



Limpopo Legislature
OFFICE OF THE SECRETARY

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Lebowakgomo
Government
Complex

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ADVERT NO. 02 OF 2023 REF. NO. 3/6/1/2 (APPLICABLE TO ALL POSTS)
ADVERTISEMENT OF POSTS: LIMPOPO LEGISLATURE **14 AUGUST 2023**

1. Applications are invited from interested parties for the filling of vacant posts which exist in the Limpopo Legislature and as outlined herein. However, the Limpopo Legislature reserves the right not to fill these vacancies.
2. Applications should be submitted on 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: Human Resources, **Limpopo Legislature, P/Bag X9309, POLOKWANE, 0700.**
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, affirmative action employer. It is our intention to promote representivity [gender, race and disability] through the filling of these positions/vacancies. Persons with disabilities 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. 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: 01 September 2023**

POST 1 : SECTION MANAGER: HANSARD AND LANGUAGE SERVICES (1 POST)

SALARY R843 525.00 p.a

JOB REQUIREMENTS

- a) Post-graduate degree or equivalent qualification in languages, translation and/or communication-related field;
- b) Five (5) years relevant work experience in a language-related field;
- c) Proficiency in English and fair understanding of all other official languages of Limpopo;
- d) Advanced quality assurance experience for legislation and *Hansard* reports;
- e) Advanced translation and editing/proofreading skills;
- f) Knowledge of legislative processes, policies and parliamentary proceedings;
- g) High level managerial and technical expertise; and
- h) Strategic planning and project management skills.

DUTIES

- a) Quality assurance of translation of legislation and interpreting of parliamentary sessions and outreach programmes of the Legislature;
- b) Manages entire *Hansard* production process and ensures that *Hansard* reports are uploaded or posted on the Legislature's website;
- c) Commissions language-related research and terminology development;
- d) Provides guidance with regards to work procedures, policies and advice to clients;
- e) Resolves queries/disputes from clients, stakeholders and other structures; and
- f) Manages human resources and finances/budget of the section.

COMPETENCIES

- a) Highly developed knowledge in translation, interpreting, parliamentary reporting and terminology development and management;
- b) High level linguistic skills and the ability to review all *Hansard* reports in accordance with approved editorial in-house style;
- c) Advanced 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 2: RESEARCHER (1 POST)

SALARY R694 661.00 p.a

JOB REQUIREMENTS:

- a) A Master's degree in social science preferably in economics or accounting;
- b) Three years research experience;

- c) Research publications.
- d) An in-depth knowledge on sociopolitical and economic issues
- e) Ability to work under pressure and to perform different tasks without compromising quality;
- f) Report and presentation skills;
- g) Knowledge of PFMA, Treasury Regulations;
- h) Knowledge of Legislative Acts will be an added advantage.

DUTIES:

- a) Conduct research on behalf of Portfolio and Standing Committees and the Speakership;
- b) Conduct pre-oversight research for Committees;
- c) Analyse Strategic reports of the Executive namely, Annual Performance Plans, Quarterly Reports and Annual Performance Reports
- d) Project management
- e) Research assistance for study tours and oversight activities;
- f) Manage budget of the division; and
- g) Perform any additional work/ad hoc duties.

CORE COMPETENCIES

- a) A fully seasoned research and information management generalist with knowledge of methodologies and research management;
- b) Insight into the legislative environment;
- c) Developing information management systems;
- d) Set, assess and maintain high quality service standards; and
- e) Knowledge of South African legislations.

POST 3: COMMITTEE COORDINATOR (1 POST)

SALARY R694 661.00 p.a

JOB REQUIREMENTS:

- a) A Bachelor's degree or equivalent qualification;
- b) Post graduate degree will be an added advantage;
- c) Three years relevant experience and be able to interact and analyse public policy and public administration issues; and
- d) Understanding of the constitutional framework, the law-making process and responsibilities of the Legislature and its Committees.

DUTIES

- a) Organises Committee activities;
- b) Provides procedural advice to the Committee;
- c) Provides administrative and secretarial support to the Committee;
- d) Implements decisions of Committee;

- e) Processes amendments to Bills and produce minutes and reports;
- f) Assists with the compilation, monitoring and implementation of Committee programmes; and
- g) Assists with Committee budget processes.

