



GAUTENG
LEGISLATURE
Your View — Our Vision

CELEBRATING
1994-2024
30
YEARS OF
DEMOCRACY



INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: MEMBERS AFFAIRS

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241005	Manager: Members Facilities and Support	One (1) ONLY P07 R 1 170 129 CTC Per Annum

Reporting to: Director Members Affairs

Purpose:

Members Facilities and Support Manager is responsible for the Management of the Members facilities, human capital, capacity building of Members and Political Support Staff and facilitation of Represented Political Parties financial management. To manage Represented Political Parties facilities, through policy development initiatives, process enhancements, skills development for Members and improved management of Party caucuses. Improvement and co-ordination of service delivery areas and introduction of sustainable programmes aimed at ensuring that Members and Political Parties are best equipped to fulfil their Constitutional obligations.

KEY PERFORMANCE AREAS

KPA 1: Effective budgeting and financial management implemented

- Prepares, manages, and monitors the capital and operational budget of Represented Political Parties and the Unit

KPA 2: Effective internal controls/risk management

- Management of external auditors, financial audited statements on Party Caucus audit queries
- Management of internal control systems and measures to attain and maintain a clean audit
- Adherence of Member Facilities and Support Unit to all Legislated and regulatory requirements
- Manage and mitigate risk within Members Facilities and Support Unit

KPA 3: Improve Accountability by the Executive of the Legislature in respect of service delivery

- Update Represented Political Parties through Internal Arrangement Committee on Members Support
- Effective management of Supply Chain on Members Facilities and Support Unit to ensure compliance with the Supply Chain Management processes
- Effective Implementation and Management of Wellness Programme
- Effective development, and implementation, monitoring and evaluation, of Policies.

KPA 4: Strive for and maintain a modern, dynamic Legislature

- Management of Members and Political Support Staff records
- Contributes substantively to strategy, planning, and reporting processes

KPA 5: Strategic Leadership and Management

- Plans and oversees the drafting and formulation of the unit annual and operational performance plans
- Develops and formulates unit's strategies and processes to support Represented Political Parties.
- Oversees and directs the rendering of efficient and effective support to Represented Political Parties
- Manages unit operational performance, operational processes, policies, laws, procedures, and guidelines.

KPA 6: Build stronger collaborative relationship with other Legislatures

- Effective relationship building and maintaining with other Legislatures and Represented Political Parties.
- Establishes and maintains appropriate stakeholder relations with the institutions of Higher Learning.
- Engagement with Internal and External stakeholders (Represented Political Parties, Parmed and Political Office Bearers Pension Fund) as part of courtesy visits.

KPA 7: Ensure acknowledged and recognized improvement in operational excellence, and service delivery

- Ensure that effective and efficient service offering that meets agreed expectations to according to the Service Charter standards.
- Collaborate with other units for processes enhancement

KPA 8: Effective management of human capital

- Effective management
- of human capital
- Management of coordination of HR Value Chain related matters for Members and Political Support Staff.
- Ensuring increase on MPLs satisfaction with administrative support rendered.

- Effectively lead and manage the unit by maintaining a high morale team to deliver on strategies within the allocated budget.
- Development and implementation of a Training Plan for Members and Political Support Staff

KPA 8: Improved Performance Management

- Manages staff and administers the performance management system for the unit.
- Promotes a culture and practices that reflect the values and encourage good performance for Represented Political Parties

COMPETENCIES

- Problem Solving and Decision Making
- People and Diversity Management
- Knowledge Management-Organisational Knowledge
- Change Management
- Strategic Management
- Programme and Strategic Management
- Financial Management
- Relationship Management

KNOWLEDGE AND SKILLS

- A bachelor's degree in human resources or related field
- Additional Qualifications in line with Job requirements will be an added advantage Human Resources
- Financial Management
- Supply Chain Management
- Parliamentary Services
- Planning and Organising
- Legislation
- Performance Management
- Protocol
- Labour Law
- Project Management
- Operational Management

QUALIFICATIONS/ EXPERIENCE REQUIRED:

- A bachelor's degree in human resources or related field
- Additional Qualifications in line with Job requirements will be an added advantage
- Minimum of 5 years' relevant experience
- Minimum 3 years working experience in Human Resources or related field
- Minimum 3 years' experience at Supervisory or Specialist level.
- Minimum 2 years in the public or parliamentary or legislative environment.

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.