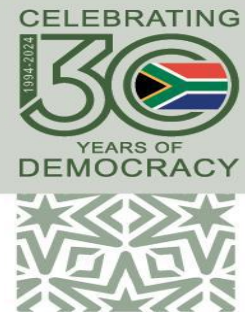




GAUTENG
LEGISLATURE
Your View — Our Vision



INTERNAL / EXTERNAL ADVERTISEMENT

PROGRAMME: OFFICE OF THE SECRETARY

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
20241019	Secretary Of Governance Structures	One (1) Level – P06 Permanent Salary R1,472,841 CTC per annum

REPORTS TO Executive Director: Leadership and Governance

PURPOSE

To provide real-time support to Governance structures when in session. To provide expert knowledge and guidance both legal, administrative and legislative to ensure that the Governance Structures decisions are sound. To ensure that the necessary logistics, infrastructure, support and information is available for all Governance Structures meetings and to ensure the timeous and effective dissemination of information to the Administration of the GPL. To perform a co-ordination role for all inputs and outputs of the Governance Structures

Key Outputs

Financial Management

- 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 utilisation of financial resources for the Business Unit

Risk Management

- Manage Risk Management of the Governance Structures and business unit
- Implement Risk Management Plan of the GPL in so far as it relates to the Governance Structures and Business Unit
- Identify, manage and report against Risks internal to the Governance Structures and business unit.
- Identify new risks and reported to the GPL Risk Management Directorate for inclusion onto the Institutional Risk Management Plan

Governance Management

- Effective Management of Governance Risk of the Governance Structures and Business Unit
- Provide leadership on all Governance matters for the Governance Structures
- Provide leadership on all Governance matters
- Ensure an accountable and transparent Governance Structures and business unit

Tactical and Operational Planning

- Manage development of the Governance Structures and Business Unit Strategic Plan
- Manage development of Budgets aligned to Business plans.
- Develop Governance Structures, Sub Committees and Business Unit Annual Performance Plan
- Develop Governance Structures, Sub Committees and Business Unit Operational Plan
- Aligned Strategic plan with Communicated strategic responsibilities of the Presiding Officers

Monitoring and Evaluation

- Manage effective Monitoring and Evaluation in the Governance Structures and Business Unit
- Manage implementation of Strategic plan for the Governance Structures and Business Unit
Oversee implementation of Governance Structures Resolutions
- Monitor effective delivery of services to Members of the Legislature and Political Stakeholders

- Manage, facilitate integrate and monitor operational processes and support services to the Governance Structures and its sub committees
- Ensure that the Programme of the Governance Structures and sub committees are developed and ensure that Governance Structures and sub committees convene as per schedule
- Effective tracking of plan implementation

Reporting

- Manage effective reporting frameworks within the Governance Structures, sub committees and business Unit
- Ensure that stakeholders are provided with accurate, comprehensive, timeous and appropriate reports to enable decision-making
- Ensure effective storing and recording of Governance Structures and sub-committees reports and records

Stakeholder Management

- Manage, facilitate and support co-operative relationships with external stakeholders of the Governance Structures and Sub committees
- Manage effective external stakeholder management practises for the business unit
- Manage effective internal stakeholder management practises for the business unit
- Ensure effective communication frameworks within the business unit
- Monitor performance against set norms and standards
- Ensure that effective and efficient service delivery by the business unit that meets and exceeds expectations is offered to all stakeholders within GPL.
- Facilitate, ensure, monitor and report on implementation of resolutions to all relevant decision-making structures
- Ensure decisions of the Governance Structures and sub committees are clearly communicated in the GPL
- Seamless relationship between the Legislature and the Governance Structures

Leadership and Change Management

- Manage business unit to achieve its mandate
- Ensure standardised and predictable leadership and management practices in business unit

- Manage all planned and unplanned changes within business unit and contribute to ensure buy-in by the entire GPL through the sub-program

Human Capital Management

- Ensure that all direct reports are skilled, knowledgeable and competent
- Direct leave management for direct reports
- Contribute to ensure that sub-program meets the transformation targets, including EE Targets
- Oversee, monitor and contribute to effective Human Resource Management practices within business Unit
- Manage the performance of all direct reports to contribute to a high performing Institution and ensure that all staff contribute to a high performing Institution

Competencies:

- Problem Solving and Analysis
- Accuracy and attention to detail
- Project Management
- Financial Management
- Conflict Management
- Report Writing- Expert
- Monitoring and Evaluation
- Risk Management
- Performance Management

Knowledge and skills

- Human Capital Management
- Financial and Governance management
- Stakeholder Management
- Project Management
- Contract Management
- Strategic Planning Management
- Drafting Advisory Committee Reports
- Providing end-to-end administration for Advisory Committee and other governance structures
- Providing general administration support to the Advisory Committee and other governance structures

Qualification and Experience:

- LLB /B Juris/B Proc Degree or equivalent
- Additional qualifications in line with job requirements will be an added advantage
- Minimum 3 years working experience in a parliamentary or legislative environment.
- Minimum 5 years' experience at Management.
- Minimum 3 years demonstrated public sector experience.
- Minimum 5 Years' experience as a Secretary of Governance Structures
- Minimum 3 Years experience at Management level

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) 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.

APPROVED BY.....

SIGNATURE.....

DATE.....