



PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

The Parliament of the Republic of South Africa is the premier institution in the country given its status as the national legislative authority. Parliament is the heart of our democracy, where the country's elected representatives gather to consider important issues affecting the people, promote accountability and transparency and pass laws meant to improve the lives of the citizens.

The two Houses that constitute Parliament, the National Assembly, and the National Council of Provinces, each with its own distinct role and functions as set out in the Constitution, work together to oversee the promotion of the constitutional values of human dignity, equality, non-racialism and non-sexism, human rights, and freedom.

The Parliamentary Service, headed by the Secretary to Parliament, provides the necessary support to Members of Parliament to ensure that their constitutional mandate and Parliament's core functions are fulfilled.

HUMAN RESOURCES DIVISION

HUMAN CAPITAL EXECUTIVE

Remuneration: (Total cost of employment): R2 367 068 - R 2 485 422 per annum

5 YEAR FIXED TERM PERFORMANCE BASED CONTRACT

JOB SUMMARY: The Human Capital Executive at Parliament SA is a crucial role that shapes the functioning of our highly esteemed institution. You will spearhead the development and implementation of an institution-wide human capital development strategy, positioning Parliament of RSA as the employer of choice.

With a middle-sized staff complement of around 1300 employees serving 490 Members of Parliament, and managing a staff budget of nearly R1,1 billion, you will be responsible for shaping the strategic direction and operational effectiveness of the organization's human capital function.

As the Executive responsible for the Institution's most valuable asset-its people, you will be at the forefront of shaping the organisation's culture, playing a crucial role in shaping employee experience, driving strategic Human Capital (HC) initiatives, and fostering an environment where our employees can thrive. This crucial role encompasses creating a positive employee experience throughout the entire HC Value chain, from talent attraction and acquisition to offboarding. As the architect of our organizational effectiveness, you will optimize the organization's resources and capabilities, leverage innovative technology solutions to drive transformation programmes and cultivate a workforce that is not only competent but deeply engaged and committed to achieving Parliament's strategic objectives.

Your impact does not stop at our institution's walls - your influence extends into the broader Legislative Sector, where you will play a leading role in HC initiatives in the 9 Provincial Legislatures.

If you are passionate about maximizing human potential and driving organizational success through human capital strategies, then this challenging, yet exciting role calls for someone like you!

We are looking for people who have the following attributes: • Understand the sensitivities within a political environment • Strong tact and diplomacy skills • Excellent planning and organising skills • Ability to work under sustained pressure • Stress Management (self-management) • Results driven • Sound judgement and decision-making • Excellent critical thinking, analysis, and problem-solving skills.

Your key responsibilities will be to: • Develop and implement integrated Human Capital development strategies aligned with the institution's strategic plan • Act a strategic member of the executive management team, providing advice on HC programmes and processes and how to improve organisational effectiveness through human capital • Provide organisational development and design services aligned to the transformation agenda and operational requirements • Drive the implementation of an organisational culture framework aligned to the values of Parliament to build a high-performance and caring organisational culture • Lead and drive talent management, performance improvement, learning and development strategies aligned with overall organisational goals to enhance workforce capabilities and performance • Oversee the implementation of the Employee-Employer Value Proposition to foster high employee engagement and commitment • Provide an effective and specialised employee relations service to the institution and build relationships with organised labour to promote a harmonious working environment • Manage compensation and benefits programs to ensure competitive compensation packages to attract and retain top talent • Manage the HR Information systems to ensure the accuracy and safety of data • Ensure the provision of a comprehensive employee wellness service to the Institution • Lead Human Capital related sector building initiatives in the Legislative Sector • Ensure HR compliance with applicable laws • Accountable for the effective and efficient management of the Divisional financial resources as prescribed by the FMPPLA and other financial management systems.

To qualify, you must have: • Post Graduate Degree in Human Resource Management, Business Administration, Social / Behavioural Sciences or related field at an NQF level 8 • 10 Years Human Capital Experience operating at an Executive or Senior Management level in a service-driven organisation • Proven experience of developing and implementing Human Capital strategies and policy development in a political environment that is unionised.

You must also demonstrate: In-depth knowledge of Human Capital principles, practices, and strategies Understanding of Parliament and its core functions Knowledge of relevant labour and other applicable laws Strategic planning and execution Commitment to maintaining confidentiality and upholding ethical standards in HR practices. Able to reconcile tensions, dilemmas, and conflict situations Effective verbal and written communication skills Excellent leadership skills Excellent report writing skills Computer literacy including MS Office packages, Internet and MS Outlook email.

