 7: Human Capital Management

To ensure that the Directorate's Management structure is adequately resourced by:

- Recruiting and selecting the most suited incumbent/s in available role/s
- Implementing the Integrated Performance Management System according

to the policy and reporting to the Executive Director and various Secretariat structures on the performance of the Directorate

- Identifying skills shortages for the management team and developing training plans for the Directorate in conjunction with the management team
- Implementation of the Individual Development Plan to be monitored and an evaluation of the impact of the intervention to be conducted
- To create a conducive working culture that promotes high performance and ultimately results in low staff turnover

KPA 8: Stakeholder Management

- Identify all critical stakeholders-internal and external- to the directorate and the Institution, and develop initiatives to effectively interact with them
- Develop and maintain partnerships with relevant stakeholders
- Manage stakeholder expectations as required

Competencies:

- Problem Solving and Analysis
- Human Capital Management
- Policy Management
- Change Management
- Strategic Management
- Project Management
- Financial Management
- Conflict Management
- Report Writing
- Monitoring and Evaluation
- Risk Management
- Performance Management

KNOWLEDGE AND SKILLS:

- Financial Management Skills,
- Knowledge of the Public Financial Management Act and/or Financial Management of Gauteng Provincial Legislature Act,
- Project management skills,
- People management skills,
- Knowledgeable and skilled in monitoring and evaluation systems and tools,
- Understanding/knowledge of Parliamentary democracies, procedures and processes,
- Networking skills,
- Excellent communication skills (both verbal and written),
- Conflict Management skills

QUALIFICATIONS AND EXPERIENCE:

- A minimum academic qualification of a Post Graduate degree, preferably a Master’s degree in Public Administration or in any other relevant qualification
- A minimum of 5 years Senior Management experience.
- Must have had operational experience in budgeting, strategy/business plan development and contract management within the broader public sector.
- A minimum of 5 years demonstrated operational experience gained in a parliamentary or legislative environment is essential, either at local, provincial or national level, not excluding Chapter 9 institutions
- Minimum of 8 years overall experience
- Minimum 8 years’ experience in the Operational Field

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.

APPROVED BY.....
SIGNATURE.....
DATE.....