



Wes-Kaapse Provinsiale Parlement Western Cape Provincial Parliament IPalamente yePhondo leNtshona Koloni

MANAGER: PLENARY SUPPORT ERRATA ADVERTISEMENT

Remuneration:

Commensurate with experience, total package from R966 461 per annum

Requirements:

A recognised three year B. degree or equivalent qualification on NQF level 7 • Candidates who have been assessed in terms of Recognition of Prior Learning is welcome to apply • At least five (5) years' supervisory or management experience, in a parliamentary environment • Sound procedural and related knowledge of all aspects of parliamentary work and parliamentary activities • Excellent written and verbal communication skills in two (2) of the three (3) official languages of the Western Cape • Excellent planning and organising skills

Key Performance Areas:

Strategic and operational management • Overall management of Plenary Support Services • Procedural and related support to the House, Presiding Officers, Members and other relevant structures • Management of all financial, asset, human resources and other resources of Plenary Services

Recommendations:

Deep understanding of the constitutional mandate of provincial parliaments and the mechanisms that exist to facilitate the mandate.

Competencies:

Technical and professional knowledge with specific reference to knowledge of parliamentary procedures and the structure and workings of a legislature • Knowledge of public and/or legislative sector legislation • Decision-making skills and sound judgement • Financial management skills • Advanced analytical and problem-solving skills • Advanced writing and editing skills

Enquiries:

Mr RG Hindley: 021 487 1621

Applications must be accompanied by a recently updated CV with three contactable references, certified copies of the applicant's identity document/card and qualifications and submitted online at www.wcpp.gov.za, or via email to vacancies@wcpp.gov.za.

Closing date: 19 September 2019

Note: Candidates that previously applied do not have to re-apply.

The Provincial Parliament reserves the right not to make an appointment.

Correspondence will be limited to short-listed candidates only. If you have not been contacted within one month after the closing date, accept that your application was unsuccessful.