NATIONAL ASSEMBLY TABLE DIVISION

UNDERSECRETARY: HOUSE PLENARIES

Remuneration: (Total cost of employment): R2 012 013 - R 2 085 988 per annum

JOB SUMMARY: As the Undersecretary for House Plenaries, you will play a vital role in upholding the integrity and efficiency of National Assembly. You will be responsible for the provision of procedural advice to 400 Members of Parliament in the National Assembly, support Committees which includes Rules and Programme Committees. You will lead a professional team of 18 employees.

The role provides an opportunity to showcase your technical expertise, political acumen, communication skills, and leadership abilities. If integrity and impartiality are important to you as they are to us, then this role calls for someone like you.

As part of a leadership team led by the Secretary to the National Assembly, the principal adviser to the Speaker, other presiding officers and Assembly members generally, you will take overall accountability for all House Direct Support matters, including the availability of accurate written records of formal decisions and proceedings of the National Assembly; the provision of procedural advice to internal (House) committees; the drafting of rules, motions, and other procedural documents in support of smooth house proceedings, the processing of statutory obligations of the Assembly, including those related to membership of the Assembly and the preservation of institutional memory on procedure.

If working collaboratively appeals to you, providing guidance and inspiration to a team of devoted professionals is your passion, this role might just be the one for you.

Passion about the constitution is a key success factor as you require a thorough understanding of the constitutional, legislative and rules frameworks which guide the work of the National Assembly. You will contribute significantly to the effectiveness and integrity of the work of the National Assembly and its members as the elected representatives of the people.

We are looking for people who have the following attributes: • Excellent written and oral language skills • High level of interpersonal skills • Ability to manage teams • Strong organisational skills • Administrative skills • Computer literacy • Ability to work under sustained pressure.

Your key responsibilities will be: • Manage the provision of procedural advice, guidance and support on all matters related to proceedings of the National Assembly • Provide procedural advice and guidance during plenary sittings of the NA to ensure the effective functioning of plenary meetings and mini plenaries • Provide high level advice and guidance to the National Assembly and Joint sittings of the House • Chair the Programme Technical Committee, which ensures that legislative, oversight and other parliamentary activities are effectively scheduled and managed • Monitor, record, and analyse procedural developments regarding plenary related issues, develop Rules and Practice guidelines in respect of Parliamentary procedure • Ensure the Rules and Practice guidelines comply with the National Assembly and Joint Rules • Ensure that all necessary documents, reports, and other materials are prepared and distributed to members prior to plenary sessions • Maintain accurate records of proceedings, including order paper and minutes for archival and reference purposes • Facilitate communication and coordination between the plenary and parliamentary committees on matters relevant to House proceedings • Serve as liaison between the House leadership, Members, and other stakeholders, both within and outside the Parliament • Manage the processing of Membership and Non-elected Office Bearers • Develop and oversee contributions to the NA procedural publications through the preparation of write-ups for NA Table Publications and provide support in the publication of Fact Sheets on House Procedure • Contribute to the strategic management of the Division by overseeing the development and production of standard operating procedures for plenary related functions.

To qualify, you must have: Post-Graduate Degree in Law / Public Administration at an NQF level 8 with 8 years relevant procedural advisory experience within a Legislature or similar environment of which 5 years should have been at a Managerial or Senior Specialist level.

You must also demonstrate: • Thorough knowledge of Parliamentary processes and procedures and of the constitutional framework • Knowledge of the political environment.

CORE BUSINESS SUPPORT DIVISION

SECTION MANAGER: COMMITTEES SUPPORT SERVICES

Remuneration: (Total cost of employment): R2 012 103 - R 2 085 988 per annum

Job Summary: The Section Manager: Committees Support Services plays a fundamental role in directing the work of a diverse team with a vast set of skills and expertise offering support to Committees of both Houses.

This challenging role calls for a seasoned and tested manager to lead a team of 197 employees to ensure the smooth functioning of approximately 48 committees in Parliament. With an annual average budget of approximately R200 million, you will embrace the art and science of public financial management to ensure that the resources allocated to Committees, as they conduct their work in the 9 provinces, are used effectively and efficiently.

