



Limpopo Legislature


OFFICE OF THE SECRETARY


Physical address:
Lebowakgomo
Government
Complex

Postal address:
Private Bag X 9309
Polokwane
0700

ADVERT NO. 02 OF 2025 REF. NO. 3/6/1/2 (APPLICABLE TO ALL POSITIONS)

ADVERTISEMENT OF POSTS: LIMPOPO LEGISLATURE

1. Applications are invited from interested parties for the filling of vacant posts which exist in the Limpopo Legislature as outlined herein. However, the Limpopo Legislature reserves the right not to fill these vacancies.
2. Applications should be submitted on the new "Z83 Form" obtainable from any Public Service Department and should be accompanied by certified copies of relevant qualifications, the applicant's identity documents and updated CV. No faxed, e-mailed, or late applications will be accepted or considered. Applications should be forwarded to: **The Secretary, Limpopo Legislature, P/Bag X9309, POLOKWANE, 0700**. Hand delivered applications may be submitted to the Limpopo Legislature building in Lebowakgomo, and for attention, Human Resources Office.
3. Enquiries should be directed to Mrs. Nemahungani R.T @ 015 633 8000 or 066 036 0447.
4. The Limpopo Legislature is an equal opportunity, and an affirmative action employer. It is our intention to promote representivity [gender, race and disability] through the filling of these positions/vacancies. Employees declared in excess are encouraged to apply. Persons with disability are welcome to apply, and an indication in this regard on the application form will be appreciated. 
5. **N.B.** Only applicants who meet the above requirements will be considered. Shortlisted candidates will be subjected to a proficiency test/ vetting. If you have not been contacted within three [3] months after the closing of this advertisement, kindly accept that your application has been unsuccessful.
6. It will also be expected of shortlisted candidates to be available for interviews on a date, time and place as determined by the Limpopo Legislature.
7. **Closing Date: 29 August 2025 at 16h30**


.....
DR. MT MAAKE
SECRETARY: LIMPOPO LEGISLATURE

POST 1: EXECUTIVE MANAGER: PARLIAMENTARY SERVICES

BASIC SALARY R1 556 126.00 p.a.

JOB REQUIREMENTS

- a) NQF level 8 in social /legal studies or equivalent qualification.
- b) At least three (3) years in a legal environment or similar.
- c) Five (5) years in a management position.

DUTIES

- a) Efficient financial expenditure within budget and against deliverables.
- b) Management and maintenance of all equipment and technology.
- c) Efficient and effective core business process management.
- d) Clear and rationalised business processes that fulfil the mandate.
- e) Grouping of functions/processes into units and others that allow for performance, cost effectiveness and the full utilisation of staffing.
- f) Integration with other units.
- g) Effective systems and processes that support business processes and standardises.
- h) Performance management.
- i) Staff appraisal.
- j) Workplan development and negotiations.
- k) Performance monitoring and tracking.
- l) Performance reporting.
- m) Monitoring and supporting general managers in the management of individual performance within their divisions.
- n) Strategy management and development.
- o) Responsibility for the macro strategy of the Legislature
- p) Leadership through addressing risks, driving change where needed and being pre-emptive of potential crises and problems.
- q) Strategically fulfilling the mandate of the Legislature.
- r) Procedural and ceremonial duties in the Chamber.
- s) Overall parliamentary programme of the Legislature.
- t) Assists in rendering advise to the Speaker in the business of the House
- u) Advises on and makes inputs on the rules and procedures for the Legislature
- v) Oversees efficient and quality of Order Papers, Speakers' List and other key instruments for the effective functioning of the proceedings of the House.
- w) Performs House duties as delegated by the Secretary.

COMPETENCIES

- a) A highly regarded strategist.
- b) Provision of strategic planning and leadership of the organisation.
- c) Professionally defines broad aims, projects, programmes and priorities for the directorate.

