



GAUTENG
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INTERNAL / EXTERNAL ADVERTISEMENT

PROGRAMME: OFFICE OF THE SECRETARY

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
20241016	Senior Manager: Transversal Mainstreaming Focal Person (TMFP)	One (1) Level – P06 Permanent Salary R1,472,841 CTC per annum

REPORTS TO : Secretary to the Legislature

PURPOSE

Transversal Mainstreaming is an amalgamation of gender, youth and disability and the mainstreaming of the group's needs and concerns in GPL's structure and systems.

In so doing, the Transversal Mainstreaming Focal Person (TMFP) will provide specialist guidance and leadership to the GPL by:

- Establishing and implementing mainstreaming guidelines for the Gauteng Provincial Legislature for the development of policies, procedures, programmes, projects and practices.
- Enhancing the achievement of equality through compliance with National and International obligations; and
- Recommending interventions for the purpose of meeting the practical and strategic transversal needs of women and men, youth and people living with disability in the workplace

The TMFP to ensure the implementation of the Institutional and Programme processes, directives and pronouncements to support the political mandate of the Members of the Legislature through integrated, collaborative initiatives with relevant stakeholders.

Key Outputs

Financial and Risk Management

- To contribute to the development of the Strategic and Annual Plan/s of the Office of the Secretary
- To determine functional resource requirements, i.e. people, finances, infrastructure and systems and make the necessary representations to Secretary to the Legislature for the required resources
- To translate the GPL and Program strategy into the Operational Plan objectives to ensure effective and efficient financial resourcing of the Operational Plan
- To ensure the attainment of the strategic objectives of the Program as well as the Institutional Scorecard imperatives through effective utilisation of the approved budget
- To ensure risk management systems and processes are in place and adhered to within the function and across the Institution
- To ensure that the function has a clean audit and does not expose the institution to audit findings
- To support internal and external audit processes and implement agreed upon action plans to alleviate and mitigate audit findings

Contract Management

- Facilitate and coordinate the outsourced internal audit function and the annual regulatory audit by the Auditor General
- To proactively plan for transversal mainstreaming projects by:
 - ensuring projects are scoped and implemented through the approved GPL Project and Contract Management methodology and
 - ensuring compliance to the approved GPL contract management framework

Tactical and Operational Management

- Implement the approved GPL Gender Policy
- Develop an integrated transversal mainstreaming framework
- Develop processes and procedures that enable the Institution to embrace a culture that is conducive to gender, youth and disability
- Ensure integration of transversal objectives and targets into the Institutional processes
- Provide training to Senior Managers, Managers and Staff on transversal objectives, processes and procedures
- Ensure that new incumbents are aware of GPL transversal objectives, processes and procedures
- Conduct cultural surveys to identify weaknesses that could constrain the achievement of equality within the workplace

- Develop appropriate strategies and interventions to enhance the cultural environment of GPL regarding equity
- Enhance the achievement of transversal equality through compliance with National and International obligations
- Ensure empowerment of relevant stakeholders to drive and sustain transversal equality
- Ensure integration of women, youth and people living with disability in all structures in the Institution, especially Middle and Senior Management levels
- Develop and ensure appropriate cascading of targets throughout the Institution
- Develop transversal measurable objective and performance indicators for Programmes, Structures and Projects
- Ensure transversal outputs are linked to broader Institutional Strategic Objectives
- Develop targets for women development at all levels in the Institution
- Ensure commitment from Senior Managers to the transversal agenda
- Address non-compliance to the transversal agenda through appropriate and approved internal mechanisms
- Ensure record keeping of identified and reported non-compliance and the relevant outcomes

Monitoring and Evaluation

- Ensure that the TM targets meet the quality standards of the M&E processes
- Ensure that there is adequate reporting of targets through the M&E processes
- Provide an Institutional report on the achievements and non-achievements of targets with recommendations to address non-achievement of targets
- To align monthly, quarterly and annual reporting templates to the approved Institutional templates
- To produce monthly, quarterly and annual reports for the TM function, providing progress status on the Operational Plan for TM
- To coordinate reporting and compile / integrate various reports for reporting to internal and external oversight bodies

Stakeholder Management

- To identify all critical internal and external stakeholders and develop initiatives to engage with stakeholders
- To develop and maintain partnerships with relevant stakeholders
- To manage stakeholder expectations as required
- To ensure optimal integration of the TM function across GPL by partnering with Streams / Directorates / Units with a specific aim of delivering a seamless / integrated / collaborative service to stakeholders by attending and actively participating at various fora.
- To participate with relevant subcommittee/s of SALSA (South African Legislatures Secretaries Association) and to ensure GPL alignment to SALSA practices

Human Capital Management

- Recruit and select the most suited incumbent for available roles
- Implement the Integrated Performance Management System according to the policy and report to the Secretary to the Legislature and the Integrity Commissioner on the performance of the Unit
- Identify skills shortages for staff within the Unit and develop training plans for implementation.
- Monitored and evaluate the impact of the training intervention
- To create a conducive working environment which promotes high performance and retains the 'right' employees
- Ensure completion and submission of all leave records

Competencies:

- Problem Solving and Analysis
- Human Capital Management
- Policy Management
- Change Management
- Strategic Management
- Project Management
- Financial Management
- Conflict Management
- Report Writing- Expert
- Monitoring and Evaluation
- Risk Management
- Performance Management

Knowledge and skills

- The Constitution of the Republic of South Africa
- The Employment Equity Act (No. 55) of 1998)
- Promotion of Equality and Prevention of Unfair Discrimination Act (No. 4) of 2000
- South Africa's National Policy Framework for Women's Empowerment and Gender Equality
- Gender Equality Strategic Framework for the Public Service
- Financial Management of Parliament and Provincial Legislatures (FMPPLA)
- Integrated National Disability Strategy
- National Treasury Strategic Planning Framework
- Framework for Managing Programme Performance Information
- Results based Monitoring and Evaluation
- Business Management
- Reporting
- Financial Management
- Contract Management
- Policy Formulation
- Strategy formulation and implementation

- Risk Management
- Project Management

Qualification and Experience:

- A degree or equivalent qualification in Social Science / Public Administration / Political Science
- Additional qualifications in line with job requirements will be an added advantage
- A minimum of 5 years overall experience
- A minimum of 3 years working experience within the broader public service/parliament/legislative sector
- A minimum of 3 years of experience in operational field in gender, youth and or people living with disability mainstreaming
- A minimum of 3 years' Management experience
- A minimum of 3 years' Operational experience in the functional training requirements

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.....