

## INTERNAL/EXTERNAL ADVERTISEMENT

REFERENCE NUMBER	JOB TITLE	SALARY
20250221	Secretary to the Legislature	7 – Year Contract Level - P03 Salary R2,373,419.62 CTC per annum

### PURPOSE

To lead and manage the Gauteng Provincial Legislature Administration and serve as the Accounting Officer of the Legislature and to assume ultimate responsibility for the smooth running of parliamentary operations, including the appropriate involvement of the public, the Executive Authority and Members of the Provincial Legislature (GPL) to enable GPL to achieve its Constitutional mandates of oversight on the Executive and making Provincial laws through public participation and cooperation with other similar institutions and organs of state.

### THE POSITION REPORTS TO THE EXECUTIVE AUTHORITY

The successful candidate is ultimately accountable for providing transformational leadership and does this through long-term strategy & policy development, oversee the involvement of the Legislature in national and international parliamentary structures, such as the National Council of Provinces and the Commonwealth Parliamentary Association, provide support to the House Proceedings persons, comply with regulations pertaining to the formatting of Bills and that Bills and translations have been properly certified prior to being submitted to the Legislature, be responsible for ensuring that an effective service is rendered to committees, the House and individual MPL's including Office Bearers, Act as an advisor to the Speaker and Deputy Speaker on procedural matters.

### INHERENT JOB REQUIREMENTS

**The following inherent job requirements are in accordance with the Gauteng Provincial Legislature's Qualification, Experience and Competence Model.**

The successful candidate will have exceptional innovative ability, vision, drive and strong leadership capabilities and extensive experience in strategic and managerial positions at executive level. Post Graduate Degree in Law and/or Business Management and/or Finance and/or Human Resources and/or Information Technology or equivalent; or equivalent Leadership Development program or equivalent qualification at National Qualification Framework (NQF) level 8. Additional qualifications at a Masters degree level will be an added advantage. The successful candidate must possess 10 years' experience in the management of people at Senior

Management level, leading an organisation in transition and 15 Years' experience in the Public Sector/Parliament/ Legislative environment or within any Organ of State as defined in the Constitution, Act 108 of 1996. Preferable knowledge and experience in transformation, change management and strategy implementation and working experience of liaising with Organised Labour.

**Demonstrated competence in the following:**

- 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

**Closing Date: 21 FEBRUARY 2025**

To apply for this position, submit your CV to [Hrrecruitment@gpl.gov.za](mailto:Hrrecruitment@gpl.gov.za) for internal candidates and [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) for external candidates with your certified supporting documents (i.e. ID, certified copies of qualifications with at least two contactable references) by navigating the following web address: <https://www.gpl.gov.za/careers/>.

**Always quote the position reference number on the subject line (20250221) – applications without the 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](mailto:WMatsimbi@gpl.gov.za)**

**DISCLAIMER:** Appointment will be made subject to completion of Suitability checks. The Speaker of the Legislature reserves the right to approve or decline the appointment.