- d) An all-rounder with ability to lead systematic integration.
- e) Sets organisational standards for conflict resolution.
- f) Decisive and assertive in action taking.
- g) Able to set quality standards and to assess their effectiveness.
- h) Can actively engage clients at operational and higher levels.
- i) Recognised and knowledgeable in the field of law making, procedure and governance.
- j) Defines programmes for transformation within and outside the Legislature

POST 2: EXECUTIVE MANAGER- CORPORATE SERVICES

BASIC SALARY: R1 556 126.00 p.a.

JOB REQUIREMENTS

- a) NQF level 8 in social/legal studies/public or business administration or equivalent qualification.
- b) Eight (8) to twelve (12) years of progressive experience in administrative or operational leadership.
- c) At least five (5) years in a senior management role, overseeing two or more sectional functions.
- d) Proven experience in team leadership, strategic planning, and cross-departmental coordination.
- e) Further training in management skills and techniques.

DUTIES

- a) Aligns departmental goals with the overall organizational strategy.
- b) Supervises HR strategy, including recruitment, onboarding, performance management, employee relations, training, and retention.
- c) Ensures HR policies are compliant with labor laws and organizational standards.
- d) Supports employee engagement, culture-building, and workforce planning.
- e) Provides integrated leadership to ensure departments work synergistically.
- f) Develops, reviews, and enforces policies and procedures across departments.
- g) Ensures adherence to legal, regulatory, and ethical standards.
- h) Prepares and manages budgets for the respective departments.
- i) Optimizes the use of resources and controls operational costs
- j) Leads and mentors department heads or section leaders.
- k) Identifies training needs and supports professional development.
- l) Monitors and reports on KPIs and performance metrics for all sections.
- m) Conducts regular evaluations to ensure efficiency and effectiveness.
- n) Represents these departments at the executive level.
- o) Provides insights and recommendations to senior leadership.
- p) Oversees internal and external communication strategies.
- q) Ensures consistent branding and messaging across platforms.
- r) Supervises public relations, media handling, and crisis communication planning.

- s) Oversees IT infrastructure, cybersecurity, software systems, and digital transformation initiatives.
- t) Ensures data security and integrity.
- u) Aligns technology initiatives with business objectives.
- v) Ensures effective office administration, facility management, and logistical support.
- w) Oversees accurate and secure record keeping, including both physical and digital records.
- x) Ensures regulatory compliance in documentation and archiving.
- y) Develops, reviews, and enforces policies and procedures across departments.
- z) Ensures adherence to legal, regulatory, and ethical standards.

COMPETENCIES

- a) A recognised visionary to create and drive vision.
- b) Strategic leadership & planning in political environment.
- c) Understands and drives organizational change processes.
- d) Ability to build better working relationships across the organisation.
- e) Substantial understanding of the Legislature and the Constitution of the RSA.
- f) Strong leadership and decision-making skills.
- g) Excellent communication and interpersonal skills.
- h) Sound understanding of HR, IT systems, and organizational communication.
- i) Knowledge of data privacy laws and records management best practices.
- j) Change management and organizational development skills.
- k) Budgeting, policy development, and risk management.

POST 3: GENERAL MANAGER: RESEARCH

BASIC SALARY: R1 424 983.00 p.a.

JOB REQUIREMENTS

- a) NQF level 9 in social/ public/ business administration or equivalent qualification.
- b) A Doctorate degree will be an added advantage.
- c) Three (3) years' work experience in the relevant filed, content and advisory services.
- d) An in-depth knowledge of socio-political and economic issues and a clear understanding of government economic/social or infrastructure cluster programmes and objectives.
- e) Knowledge of FMPPLA, and Treasury Regulations.
- f) Knowledge of legislative Acts.
- g) Research publication.
- h) A valid driver's licence.

DUTIES

- a) Provides Committees, MPLs, and Legislature staff with accurate and timely research and library services to support their legislative, oversight, and administrative roles.
- b) Manages and mentors the research team, promoting excellence, teamwork, and ongoing development.

- c) Reviews research products to ensure accuracy, neutrality, clarity, and professional integrity before release, editing and proofreading of research documents.
- d) Effectively manages the division's financial and human resources, ensuring proper use and compliance with guidelines.
- e) Coordinates with Committees, legislators, and stakeholders to identify research needs and delivers relevant outputs.
- f) Organizes training and workshops to build research capacity within the Legislature.
- g) Upholds impartiality and maintain confidentiality on sensitive legislative issues.
- h) Builds partnerships with government, academia, and experts to improve legislative research quality and scope.