This role offers a unique opportunity to contribute to the overall strength of democracy through the expert advice and support offered to Members of Parliament in various Committees. Given the role of Committees of both Houses in upholding democratic principles and values, promoting, and safeguarding the rights and interests of citizens, this role places you at the centre of South Africa's democratic growth.

Your role as a key enabler of the work of Members and the Committees of both Houses, is crucial to the realisation of the ideals in the Constitution. In addition to providing and developing administrative infrastructure you will craft and drive strategy for the team and the work of committees.

You will utilise your expertise to provide strategic and procedural advice to committees and foster overall good governance. If high standards and service excellence are your hallmarks, this role speaks to you because you will act as custodian of the quality standards that guide the work of an excellent team of professionals offering their expertise to make democracy work.

We are looking for people who have the following attributes: • Excellent interpersonal skills and the ability to relate at all levels • Ability to work under sustained pressure • Focussed on delivering results with a high sense of urgency • Able to innovate, troubleshoot and improve operational processes • Excellent conflict management skills.

Your key responsibilities will be to: • Provide strategic advice to Committees on Referrals, Tablings, and Reports, including analysis of all pertinent documents and developing tailored presentations to shape committee strategies, research requests, and engagement with external experts • Provide comprehensive support to committee operations by formulating strategic and procedural, advice, including proposals for committee programs, to effectively manage referred matters, tabled documents and committee-driven initiatives • Provide Parliamentary Committees and House Chairpersons with accurate advice on applicable procedures and rules on matters before them, within the Parliamentary Procedural Framework and Rules • Continuously assess and enhance Committees' effectiveness by evaluating their impact, identifying efficiencies and deficiencies, and implementing targeted interventions to address deficiencies and optimize outcomes • Prepare budgets and guidance for Committees in support of respective House Chairpersons, ensuring controlled expenditure and equitable allocation among committees • Evaluate budget impact, efficiencies, and deficiencies, with a focus on formulating and implementing interventions to address deficiencies • Provide expenditure reports to committees regularly for monitoring, ensuring compliance with policy provisions and good public financial management • Provide strategic guidance to House Chairpersons and oversee the development of Committees' Strategic Plans, Annual Operational Plans, Budgets, and Monitoring and Evaluation of performance • Monitor and track Committees' performance and resolutions, and ensure reporting compliance in line with applicable rules, while suggesting improvements to systems and processes as needed • Provide strategic direction to the Committee Support Services function, ensuring good governance and focusing on institutional excellence, including the submission of reports on performance in accordance with Parliamentary Services requirements, timeframes, and format • Contribute to the Division's business planning process and budget requests and oversee the implementation of the Committee Support Services function's business plan, including evaluating its effectiveness on a quarterly basis to address implementation risks • Develop and implement administrative infrastructure, including policies, financial management, and HR planning and management • Be accountable for effective and efficient management of financial resources as prescribed by the FMPPLA and other financial management systems.

To qualify, you must have: Post Graduate Degree, in Law / Public Administration / Economics or relevant field at an NQF level 8 with 8 years' relevant experience of which 5 years should be at Senior Management level.

You must also demonstrate: Knowledge of Constitutional mandate of Parliament and key legislation impacting the work of Parliament Strong understanding of Parliamentary procedures and rules Agility and flexibility in decision making processes Strong monitoring and evaluation competence Collaborative style of working Strong Tact and Diplomacy skills Client focussed and orientated Highly developed public finance management skills Strong Strategic Planning and facilitation skills Excellent written and verbal communication skills Strong judgement and decision-making ability Ability to lead a large team Strong change leadership ability and skills Ability to work under sustained pressure Advanced computer literacy with acceptable levels of data analysis.

OFFICE OF THE SECRETARY TO PARLIAMENT

REGISTRAR OF MEMBERS' INTERESTS

Remuneration: (Total cost of employment): R1 773 219 - R 1 968 618 per annum

JOB SUMMARY: The Registrar plays a pivotal role in upholding ethical standards and ensuring transparency with regards to Members' interests and the implementation of the Code of Ethical Conduct. As the custodian of the Code of Ethical Conduct and Disclosure of Members' Interests applicable to 490 Members of Parliament, you will be responsible to lead a small team and manage a budget of R8 million.

Your responsibilities will include scrupulous management of the Register of Members' Financial Interests to record information about any financial interest which Members have, or any benefit which they receive, which may reasonably be seen as an influence on their conduct as a Member of Parliament. You will play a crucial role in enhancing the integrity of parliamentary system in respect of the implementation of the Code of Ethical Conduct and Disclosure of Members' Interests.

