GAUTENG
LEGISLATURE
Your View — Our Vision

CELEBRATING
30
1994-2024
YEARS OF
DEMOCRACY

INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: PARLIAMENTARY BUSINESS

REFERENCE	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241008	Senior Procedural Advisor- House Publications	One (1) P08 R 944 441 CTC Per Annum

Reports to: House Proceedings Manager

Purpose:

To provide procedural advice to the House, Committees, Members and all relevant stakeholders. To provide strategic, professional, analytical, administrative and operational coordination and management of all House publications.

KEY PERFORMANCE AREAS

KPA 1: Financial Management

- Developed expenditure projections for the House Publications Sub-unit.
- Compiled monthly, quarterly and annual expenditure reports for the House Publications Sub-unit.

KPA 2: Risk Management

- Identify and manage all risks related to parliamentary House Publications Sub-unit.

KPA 3: Procedural Support

- Ensure provision of procedural support to the House, Committees, Members and relevant stakeholders
- Ensure that a central tracking document for the management of House Questions is developed and maintained regularly.
- Effective mechanism for receiving and capturing of replies to Questions and Resolutions is developed and maintained.

- Effective and timeous communication of replies to MPLs and the House is maintained.
- Engage with MPLs on the kinds of Questions and make recommendations where necessary
- Recommend better crafting of SMART and CLEAR House Publications that are compliant to the Standing Rules.
- Provide table duty service to the House.

KPA 4: Development of Policies and Procedures

- Develop, updating and maintaining policies and procedure manual for the house publications sub-unit.

KPA 5: Reporting and Feedback

- Compile monthly, quarterly and annual reports of management of House Publications.
- Provide feedback to the Unit management as and when required

KPA 6: Communication

- Manage all critical communications matters as they relate to the house publications sub-unit.
- Ensure access to information on house papers, tracking document, coordination, administration and communications thereof to stakeholders as and when required.

KPA 7: Stakeholder Relations

- Identify critical stakeholders (internal and external) affected by the function of House publications management and develop a stakeholders data base.
- Establish and maintain effective partnerships with the relevant stakeholders,
- Establish, implement and maintain formal communication channels with all relevant stakeholders
- Participate in Legislative sector forum with regards to Procedural support to the House and Committees.

KPA 8: Human Capital management.

- Develop work plan for direct reports in line with the Institutional Balance scorecard.
- Conduct sub-unit performance assessment for direct reports.
- Conduct skills audit for the direct reports
- Compile individual development plan for the direct reports

COMPETENCIES

- Contract Management
- Communication
- Stakeholder Management

- Financial and Governance Management
- Project Management
- Report Writing

KNOWLEDGE AND SKILLS

- Demonstrate superior ability to interpret statutes and display consistency in the interpretation. Communicate important legal considerations to all stakeholders.
- Demonstrate an ability to write legal opinion.
- In depth understanding of parliamentary procedures and the Standing Rules of the House; display the ability to interpret procedural documents and apply it in a consistent, but intelligent manner; ability to contribute towards procedural development.
- Managerial Skills (day to day activities): develop goal achievement and co-operation through guidance on objectives and utilization of available resources; manage people effectively using constructive interventions where needed
- Excellent general knowledge of current local and foreign affairs, particularly political affairs.
- Computer literate in the use of the Gauteng Legislature's chosen word processing package and software used for information gathering and internal communication.
- Excellent verbal and written communication skills (in English).

QUALIFICATIONS/ EXPERIENCE:

- B degree in one of the following areas: Law, Public Administration or Public Management.
- Minimum of 3 years' experience in the Parliamentary/Legislative sector or legal environment.
- Minimum of 2 years' experience in providing procedural advisory services
- Minimum of 1-year experience at a supervisory or specialist level.
- In-depth knowledge of the Constitutional law, administrative law and Interpretation of statues

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 <u>the position reference number</u> on the subject line – applications without a position reference number will not be considered.

Applicants must refer inquiries pertaining to the advertisement to the Talent Attraction Specialist on the following email: <u>TMkhungo@gpl.gov.za</u>