COMPETENCIES

- a) A fully seasoned research and information management generalist with knowledge of methodologies and systems for library and research management.
- b) Insight into client needs and their environment.
- c) Leads the section in developing information management systems.
- d) Sets, assesses and maintains high quality service standards
- e) Leads the section in developing information management systems.
- f) In-depth knowledge of South African legislations.

POST 4: GENERAL MANAGER: OFFICE OF THE SECRETARY

BASIC SALARY: R1 424 983.00 p.a.

JOB REQUIREMENTS

- a) NQF level 7 in Public Administration, Political Science, Business Administration, Law, or any related field.
- b) Further training in management skills and techniques.

DUTIES

- a) Drives and manages high-priority projects on behalf of the Secretary.
- b) Monitors progress on strategic initiatives and ensures alignment with the Secretary's goals.
- c) Coordinates with different departments to ensure timely delivery of key objectives.
- d) Prepares executive-level presentations, briefing documents, and reports for internal and external stakeholders.
- e) Drafts internal communications or key messages for the Secretary.
- f) Acts as a liaison between the Secretary and other senior leaders, staff, or external partners.
- g) Evaluates incoming information and requests to determine what requires the Secretary's attention.
- h) Provides summaries and recommendations to support executive decision-making.
- i) Maintains situational awareness of key issues affecting the organization.
- j) Helps organize and prioritize the Secretary's calendar to focus on the highest impact activities.
- k) Attends high-level meetings, takes notes and follows up on action items.

- l) Ensures that meetings are productive and outcomes are tracked.
- m) Acts as a bridge between different departments to break down silos.
- n) Facilitates collaboration across teams to drive organization-wide initiatives.
- o) Handles sensitive information with a high degree of confidentiality.
- p) Exercises sound judgment in complex, often high-pressure environments.

COMPETENCIES

- a) Recognised visionary to create and drive vision.
- b) Strategic leadership & planning in political environment.
- c) Understands and drives organizational change processes.
- d) Ability to build better working relationships across the organisation.
- e) Substantial understanding of the Legislature and the Constitution of the RSA.
- f) Leads in the development of quality standards for organisational effectiveness.
- g) Conflict management and high problem-solving capabilities.
- h) Excellent interpersonal & communication skills.

POST 5: GENERAL MANAGER- COMMUNICATIONS

BASIC SALARY: R1 424 983.00 p.a.

JOB REQUIREMENTS

- a) NQF level 7 in media studies or equivalent qualification.
- b) A postgraduate communications qualification will be an added advantage, or five (5) years corporate communications experience.
- c) Recognised management qualification or two (2) years in a senior management position.

DUTIES

- a) Designing and implementing a comprehensive communication strategy aligned with organisational goals.
- b) Identifying key messages and target audiences (internal and external).
- c) Building and maintaining relationships with media outlets and journalists.
- d) Preparing press releases and official statements.
- e) Acting as a spokesperson or coordinating spokespeople for public comments.
- f) Ensuring consistent brand messaging across all platforms.
- g) Managing public perception and promoting organisational image.
- h) Monitoring media and public sentiment through public relations tools.
- i) Developing communication systems to keep employees informed and engaged.
- j) Overseeing the overall affairs of the section.
- k) Managing online presence across websites and social platforms.
- l) Providing timely, accurate and calm communication during emergencies.
- m) Ensuring transparency and clarity on corporate updates and reports.
- n) Coordinating communication with stakeholders.
- o) Effective deployment of human resources in the section.

- p) Efficient financial expenditure within budget and against deliverables.
- q) Conduct regular performance reviews and evaluations to assess staff competencies, productivity, and development needs.
- r) Leading the formulation of annual and quarterly work plans in consultation with stakeholders.
- s) Establishing mechanisms to continuously monitor implementation progress against work plans and strategic goals Strategy management and development.
- t) Ensuring strategies remain responsive to emerging trends, policy shifts, and stakeholder needs within the legislative environment.
- u) Driving initiatives and programmes that support the core functions of the Legislature, such as law-making, oversight, and representation.