You will provide substantive guidance and expert advice to Members and stakeholders in accordance with the Code of Conduct, thereby significantly encouraging and impacting on adherence to the required conduct. The Registrar is also required to process complaints and spearhead investigations into breaches of the Code of Conduct.

In this influential role, you will have the opportunity to make a tangible difference to champion accountability, promote a culture of integrity and ultimately shape the ethical landscape of our government.

We are looking for people who have the following attributes: • Highest standards of integrity, ethics, confidentiality, honesty, and discretion • Ability to reconcile tensions, dilemmas, and resolve conflict situations • Sound judgement and decision-making • Tact and diplomacy • Ability to work under pressure and good stress management • Critical thinking, good analytical, evaluation and problem-solving skills • Results orientated • Understand the sensitivities within a political environment.

Your key responsibilities will be to: • Carry out investigations of complaints arising from the Code of Ethical Conduct and Disclosure of Members' Interests and provides guidance, advice to the Committee and prepare reports • Manage the annual process of disclosure of interests by Members of Parliament and publish the Register of Members' Interests • Ensure that the public part of the register is published after adoption by the Committee in a manner determined by the Committee • Manage and ensure the safekeeping and strict control over the Confidential Register • Manage, maintain, promote, and update/refine the Code of Conduct and a culture of transparency • Provide effective capacity building to Members of Parliament on the Code of Conduct, ethics and declarations and the required orientation, and training to Members of the Committee to enable the committee to function effectively • Provide support to the Secretary to Parliament with the management of staff declarations • Manage and provide the required logistical, secretarial, and content support to the Joint Committee on Ethics and Members' Interests for all its meetings • Ensure that financial resources allocated to the Office are managed in accordance with the FMPPLA • Manage and coordinate the operations for the Office to operate effectively and efficiently • Manage the attraction, development, performance, engagement and retention of the human resources for the Office and the staff establishment thereof.

To qualify, you must have: A Degree in Law, Forensic Auditing, or Ethics or relevant NQF level 7 with 8 years relevant experience of which 5 years should be in a Senior Management role. A relevant post graduate qualification will be advantageous.

You must also demonstrate: Knowledge and understanding of the Members Code of Conduct Knowledge of law, ethics and public policy Excellent investigation and legal scrutiny skills Knowledge of the PFMA and FMPPLA. Strong interpretation and information gathering skills Excellent oral and written communication skills Excellent planning and organising skills Leadership skills Excellent report writing skills Computer literacy including MS Office packages, Internet, and MS Outlook email.

What you will experience working at Parliament: In return for your hard work, we offer a highly competitive remuneration package. High on our agenda is instilling a culture of performance excellence and rewarding dedication and high performance. This commitment to excellence creates a vibrant and supportive work environment of continuous learning and improvement and where you will find lots of opportunities to unleash your potential and thrive. Your wellbeing is important to us, and we promote work practices that enable optimal productivity and a healthy work-life integration, supported by our hybrid work arrangements that combines in-office and remote work. We have a diverse and inclusive workforce, and we take pride in fostering a culture where every individual feels respected, valued, heard, and empowered to bring their authentic selves to work. Moreover, we provide workplace adjustments to accommodate individuals with disabilities and guaranteeing equal access to opportunities and resources for all employees.

About Us: Working at the Parliament of South Africa is a unique opportunity. No matter where you are placed in this premier institution, you are part of a team that is responsive to upholding democracy, debating crucial issues, and driving legislative change to serve the people of our great country.

If promoting accountability and public good are what drives you, if you are passionate about shaping a brighter future for the citizens of South Africa, and you are ready to contribute to a better life for all, then Parliament is the place to be.

If you are also a dynamic individual who values professionalism, openness, integrity, teamwork, accountability, responsiveness, and you believe that mutual respect is at the core of your delivery, we would like to hear from you.

HOW TO APPLY: To apply go to: <https://www.parliament.gov.za/careers-parliament>.

CLOSING DATE: 3 May 2024

• Parliament reserves the right not to make an appointment • All appointments are subject to relevant security clearance and qualification checks • All appointments are subject to a 6 months' probation period.

"Parliament promotes and applies the principles of Affirmative action and equal opportunities."



I-RECRUITMENT