

INTERNAL / EXTERNAL ADVERTISEMENT

PROGRAMME: OFFICE OF THE SECRETARY

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
20241015	Office Manager in the Office of the Secretary to the Legislature	One (1) Level – P06 Permanent Salary R1,472,841 CTC per annum

REPORTS TO : The Secretary to the GPL

PURPOSE

To develop and implement the five (5) year Strategic and Annual Performance as well as Financial Plans of the Office of the Secretary to the Legislature. To provide strategic and operational support to the Secretary to the Legislature to enable the implementation of the Office of the Secretary to the Legislature's five (5) year Strategic and Annual Performance Plans. As a member of the Office of the Secretary's leadership / management team, create an environment that enhances the performance of the Programme and recognises the contribution of its human capital.

Key Outputs

Financial, Governance and Risk Management

- Approve the Budget in line with the strategic vision, Institutional Strategic plan, and priorities of the Legislature in line with the FMPPLA
- Manage, facilitate, monitor, and ensure compliance with SCM and all relevant Legislation and Regulations for the Business Unit
- Manage and facilitate effective financial management and ensure economic, effective, efficient, and transparent utilization of financial resources for the Business Unit
- Risk Management for the Programme
- Implement the risk management plan of the GPL in so far as it relates to the Office of the Secretary to the Legislature

- Risks internal to the Office of the Secretary to the Legislature identified, managed, and reported against
- New Risks identified and reported to the GPL Risk Management Unit for inclusion in the Institutional Risk Management Plan
- Ensure effective management of Governance within the Office of the Secretary
- Provide leadership on all Governance matters within the Office of the Secretary
- Ensure an accountable and transparent Programme

Tactical and Operational Planning

- Contribute to and implement the Programmes Strategic plan in line with the strategic vision and priorities of the Legislature
- Contribute and manage the development of the budget of the Office of the Secretary and ensure the alignment thereof to the overall Strategic Objectives of the Gauteng Legislature
- Manage the development of the Strategic Plan of the Office of the Secretary aligned with communicated strategic responsibilities of the Presiding Officers
- Develop the Office of the Secretary's Annual Performance Plan in alignment to the Strategic Plan of the Institution
- Develop the Office of the Secretary's Operational Plan in alignment to the Annual Performance Plan
- Develop an annual budget in support of the APP and Operational Plan

Monitoring and Evaluation

- Manage effective Monitoring and Evaluation in the Office of the Secretary to the Legislature
- Manage implementation of Strategic plan for the Office of the Secretary to the Legislature
- Manage implementation of Governance Structures Resolutions
- Ensure that the relevant Business Strategy of the Programme is developed and ensure the implementation thereof
- Ensure that the relevant Policies and procedures of the Programme are developed and ensure implementation thereof

Resource Management

- Ensure Administrative and Secretarial support to the Secretary to the Legislature
- Develop, implement, and monitor office standards and procedures
- Develop, implement and monitor an effective Records management system in the Office of the Secretary to the Legislature
- Ensure effective Policy Management in the Programme aligned to vision and priorities

Project and Contract Management

- Ensure projects in the Office of the Secretary are scoped and implemented through an approved GPL Project and Contract Management methodology and ensuring compliance to the approved GPL contract management framework

Reporting

- Manage effective reporting frameworks within the Office of the Secretary to the Legislature
- Ensure that stakeholders are provided with accurate, comprehensive, timeous and appropriate reports to enable decision-making
- Monitor and report on the annual budget

Stakeholder Management

- Develop and maintain a Stakeholder Management Plan
- Ensure effective internal and external stakeholder management processes and practices are implemented
- Manage, facilitate, and support co-operative relationships with external stakeholders
- Effective Stakeholder Relations within the Legislature
- Ensure effective communication within the Programme
- Monitor performance against set norms and standards
- Ensure effective and efficient service delivery that meets and exceeds expectations offered to all stakeholders within GPL and external

Human Capital Management

- Manage the Recruitment and Selection process for vacant roles within the Office of the Secretary to the Legislature
- Manage the Office of the Secretary to the Legislature to achieve its mandate
- Ensure standardised and predictable leadership practices in the Office
- Manage all planned and unplanned changes within the Programme and ensure buy-in by the entire GPL
- Ensure that all direct reports are skilled, knowledgeable, and competent
- Leave management for direct reports
- Ensure that Business Unit meets the transformation targets, including EE Targets
- Manage, monitor, and contribute to effective Human Resource Management practices within the Office of the Secretary to the Legislature

- Manage the performance of all direct reports to ensure contribution to a high performing Institution

Competencies:

- Project Management
- MS Office
- Leadership Capability
- Change Management
- Conflict Management
- Communication skills (both verbal and written)
- Presentation skills

Knowledge and skills

- The Constitution of the Republic of South Africa
- The Government Wide Monitoring and Evaluation Framework
- Public Financial Management Act
- FAMPPLA
- National Treasury Strategic Planning Framework
- Framework for Managing Programme Performance Information
- Results based Monitoring and Evaluation
- Business Management
- Reporting
- Financial Management
- Management Accounting
- Contract Management
- Policy Formulation
- Strategy formulation
- People Management
- Risk Management
- Project Management
- Conflict Management skills

Qualification and Experience:

- A bachelor's degree (or equivalent NQF level 7 qualification) in one of the following disciplines: Private / Public sector management, Business Administration, Political Science, Developmental Studies or Social Sciences
- A minimum of 5 years' overall experience
- A minimum of 3 years' Public Sector / Parliamentary or Legislative environment experience
- A minimum of 3 years' Management experience
- A minimum of 3 years' Operational experience in the following process areas:
 - o Strategic Planning
 - o Budgeting
 - o Contract management
 - o People management
- Project Management

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 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) 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 HR Business Partner on the following email: WMatsimbi@gpl.gov.za

APPROVED BY.....

SIGNATURE.....

DATE.....