

INTERNAL/EXTERNAL ADVERTISEMENT

LEADERSHIP AND GOVERNANCE

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241013	Coordinator: Secretariat to Governance Structures	One (1) P10 R 588 742.00 CTC Per Annum

Reporting to: Secretary of Governance Structures

Purpose: To provide coordination, logistic, administration support to all meetings of the Office of the Secretary of Governance structures i.e. Governance Structures Strategic Review Sessions, Governance Structures meetings, Stakeholder Engagement meetings, internal office meetings etc. In addition, to coordinate inputs from other programmes of GPL including administration and inputs to the institutional calendar.

KPA 1: Provide Coordinated and administrative support in Office of the Secretary of the Governance Structures meetings

Finalise Logistical arrangements.

- Identify dates for meetings of the above-mentioned meetings.
- Diarise and forward meeting requests for all meetings for the year ahead
- Ensure venues are booked for all above meetings
- Ensure that all logistical arrangements around the meetings are in place, i.e. transport, equipment dietary, etc
- Attend to all needs at meetings, i.e. photocopies, lost articles, dietary complaints, toilet facilities, etc
- Communicate all required information to stakeholders regarding meetings as required.
- Annual Meeting Schedule
- Developed and maintained effective electronic information management system

Agenda and Minutes

- Distribute previous minutes, maps, agenda, supporting documents and task list for the meeting.

- Take minutes in all meetings chaired of the office of Governance Structure.
- Prepare task list at the end of the meeting
- Compile and circulated attendance register
- Ensure that all meeting related reports are received and filed electronically

KPA 2: 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 3: Human Capital

- Implement the IPMS process
- Update and implement Personal Development Plan

KPA 4: Requisitions

- Requisitions captured and tracked

KPA 5: Reports

- Signed off Monthly, quarterly and Annual Reports

Required Competencies

- Integrity
- Tenacity
- Assertiveness
- Customer Oriented
- Accuracy
- Attention
- Ability to work under pressure
- Good Judgement

Knowledge Required and Skills

- A broad understanding of the functioning of the office of Board / Company Secretary
- Planning and Organising skills
- A practical understanding of Good Governance Principles
- Best practice filing system
- Advanced Secretariat skills
- Coordination skills
- Office administration skills
- Good Interpersonal skills
- Advanced minute taking skills
- Advanced level Communication skills (written and verbal)

Qualifications/Experience Required:

- Grade 12.
- National Diploma or Equivalent NQF Qualification in Public/Business Administration or Management. Additional Qualifications (i.e. Degree) in line with Job requirements will be an added advantage.
- A minimum of 3 years working experience
- 2 years proven experience in coordination, logistical and administrative support at all levels
- Exposure in the Legislative environment will be an advantage
- Management and experience in dealing with complex and multiple tasks will be an advantage

Closing Date: 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 shall 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 candidates 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)

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