

INTERNAL / EXTERNAL ADVERTISEMENT

PROGRAMME: OFFICE OF THE SECRETARY TO THE LEGISLATURE

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
20241017	Senior Manager: Office of the Integrity Commissioner	One (1) Level – P06 Permanent Salary R1,472,841 CTC per annum

REPORTS TO : Integrity Commissioner on Job Content responsibilities
Secretary to the Legislature on Managerial requirements

PURPOSE

To develop and drive the implementation of the Annual Performance Plan (APP) of the Office of the Integrity Commissioner which seeks to establish a dedicated administrative, legal, registry, research, and managerial support to the function of the Integrity Commissioner, in accordance to the Gauteng Legislature's policies and standards. To provide strategic, tactical and operational leadership and guidance to staff in the Office of the Integrity Commissioner. To adhere and support good cooperate governance practices and support Members and Administrative Staff of the Gauteng Legislature to practice ethical behavior that improves the public's confidence in the governance and leadership of the Legislature. To manage and lead a team of professional and administrative staff in an environment that enhances performance and recognizes the contribution of its human capital through implementation of HR processes, i.e., recruitment and selection, performance management, individual training plans and continuous improvement of the overall functioning of the Integrity function.

Key Outputs

Financial and Risk Management

- Implement, monitor, evaluate and report on the APP and budget for the Integrity Commissioner

- Develop and monitor an annual budget in support of the APP for the Integrity Commission function
- Ensure that all relevant auditory and risk requirements / guidelines in the Integrity Commissioner's function are adhered to
- Ensure that procurement processes and procedures are adhered to by managing the contractual relationship with external service providers

Tactical and Operational Planning

- Contribute to the development of the APP for the Office of the Secretary
- Contribute to the alignment of the Office's Strategic plan to the overall objectives of the Institution
- Develop Annual Performance Plan (APP) for the Integrity Commission function

Operational Management

- Provide legal support and advice to the Integrity Commissioner's function
- Provide investigative support services to the Integrity Commissioner's function
- Provide relevant and appropriate research support to enhance the work of the Integrity Commissioner
- Provide legal and procedural advise to Members and relevant Administrative Staff of the Gauteng Legislature on relevant matters of Conduct and Ethics
- Develop and manage complaints register
- Develop and manage the Register for Members of the Gauteng Legislature to declare their professional and /or personal interest
- Provide direct assistance to the Integrity Commissioner on matters pertaining to the Privileges and Ethics Committee
- Develop processes for the implementation and management of the Code of Conduct and Ethics
- Develop processes for the implementation and management for Members and Administration Staff to Declare their interests
- Develop and implement Privileges and Ethics training curriculum for Members

Stakeholder Management

- Develop database of relevant internal and external stakeholders to the Integrity Commissioner's function
- Develop stakeholder management plan for service delivery to internal and external stakeholders
- To ensure that internal and external stakeholder's information remains confidential
- Ensure that the public gains access to the public part of the register as prescribed by the Speaker
- Ensure that the publishing of the public section of the register are as per the Code of Conduct and Ethics

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

- Law of Evidence
- Ethics
- Understanding and knowledge of the Commissioner's Act
- Human Resource Management
- Financial management
- Project Management
- Risk management and Corporate Governance
- Stakeholder Relations Management
- Public Sector Governance

Qualification and Experience:

- A legal degree, preferably an LLB degree
- A legal post graduate qualification with Constitutional and / or Administrative Law as a course will be an added advantage
- A minimum of 5 years' Public Sector / Parliamentary or Legislative environment experience
- A minimum of 3 years' Management experience
- A minimum of 3 years' Operational experience in the functional requirements

- A minimum of 3 years' experience in management with particular emphasis on people management, business plan development, budgeting, and contract management within the broader public sector
- Operational experience in managing confidential information
- Ability to analyse and solve complex problems
- Good organisational skills with attention to detail,
- Good interpersonal skills dealing with Members and Administration Staff at all levels

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.....