COMPETENCIES

- a) Good verbal and written communication skills;
- b) Able to work confidently with groups and individuals within and outside of the Legislature;
- c) Able to keep abreast of national and international developments;
- d) Can lead teams to accomplish the mission and strategic objectives and
- e) Directs plans linked to organisational change.

POST 4: UNIT MANAGER: LEGISLATION (1 POST)

BASIC SALARY: R694 661.00 p.a

JOB REQUIREMENTS

- a) An LLB or equivalent qualification in Legal studies;
- b) Two to three years' experience in procedural-related field;
- c) Knowledge of legislative processes, policies and parliamentary proceedings;
- d) Ability to work under pressure and to perform different tasks without compromising quality; and
- e) Report and presentation skills;

DUTIES:

- a) Receives all questions from MPL and the public directed at the House, MEC, a committee or other related person or body. (Liaison with the Public Participation Department is required);
- b) Checks that all questions are within the scope of the Rules and Orders of the House;
- c) Rephrases questions if necessary (proofread questions) without changing the substances thereof;
- d) Oversees the selection of questions in conjunction with the Party Whips;
- e) Keeping minutes during House Sitting and prepare minutes for all sittings;
- f) Liaises with the Premier's Office and departments on questions and answers;
- g) Ensures that motions are compliant with the Constitution and the Rules of the House;
- h) Facilitates the filling of vacancies in the Legislature in consultation with the Political Parties; and
- i) Organises sittings in consultation with the Programming Committee.

COMPETENCIES

- a) Clerical skills, verbal and written communication skills, apply procedures and follow processes accurately, timely and accurate record keeping;
- b) Display sound interpersonal relations;
- c) Goal directed focused on the achievement of goals set by the Legislature;
- d) Teamwork and co-operation the ability to identify with team purpose, goals and objectives;
- e) Excellent general knowledge of current local and foreign affairs, including political and economic affairs;

- f) Able to work under pressure;
- g) In-depth of understanding of parliamentary procedures and the Standing Rules of the House, the ability to interpret procedural documents and apply knowledge in a consistent but intelligent manner.

POST 5: LANGUAGE PRACTITIONER: XITSONGA (1 POST)

BASIC SALARY: R511 384.00 p.a.

JOB REQUIREMENTS

- a) Bachelor's degree or equivalent qualification in Translation Studies or any language-related field;
- b) Two (2) years' work experience in a language-related field;
- c) Proficiency in Xitsonga 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) Translates and edits legislation, proceedings of the House from English into Xitsonga and vice versa;
- b) Transcribes the proceedings of the House and assists in the production of *Hansard* reports;
- c) Provides interpreting service from Xitsonga into English and vice versa during parliamentary sessions and outreach programmes of the Legislature;
- d) Participates in terminology management and development initiatives and projects;
- e) Renders language-related advice to the stakeholders of the Legislature;
- f) Assists in routine inspection of the recording and interpreting equipment in the legislative chamber and reports technical faults; and
- g) 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; and
- e) Dedicated, resourceful, deadline-driven and willingness to work beyond normal working hours.

POST 6: HR PRACTITIONER (PERFORMANCE MANAGEMENT) (1 POST)

BASIC SALARY: R511 384.00 p.a.

JOB REQUIREMENTS

- a) BA Degree, diploma or equivalent in HR, Public Admin.
- b) Human Resource management background;
- c) Proven track record in teamwork; and
- d) Knowledge in project management.

DUTIES

- a) Provides administrative support to human resource development and performance management process.
- b) To co-ordinate and facilitate the communication to all staff on performance issues including the preparation of reports and giving presentations.
- c) To provide training and guidance to staff and managers on performance and service improvement.
- d) To advice managers on issues arising from performance management and service improvement.
- e) Ensures all relevant information including workplans, strategies, performance indicators and actions are set up appropriately.
- f) Liaises with managers to ensure that plans, strategies and indicators are reviewed and updated timeously.
- g) Provides administrative support for the execution of performance management related decisions.
- h) Monitors quarterly performance reviews to ensure that the evaluation criteria are objective and job-related, and that actual accomplishments or deficiencies support the ratings.
- i) Facilitates a feedback session to determine the impact of training intervention as recommended in the previous quarterly performance review; and
- j) Implements performance management rewards and sanctions for poor performance.