COMPETENCIES

- a) A fully seasoned professional with substantial understanding of communications strategy.
- b) Professionally manages self, organises tasks and teams across the Legislature to meet clear objectives.
- c) Can translate, co-create and communicate the vision, mission and strategic objectives of the Legislature.
- d) Plans and prioritises programmes and projects linked to organisational transformation process.
- e) Defines and develops information management system.
- f) Able to facilitate openness and transparency throughout the system.
- g) Actively promotes communication within the Legislature, between legislatures, government and other stakeholders.
- h) Maintains links with clients ensures up –to –date information flow.

POST 6: SENIOR MANAGER: SERGEANT AT ARMS

BASIC SALARY: R1 012 560.00 p.a.

ACADEMIC REQUIREMENTS

- a) NQF level 7 in Security Management, Criminal Justice, or a related field is required,
- b) A qualification in risk management will be an added advantage.
- c) Professional certifications such as Certified Protection Professional (CPP) or Physical Security Professional (PSP) will be an added advantage.

JOB REQUIREMENTS

- a) A minimum of five (5) years' experience in security management, preferably within a governmental or legislative environment.
- b) Proven leadership skills with experience managing a diverse security team.
- c) In-depth knowledge of security systems, protocols, and emergency response procedures.
- d) In-depth knowledge of National Key Point Act.
- e) Knowledge of security technology including CCTV.

- f) Strong analytical and problem-solving abilities.
- g) Excellent communication and interpersonal skills.
- h) Proficiency in security technology and systems.
- i) Ability to work under pressure and handle high-stress situations with calmness and efficiency.
- j) Valid driver's license and the ability to travel as needed.

KEY RESPONSIBILITIES

- a) To ensure a unit that is more security oriented than police station.
- b) Monitoring X-ray machines such as Identity cards, Metal detectors, Gun safes, Relevant register, Card readers and allocation of parking.
- c) To secure the property of the Legislature by controlling access in and out.
- d) To develop and implement Health and Safety procedures.
- e) Vetting security checks for staff and Contractors.
- f) Dealing with Anonymous Tip-off security awareness, fraud and corruption and investigation of maladministration.
- g) Carries the mace during Legislative Sittings.
- h) Compiles & implements policies which display emergency procedures.
- i) Ensures the support of various emergency units, i.e. Fire department, Nearest doctor, Ambulance unit, Water affairs nearest police station, Bomb squared, Dog unit, Electricity.
- j) Developed communication lines between service officers and committee coordinators.

COMPETENCIES

- a) Strategic thinking and the ability to develop long-term security plans.
- b) Strong decision-making skills in high-pressure situations.
- c) Effective team leadership and motivational skills.
- d) High level of integrity and professionalism.
- e) Excellent organizational and time-management skills.

SOUTH AFRICAN SECURITY INDUSTRY REQUIREMENTS

- a) Registration with the Private Security Industry Regulatory Authority (PSIRA) at Grade A level.
- b) Knowledge of the Occupational Health and Safety Act, Criminal Procedure Act, and other relevant legislation.
- c) Compliance with industry standards and best practices in security management.
- d) Understanding of the South African security landscape and regulatory environment.

POST 7: MANAGER: REVENUE AND EXPENDITURE

BASIC SALARY: R833 865.00 p.a.

JOB REQUIREMENTS

- a) NQF level 7 or equivalent qualifications in Accounting and Financial Management.
- b) Postgraduate qualification in a finance or accounting-related field will be advantageous.
- c) At least three (3) to five (5) years at a supervisory or management level.
- d) Specific requirements, extensive appropriate experience in a managerial position.
- e) Proficient in Microsoft (Word, Excel, PowerPoint and Outlook).

