



GAUTENG
LEGISLATURE
Your View — Our Vision



INTERNAL/EXTERNAL ADVERTISEMENT

OFFICE OF THE SECRETARY TO THE GAUTENG LEGISLATURE

REFERENCE #	POSITION	NO. OF VACANCIES AND SALARY PACKAGE
20241012	Project Governance Officer	One (1) P08 R944 441.00 CTC Per Annum

Reporting to: Secretary to the Gauteng Legislature

Purpose: To implement and maintain a sound project governance framework for the Gauteng Provincial Legislature.

Conduct administrative oversight of all institutional capital expenditure (CapEx) and operational expenditure (OpEx) projects, provide operational leadership, strategic support, planning, and guidance in project governance and best practice in project management.

Create an environment for best practice project management through continuous improvement of governance instruments and mechanisms. Provide governance advisory services in respect of institutional projects and participate in different fora. Facilitate integrated and coherent reporting.

KEY PERFORMANCE AREAS

KPA 1: Financial Management

- Participate and Contribute to the development of the Operation Plan for the Office of the Secretary.
- Develop and review the Project Governance Office Operations Plan
- Determine financial resource requirements and manage them accordingly.
- Lead and manage the Project Governance Office financial resources requirements
- Monitor and report on budget expenditure
- Develop, manage and monitor Project Governance Office risk register i.e. Portfolio Risk
- Report on project risks.
- Conduct risk analysis to determine sources of risks
- Plan the procurement of goods and services Implement, monitor and report on Project Governance Office non-finance performance

KPA 2: Risk Management

- To ensure risk management systems and processes are in place and adhered to within the function and across the Institution
- To ensure that the function has a clean audit and does not expose the institution to audit findings
- To support internal and external audit processes and implement agreed upon action plans to alleviate and mitigate audit findings

KPA 3: Contract management

- To proactively plan for transversal mainstreaming projects by ensuring projects are scoped and implemented through the approved GPL Project and Contract Management methodology and ensuring compliance to the approved GPL contract management framework

KPA 4: Project Management

- Design and embed sound project governance mechanisms and instruments to enable project management
- Design, maintain, assess, and coordinate the project selection, prioritization, and planning processes and procedures.
- Design and maintain a project governance framework and assess as well as report on project compliance.
- Design, maintain project management processes and procedures.
- Design, maintain, and review standard operating procedures for the Project Governance Office.
- Design project reporting processes aligned to the institutional reporting cycle and coordinate overall project reporting
- Align monthly, quarterly, and annual reporting templates to the approved Institutional templates.
- Produce monthly, quarterly, and annual reports to provide progress status on projects and the Operational Plan for Project Governance Office.

Project and Programme Management

- Initiate projects and to align with and serve the institutional strategy and vision.
- Plan projects and programs in line with approved institutional methodology, processes, and best practice project management.
- Implement projects and programs to achieve stated goals and strategic outcomes.
- Monitor and evaluate projects and programs, report on progress.
- Closeout projects and programs in line with the approved institutional project methodology.
- Lead and plan for the implementation of Project Evolve, an initiative aimed at advancing project management

KPA 5: Reporting

- To align monthly, quarterly and annual reporting templates to the approved Institutional templates
- To produce monthly, quarterly and annual reports for the PGO function, providing progress status on the Operational Plan for PGO

KPA 6: Stakeholder Management

- To identify all critical internal and external stakeholders and develop initiatives to engage with stakeholders
- To develop and maintain partnerships with relevant stakeholders
- To manage stakeholder expectations as required
- Identify critical internal and external stakeholders.
- Design and implement a comprehensive stakeholder management plan.

KPA 7: Human Capital

- To actively participate in the Integrated Performance Management System according to the policy and reporting to the Program Manager on individual performance
- To identifying development areas and developing Individual Development Plan
- To ensure completion and submission of all leave records
- To contribute to a conducive working environment that promotes high performance
- Develop and implement a training and mentorship plan(s).
- Responsible to keep accurate and updated leave records
- Timeously capture leave as per policy.

Required Competencies

- Strategic Thinking
- Organisational ability
- Goal Oriented
- Judgement
- Flexibility
- Proactive

Knowledge Required and Skills

- The Basic Conditions of Employment Act (No. 75) of 1997
- The Labour Relations Act (No. 66) of 1995
- The Skills Development Act (No. 97) of 1998
- Convention on the Elimination of all forms of Discrimination Against Women (1979)
- The Beijing Declaration and its Platform for Action (1995)
- African Union Heads of State Solemn Declaration on Gender Equality in Africa (2004)
- Systemic Thinking
- Advance Report Writing
- Strategic
- Conflict Management
- Quality Assurance
- Monitoring and Evaluation

Qualifications/Experience Required:

- Degree or equivalent qualification in one of the following disciplines: Project Management, Business Management & Administration, related field
- A minimum of 3 years overall working experience in a Project Governance Office role with exposure to Strategic Planning, Project Management, Monitoring & Evaluation, Budgeting, Contract Management, and People Management.
- Minimum of 2 years working within a project governance environment.
- Minimum of 1 year at supervisor or managerial level.
- Minimum 1 year in Public Service/Parliament/Legislative Sector.
- A minimum of 3 years working experience a Project Governance Office role with exposure to people management, stakeholder management, institution-wide project governance management
- A minimum of 1 year in a supervisor or managerial position

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 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 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.