COMPETENCIES

- a) Ability to communicate effectively including the ability to carry out presentations to varying stakeholders.
- b) Aptitude for speedy and accurate work.
- c) Proven organisational skills.
- d) Good interpersonal skills with the ability to obtain co-operation from all sections.
- e) Ability to conduct research independently; and
- f) Ability to write a report.

POST 7: ACQUISITION OFFICER: SUPPLY CHAIN MANAGEMENT (1 POST)

SALARY: R333 482.00 p.a.

JOB REQUIREMENTS:

- a) A Bachelor's degree or National Diploma in Financial Management, Economics, Logistics, Supply Chain or any equivalent qualification; and
- b) Two years relevant experience in a Supply Chain Management environment.

DUTIES:

- a) Create and update entities for suppliers which do not exist in the SAGE X3 system.
- b) Administer soliciting of quotations in terms of FMPPLA , Supply Chain Management Regulations and Supply Chain Management Policies & Procedures and keep database of all suppliers
- c) Serve as a mediator between Supply Chain Management section and other divisions/ sections with regard to quotations.
- d) Capture the request in Sage X3 system within reasonable time of receiving the Memorandum of goods and services (Commitment). attach the invoice, accounts copy of order, delivery note and payment voucher to the memo of goods and services within 1 day after an original invoice is received.
- e) Ensure submission of Payment vouchers (invoices, orders and all relevant supporting documents)to finance for payment
- f) Maintain good relationship with suppliers and ensure that they are all treated fairly for quotations and rotation of suppliers.
- g) Have knowledge of food safety and hygiene practices.

COMPETENCIES

- a) Sound organisational and interpersonal skills;
- b) Report writing and evaluation skills.
- c) Financial management skills
- d) General administrative and planning skills;
- e) Knowledge of MS Word, Excel, PowerPoint, Access;
- f) Ability to work under pressure;
- g) Ability to exercise discretion and maintain confidentiality and;
- h) Good command of English (oral and written communication skills).

POST 8: DRIVER (1 POST)

BASIC SALARY: R273 728.00 p.a.

JOB REQUIREMENTS

- a) Grade 12 certificate or any equivalent qualification;
- b) Two to three (2-3) years' experience;
- c) Code 10 drivers' licence (C1) with PRDP; and

- d) Defensive and advanced driving will be an added advantage.

DUTIES

- a) Ensures safe arrival to the destination as per stipulated times;
- b) Inspects all vehicles before and after each trip and report all faults;
- c) Reports all vehicles which are due for service;
- d) Observes rules of the road (i.e, as per National Road Traffic Act) while driving;
- e) Transports official passengers only (i.e., on board);
- f) Assists with loading and off-loading of material when manpower is required; and
- g) Posts, collects and delivers all mails for the institution in time as per requests.

COMPETENCIES

- a) Ability to perform well under stressful conditions;
- b) Exceptionally loyal and conscientious skills;
- c) Always makes an effective contribution to foster co-operation and harmony;
- d) Highly effective organiser and co-ordination skills; and
- e) Good interpersonal and communication skills.

POST 9: SERVICE OFFICER (1 POST)

BASIC SALARY: R 193 305.00 p.a.

JOB REQUIREMENTS

- a) Grade 12 or equivalent qualification; and
- b) At least three years of relevant experience.

DUTIES

- a) Maintains a clean healthy working environment at all times;
- b) Service meetings, functions and appropriate gatherings of the Legislature' service and Legislature itself with refreshments;
- c) Keeps record of utensils and refreshments;
- d) Stores catering and cleaning utensils in good and healthy conditions; and
- e) Assists with other duties as mandated by the Supervisor.

COMPETENCIES

- a) Maintains basic client relations; and
- b) Basic proficiency in verbal and written communication.