DUTIES

- a) Manages and maintains the Sage system to ensure accurate financial recording and compliance.
- b) Manages revenues as well as the implementation of FMPPLA.
- c) Oversees expenditure to ensure budget alignment and compliance with controls
- d) Provides strategic input into budget formulation and monitors expenditure against budgeted allocations to ensure fiscal discipline and value for money.
- e) Manages the debt collection contract and ensures compliance.
- f) Ensures timely and accurate collation of financial data, including reconciliation of cash collections, to support financial reporting and audit readiness.
- g) Prepares annual budgets and forecasts in line with policies and legislation.
- h) Prepares and reviews financial statements and appropriation accounts for audit compliance.
- i) Reports and investigates irregular, unauthorised, and wasteful expenditure.
- j) Maintains and improves financial control systems for compliance and accountability.

COMPETENCIES

- a) In-depth knowledge of accounting principles (IFRS, GRAP, FMPPLA) and preparation of financial statements.
- b) Strong knowledge of financial accounting, budgeting, and reporting frameworks.
- c) Proficient in financial systems such as Sage.
- d) Understanding of public financial legislation (PFMA, FMPPLA, Treasury Regulations).
- e) Skilled in financial data analysis, internal controls, and audit response.
- f) Capable of managing expenditure, overseeing debt recovery, and ensuring compliance

POST 8: MANAGER: ACQUISITION

BASIC SALARY: R833 865.00 p.a.

JOB REQUIREMENTS

- a) NQF level 7 in Finance or National Diploma in Supply Chain Management or equivalent qualification.
- b) Three (3) years relevant experience in Supply Chain Management.
- c) Computer Literacy.

DUITES

- a) Ensures compliance with SCM policies.
- b) Procures goods and services.
- c) Authorising and funding of Purchase Orders.
- d) Administers requests for purchases.
- e) Ensures invoices are submitted in time for payments.
- f) Manages solicitation of quotations.
- g) Assesses compliance of requests for quotations.
- h) Ensures compliance to Central Suppliers Database on procurement of goods and services.
- i) Supports suppliers with registration on CSD and printing of updated CSD report.
- j) Needs analysis of end users.
- k) Administers Tenders and Contracts.
- l) Manages inventory.
- m) Supervises subordinates.

COMPETENCIES

- a) Liaises with client groups to ensure that their needs are met.
- b) Communicates and provides relevant information to stakeholders.

POST 9: CONTROL EDITOR: SEPEDI

BASIC SALARY: R833 865.00 p.a.

JOB REQUIREMENTS

- a) NQF level 7 in languages, translation and/ communication-related field or equivalent qualification.
- b) Three (3) years relevant work experience in a language-related field.

- c) Proficiency in Sepedi and a good command of English.
- d) Advanced translation and interpreting skills.
- e) Ability to edit and proofread translation and transcripts of proceedings of the House.
- f) High level linguistic skills.
- g) Knowledge of legislative process, parliamentary policies and proceedings.
- h) Supervisory and leadership skills.
- i) Operational planning and project management skills.
- j) Computer literacy in MS Office
- k) Ability to work under sustained pressure.
- l) Willingness to work long hours.

DUTIES

- a) Edits and proofreads translations and transcripts of proceedings of the House.
- b) Determines the availability of Language Practitioners to provide translation and interpreting service...
- c) Facilitates and co-ordinates language-related research and terminology
- d) acquisition/development.
- e) Handles language-related queries and requests on behalf of the language from clients and other structures.
- f) Ensures staff adherence to editorial in-house style.
- g) Allocates and distributes work to Language Practitioners and monitors quality of work
- h) produced.
- i) Conducts performance assessment of staff.
- j) Performs other administrative duties as and when required.

COMPETENCIES

- a) Highly developed knowledge in translation, interpreting, parliamentary reporting, editing and terminology development and management.
- b) High level linguistic skills and the ability to handle overall editing/proofreading of transcripts in accordance with approved editorial in-house style.
- c) Computer literacy: MS Office, knowledge of Computer-Assisted Translation (CAT) tools, terminology development software and translation memories.
- d) Knowledge of legislative processes, policies and parliamentary proceedings.
- e) Dedicated, resourceful, deadline-driven and willingness to work beyond normal work hours.

