



GAUTENG
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INTERNAL/EXTERNAL ADVERTISEMENT

DIRECTORATE: ADMINISTRATIVE OPERATIONS

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
2024/09/13	Senior Coordinator: Leadership and Governance	One (1) P09 R 684 942.00 CTC Per Annum

Reporting to: Director – Administrative Operations

Purpose:

To provide coordination, logistical, administrative and secretarial support to the Leadership and Governance Programme.

KEY PERFORMANCE AREAS

KPA 1: Support to meetings in the Office of the Speaker

- Identify dates for meetings.
- Diarise and forward meeting requests for all meetings for the year ahead.
- Ensure venues are booked for all meetings
- Ensure that all logistical arrangements around the meetings are in place, i.e. transport, equipment dietary, etc
- Compile agenda in consultation with the Director Administrative Operations.
- Distribute previous minutes, maps, agenda, supporting documents and task list for the meeting.
- Draft task lists at the meeting.
- Attend to all needs at meetings, i.e. photocopies, lost articles, dietary requirements and or complaints, toilet facilities, etc
- Compile and circulate attendance register.
- Ensure that all meeting related reports are received and filed electronically.
- Ensure that all meetings are scheduled for quarterly reporting.
- Develop and maintain an effective electronic information management system on all matters relating to documentation and storage of information with respect to the above-mentioned management meeting.

- Communicate all required information to stakeholders regarding meetings as required.
- Coordinate workshops and produce reports.

KPA 2: Inputs and development of Institutional Calendar

- Be the representative on the Institutional Calendar team.
- Coordinate all inputs from Programme 1 into the Institutional Calendar and update as required.
- Develop the Office of the Speaker's Office annual schedule based on the Institutional Calendar.
- Ensure that all relevant stakeholders in the office have access to the updated Calendar.
- Liaise with other stakeholders on meeting dates to avoid overlaps and conflicts.
- Regularly update and circulate the calendar to all stream stakeholders.
- Develop annual schedule for Office Bearers, Presiding Officers, Provincial Speaker's Forum, Financial Management Forum Meetings, Conferences and Inter-Institutional visits.

KPA 3: Secretariat Support to the office of the Speaker Meetings

- Provide Secretariat support to the Director Administrative Operations
- Coordinate the quarterly review sessions.
- Provide Secretarial support to the Management meetings and all other meetings convened by the Office of the Speaker.
- Ensure and ascertain scheduling, co-ordination and planning for all meetings.
- Ensure that all logistical arrangements around the Office of the Speaker meetings are in place, i.e. equipment etc
- Compile agenda in consultation with the Director Administrative Operations in the Office of the Speaker.
- Prepare; distribute the agenda and supporting documents/packs for meetings to all relevant stakeholders.
- Take minutes of all meetings convened by the Speaker i.e. Budget Council meetings, Management meetings
- Develop task tracking document/register and follow up on task/decisions emanating from meetings.
- Co-ordinate and provide secretarial support to Stakeholder management meetings in line with the Stakeholder Management Strategy.
- To support the Office by scheduling formal engagements with Internal and External Stakeholders on behalf of the Speaker and/or Programme Manager.
- To monitor and evaluate the implementation of relevant projects of the Office of the Speaker.
- To coordinate inputs and feedback to relevant meetings by following up on outstanding issues on the task list.
- To contribute to the Office's good corporate governance culture.

KPA 4: Support to Office Bearers, Presiding Officers, Speaker's Forum, Financial Management, Technical Task Team, Staff Meetings etc

- Take accurate minutes.
- Develop a task list.
- Develop a decisions register.
- Ensure that procedural matters are adhered to.

KPA 5: Stakeholder Relations

- Coordinated training workshops
- Ensure that all relevant stakeholders in the office have access to the updated Calendar
- Liaise with other stakeholders on meeting dates to avoid overlaps and conflicts

KPA 6: Requisitions

- Ensure requisitions captured and tracked

KPA 7: Reports

- Facilitate the Sign-off Monthly, quarterly and Annual Reports

KPA 8: Learning and Growth

- Implemented IPMS process
- Updated and implemented Personal Development Plan

Required Key Competencies:

- MS Office
- Advanced Secretarial skills
- Planning and organising
- Office administration
- Good minute taking abilities
- Good interpersonal skills dealing at all levels,

Knowledge and Skills

- Legislative mandate
- Best Practice filing systems
- A broad understanding of the functioning of the office of Board / Company Secretary
- A practical understanding of Good Governance Principles
- Advanced Secretarial skills
- Filing skills
- Planning and organising skills
- Written and Verbal Communication
- Computer literacy
- Coordination skills
- Office administration

- Good interpersonal skills dealing at all levels
- Good minute taking abilities

Qualifications/Experience Required:

- A recognized 3-year Degree or NQF Equivalent as a minimum qualification in one of the following disciplines, Public Administration/ Business Administration
- An overall minimum of 3 years working experience of which 2 years must be in a secretarial and administrative environment where coordination and administrative support was required. 1 year experience in the Public/Parliament/Legislative sector is preferable.

Closing Date: 06 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 Hrrecruitment1@gpl.gov.za with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references)

Always quote the position reference number on the subject line – applications without a position reference number will not be considered.