



**GAUTENG**  
LEGISLATURE  
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## INTERNAL / EXTERNAL ADVERTISEMENT

### PROGRAMME: CORPORATE SUPPORT SERVICES

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
20241021	Director: Members Affairs	One (1) Level – P05 Permanent Salary R1,692,308 CTC per annum

**REPORTS TO** : **Executive Director: Corporate Support Services**

### **PURPOSE**

Direct and oversee Members' Affairs Directorate to manage the interface between Members and the rest of the GPL Administration to enable Members to work efficiently and effectively.

### **Key Outputs**

### **Financial, Governance 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
- Develop Effective and ensure approved Strategic planning and business planning processes
- Communicate and ensure buy-in of the strategy to Members Affairs 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: Corporate Support Services 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
- Direct and oversee Risk Management of the Directorate
- Risk Management Plan of the GPL implemented in so far as it relates to the Directorate
- Risks internal to the Members Affairs Directorate identified, managed and reported against
- New Risks identified and reported to the GPL Risk Management Directorate for inclusion onto the Institutional Risk Management Plan
- Effective Management of Governance Risk of the Directorate
- Provide leadership on all Governance matters for the Directorate
- Ensure an accountable and transparent Directorate

### **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 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 Operational Plan, Annual Performance Plan and the performance of the directorate in alignment to the Institutional Monitoring and Evaluation Framework,
- Align monthly, quarterly and annual reporting templates to the approved 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,

### **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

### **Project Management**

- Communicate with key stakeholders to determine project requirements and objectives to develop plans.
- Liaise with project personnel to identify and resolve problems.
- Create project status presentations for delivery to Management and staff.
- Develop or update project plans including information such as objectives, technologies, schedules, funding, and staffing for reporting purposes.
- Manage Service Level Agreements in consultation with the relevant stakeholders

### **Monitoring and Evaluation**

- Direct effective Monitoring and Evaluation in the Directorate
- Oversee implementation of Strategic plan for the Directorate
- Oversee implementation of oversight structures resolutions
- Monitor effective delivery of services to Members of the Legislature and Political Stakeholders
- Facilitate, integrate and monitor financial support services to the House and its Committees.
- 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
- Effective tracking and implementation of relevant Strategic and Operational plans

### **Policy Development Process**

- Develop new and review relevant policies for Members for consideration as and when required

- Ensure that policies for Human Resources for members and political support staff, and Members Relations are in place and support business continuity in the post pandemic era.
- Revise existing policies and procedures to include legislative amendments and internal arrangements for Members of the Provincial Legislature.

### **Stakeholder Management**

- Direct, facilitate and support co-operative relationships with external stakeholders
- Direct effective Stakeholder Management within the Directorate
- Ensure effective communication frameworks within the Directorate
- Monitor performance against set norms and standards
- Ensure that effective and efficient service delivery that meets and exceeds expectations is offered to all stakeholders within GPL

### **Reporting and Feedback**

- Oversee and Direct effective reporting frameworks within the Directorate
- Ensure that stakeholders are provided with accurate, comprehensive, timeous and appropriate reports to enable decision-making
- Monitor and report on the annual budget

### **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

### **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**

- Project Management.
- Financial Management.
- Information Technology Management.
- Contract Management.
- Stakeholder Relations
- Human Capital Management
- Policy Formulation.

### **Qualification and Experience:**

- A minimum academic qualification of a Post Graduate Degree in Public Administration or Business Administration or equivalent Development program or equivalent Leadership Development program or equivalent qualification at National Qualification Framework (NQF) level 8
- Minimum of 8 years' strategic, tactical and operational experience of which 5 years to be in the field of senior management
- 5 Years' experience in the public sector/Parliament/ Legislative environment
- Preferable knowledge and experience in transformation, change management and strategy implementation

### **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](mailto:Hrrecruitment@gpl.gov.za) for internal candidate and [Hrrecruitment1@gpl.gov.za](mailto: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.