POST 10: CONTROL EDITOR: AFRIKAANS

BASIC SALARY: R833 865.00 p.a.

JOB REQUIREMENTS

- a) NQF level 7 in languages, translation and/communication-related field or equivalent qualification.
- b) Three (3) years relevant work experience in a language-related field.
- c) Proficiency in Afrikaans and a good command of English.
- d) Advanced translation and interpreting skills.
- e) Ability to edit and proofread translation and transcripts of proceedings of the House.
- f) High level linguistic skills.
- g) Knowledge of legislative process, parliamentary policies and proceedings.
- h) Supervisory and leadership skills.
- i) Operational planning and project management skills.
- j) Computer literacy in MS Office.
- k) Ability to work under sustained pressure. and
- l) Willingness to work long hours.

DUTIES

- a) Edits and proofreads translations and transcripts of proceedings of the House.
- b) Determines the availability of Language Practitioners to provide translation and interpreting service.
- c) Facilitates and co-ordinates language-related research and terminology acquisition/development.
- d) Handles language-related queries and requests on behalf of the language from clients and other structures.
- e) Ensures staff adherence to editorial in-house style.
- f) Allocates and distributes work to Language Practitioners and monitors quality of work produced.
- g) Conducts performance assessment of staff.
- h) Performs other administrative duties as and when required.

COMPETENCIES

- a) Highly developed knowledge in translation, interpreting, parliamentary reporting, editing and terminology development and management.
- b) High level linguistic skills and the ability to handle overall editing/proofreading of transcripts in accordance with approved editorial in-house style.
- c) Computer literacy: MS Office, knowledge of Computer-Assisted Translation (CAT) tools, terminology development software and translation memories.

- d) Knowledge of legislative processes, policies and parliamentary proceedings. and
- e) Dedicated, resourceful, deadline-driven and willingness to work beyond normal working hours.

POST 11: PA: THE SECRETARY TO THE LEGISLATURE

BASIC SALARY: R833 865.00 p.a.

JOB REQUIREMENTS

- a) NQF level 6 in Secretarial, Office management or equivalent qualification.
- b) One (1) to three (3) years' experience in a similar environment.
- c) Substantial knowledge of computer systems and programmes (Word, Excel, PowerPoint, etc)
- d) High level of typing capability.

DUTIES

- a) Manages the Secretary's calendar, meetings, and daily schedule efficiently.
- b) Drafts and edits reports, presentations, and executive documents.
- c) Handles all incoming and outgoing correspondence.
- d) Organizes meetings, prepares agendas, takes minutes, and tracks follow-ups.
- e) Maintains filing systems and performs general typing tasks.
- f) Provides logistical support for meetings and events.
- g) Coordinates travel arrangements and itineraries.
- h) Records accurate minutes during meetings.
- i) Performs additional duties as assigned by the Secretary.

COMPETENCIES

- a) Sound communication skills.
- b) Maintains good client relations.
- c) Solves problems as they happen.
- d) Maintains high quality standards that enhance organisational effectiveness and efficiency.
- e) A team member.
- f) Manages self, organises task and priorities accordingly.
- g) Professionally manages time.
- h) Ensures accuracy and consistency in all tasks, demonstrating strong attention to detail.

POST 12: SENIOR ACCOUNTANT: REVENUE

BASIC SALARY: R613 862.00 p.a.

JOB REQUIREMENTS

- a) NQF level 7 in Accounting/Finance/Commerce or equivalent qualification.
- b) Three (3) years' experience in the Revenue functions.
- c) Three (3) years' experience in SAGE "X3 People".
- d) Proficient in Microsoft (Word, Excel, PowerPoint and Outlook).

DUTIES

- a) Bookkeeping by ensuring that bank statements are captured timeously.
- b) Ensures that captured transaction is posted on the system.
- c) Clearing of Control Accounts.
- d) Preparing, capturing Journals and filing.
- e) Analyzes transactions between cashbook and bank statements and prepares preliminary bank reconciliation report.
- f) Revenue management by posting of all receipts captured.
- g) Ensures that cashbooks and deposit book are balanced before banking.
- h) Reconciles deposit book and cashbook after banking (signatures).
- i) Ensures that there is a record of all monies received from foreign trips and documents (proof/receipts).
- j) Attends to client queries which include Audit.
- k) Manages debt by ensuring that accuracy of debtors list before it is submitted to salary for deduction and monitor the movement.
- l) Ensures that submission of telephone debts is done within three (3) working days upon receipt of reconciliation schedule from IT.
- m) Makes follow ups on all outstanding debts and update files regularly.
- n) Handing over accounts to legal section.
- o) Posting of debt related entities upon debt implementation.
- p) Management of documents such as revenue, bookkeeping and debt management.

COMPETENCIES

- a) Provides inputs and advice on the salary related matters.
- b) Problem solving skills.
- c) Contributes to building and maintaining good working relations.
- d) People management.
- e) Communication skills

POST 13: SIGN LANGUAGE PRACTITIONER

BASIC SALARY: R613 862.00 p.a.

JOB REQUIREMENTS

- a) NQF level 7 or equivalent qualification in South African Sign Language and any language-related field.
- b) Two (2) years' work experience in South African Sign Language interpreting.
- c) Proficiency in South African Sign Language and a good command of English language.
- d) Basic knowledge of *Hansard* transcription, editing and/or proofreading of parliamentary proceedings.
- e) Demonstrable knowledge and understanding of parliamentary processes and the ability to function optimally in multilingual and multicultural environments.
- f) Basic knowledge of any other official language spoken in Limpopo would be an added advantage. and
- g) Shortlisted candidates will be required to undergo an assessment of their proficiency in *Hansard* transcription, translation and interpreting.

DUTIES

- a) Provides Interpreting services during the proceedings of the House from English into South African Sign Language and vice versa.
- b) Provides interpreting services from English into South African Sign Language and vice versa during parliamentary sessions and outreach programmes of the Legislature.
- c) Transcribes the proceedings of the House and assists in the production of *Hansard* reports.
- d) Participates in terminology management and development initiatives and projects.
- e) Renders South African Sign Language-related advice to the stakeholders of the Legislature.
- f) Performs administrative and ad hoc responsibilities as and when required.

COMPETENCIES

- a) Basic knowledge in translation, interpreting, transcription and editing.
- b) High level linguistic skills and the ability to perform primary/first level editing of transcripts in accordance with approved editorial in-house style.
- c) Computer literacy: MS Office, knowledge of Computer-Assisted Translation (CAT) tools, terminology development software and translation memories.
- d) Knowledge of legislative processes, policies and parliamentary proceedings.
- e) Dedicated, resourceful, deadline-driven and willingness to work beyond normal working hours.

POST 14: ASSISTANT COMMITTEE COORDINATOR (X3 POSTS)

BASIC SALARY: R613 862.00 p.a.

JOB REQUIREMENTS

- a) NQF level 6 in Secretariat or any relevant equivalent qualification.
- b) Computer literacy.
- c) A valid driver's license.

DUTIES

- a) Assists in organizing committee meetings and ensure that logistical arrangements such as attendance register, audio recording of proceedings, circulated notices, agendas, questions are prepared.
- b) Assists in facilitating oversight functions.
- c) Assists in smooth consideration of AG's report.
- d) Document management which includes registers, filing of documents, copies for meetings and public hearings.

COMPETENCIES

- a) Sound communication skills.
- b) Maintains good client relations.
- c) Maintains high quality standards that enhance organisational effectiveness and efficiency.
- d) Manages self, organises tasks and priorities accordingly.
- e) Professionally manages time.

POST 15: ADMIN OFFICER: HOUSE PROCEEDINGS

BASIC SALARY: R400 309.00 p.a.

JOB REQUIREMENTS

- a) NQF level 6 in Public Administration or equivalent qualifications.
- b) Two (2) to three (3) years' experience in the relevant field.

DUTIES

- a) Liaises with table assistant on the documents to be prepared to ensure smooth running of the House.
- b) Interacts with all departments and parastatals concerning strategic plans, annual performance plans, quarterly reports, annual reports, speeches, etc., that need to be tabled before the House.

- c) Responds to correspondences from departments and other stakeholders.
- d) Distributes documents to MPLs and other stakeholders e.g. Bills.
- e) Keeping record of all legislative documents, both to and from the honourable House.
- f) Monitoring the general cleanliness and readiness of the Chamber in consultation with the office of Sergeant-at-Arms and Household.
- g) Keeping of the Divisional Register and assists in keeping the accurate records of the Division.
- h) Provides admin and secretarial support during meetings.

COMPETENCIES

- a) Teamwork and cooperation, and the ability to identify with team purpose, goals and objectives.
- b) Willingness and ability to work under pressure.
- c) Report writing skills.
- d) Communicate effectively.
- e) Ability to organise and prioritise activities.
- f) Advanced computer literacy. MS Office
- g) Ability to solve problems.

POST 16: SECRETARY TO DEPUTY SECRETARY

BASIC SALARY: R400 309.00 p.a.

JOB REQUIREMENTS

- a) NQF level 6 in Secretarial or any relevant equivalent qualification.
- b) Two (2) to three (3) years' experience in the relevant field.

DUTIES

- a) Organises meetings for the Deputy Secretary.
- b) Notifies and confirms with all attendees.
- c) Distributes minutes to relevant people.
- d) Sorting documents in their correct format.
- e) Filing documents in their correct destination.
- f) Creating and maintaining electronic and manual filing system.
- g) Maintains strict access to the Deputy Secretary.
- h) Handles all incoming call in the Office of the Deputy Secretary.
- i) Receives guests of the Deputy Secretary.
- j) Follows up on issues delegated by the Deputy Secretary.
- k) Typing and making copies of various documents.
- l) Manages the diary of the Deputy Secretary/overall management of Office of the Deputy Secretary.

COMPETENCIES

- a) Excellent organisational, solid written and verbal communication skills.
- b) Contributes to building good client relations.
- c) Ability to work with people.

POST 17: SECRETARY TO GENERAL MANAGER: COMMITTEE SERVICES

BASIC SALARY: R400 309.00 p.a.

JOB REQUIREMENTS

- a) NQF level 6 in Secretarial or any relevant equivalent qualification.
- b) Two (2) to three (3) years' experience in the relevant field.

DUTIES

- a) Organises meetings for the General Manager.
- b) Notifies and confirms with all attendees.
- c) Distributes minutes to relevant people.
- d) Sorting documents in their correct format.
- e) Filing documents in their correct destination.
- f) Creating and maintaining electronic and manual filing system.
- g) Maintains strict access to the General Manager.
- h) Handles all incoming call in the office of the General Manager.
- i) Receives guests for the General Manager.
- j) Follows up on issues delegated by the General Manager.
- k) Typing and making copies of various documents.

COMPETENCIES

- a) Excellent organisational, solid written and verbal communication skills.
- b) Contributes to building good client relations.
- c) Ability to work with people.

POST 18: SERVICE OFFICERS (X2 POSTS)

BASIC SALARY: R232 042.00 p.a.

JOB REQUIREMENTS

- a) NQF level 4 or equivalent qualification.
- b) At least three (3) years of relevant experience.

DUTIES

- a) Always maintain a clean healthy working environment.
- b) Assists in setting up and clearing venues before and after meetings, workshops, or legislative functions
- c) Reports any damaged or malfunctioning equipment or utensils to the supervisor promptly.
- d) Provides courteous assistance to staff and visitors during official gatherings and events.
- e) Participates in periodic training sessions related to hygiene, food handling, or workplace safety.
- f) Services meetings, functions and appropriate gathering of the Legislature
- g) Keeps records of cleaning materials and Utensils.
- h) Storing utensils in good and healthy conditions.
- i) Assists with other duties as mandated by the supervisor.

COMPETENCIES

- a) Maintains basic client relations.
- b) Basic proficiency in verbal and written communication.
- c) Ability to maintain a high standard of cleanliness and organization.
- d) Works effectively with other staff to ensure smooth functioning of the workplace.
- e) Willingly assists colleagues and responds to supervisory guidance.