



LIMPOPO LEGISLATURE

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JOB ADVERTISEMENT

Closing Date: 26 February 2021

ADVERT NO. 01 OF 2021 REF. NO. 3/6/1/2 (APPLICABLE TO ALL POSTS)

POST 1: SECTION MANAGER: NCOP

(EMAIL TO: Nemahunanir@limpopoleg.gov.za)

BASIC SALARY: R940 875.00 p.a

JOB REQUIREMENTS

- a) Bachelor's Degree in or any relevant equivalent qualification;
- a) Two to three years' experience in the relevant field; and
- b) Masters will be an added advantage.

DUTIES

- a) Manages well NCOP liaison services (Distributed correspondences to all stakeholders and role players);
- b) Appoints special delegates;
- c) Attends NCOP technical meetings;
- d) Receives and distributed bills;
- e) Submits mandates on bills (Negotiating and final mandates);
- f) Coordinates logistics for NCOP Provincial weeks, NCOP taking parliament to the people, Peoples assemble and NCOP local government weeks;
- g) Assesses and appraised performance of staff;
- h) l manages attendance and leave management for staff;
- i) Submits budget inputs for the section, controlled expenditure and ensure compliance with financial policies;
- j) Submits Quarterly reports and operational plan for the Section;
- k) Participates and contribute in Preparatory committees of Legislature events / Projects;
- l) Attends management meetings; and
- m) Convenes sectional meetings.

COMPETENCIES

- a) Communicates effectively upwards to superiors and downwards to subordinates;
- b) Understands and comply with all policies and procedures of Limpopo Legislature;
- c) Trains and develop subordinates to their maximum potential; and
- d) Displays high level of managerial and technical expertise.

POST 2: LEGAL ADVISOR

(EMAIL TO: Nemahunanir@limpopoleg.gov.za)

BASIC SALARY R795 271.00 p.a.

JOB REQUIREMENTS

- a) LLB degree or any equivalent qualification, preferably with Constitutional Law being one of the main courses;
- b) Admitted attorney or advocate of the High Court; and
- c) Three to five years relevant post-admission experience.

DUTIES

- a) Provides general legal advice to the Legislature;
- b) Drafting and monitoring of contracts;
- c) Negotiates with Service Providers on the terms and conditions;
- d) Ensures compliance with internal procedures and relevant laws and regulations;
- e) Drafting and amendments of contracts in line with applicable drafting conventions;
- f) Monitors compliance with agreements;
- g) Undertakes legal research and provide legal advice and assist in the interpretation of legislation, policies, and documents;
- h) Liaises with the office of the State Attorney and State Law Advisors;
- i) Research advise and draft legislation;
- j) Reviews and provide legal opinion relating to introduced Bills;
- k) Manages lawsuits/litigation; and
- l) Provides legal assistance to Committees.

COMPETENCIES

- a) Experience and knowledge of relevant branches of the Law such as Constitutional Law, Labour Law, Administrative Law and Law of Contract;
- b) Sound oral and written communication skills;
- c) Presentation skill;
- d) Display high level of managerial and technical expertise;
- e) Legal drafting skills;
- f) Knowledge of Committee procedures and Standing Rules of the House; and
- g) Knowledge of parliamentary procedures.

POST 3: UNIT MANAGER: LABOUR RELATIONS

(EMAIL TO: Nemahunanir@limpopoleg.gov.za)

SALARY R654 923.00 p.a

JOB REQUIREMENTS:

- a) A Bachelor's degree in HR or Labour Relations or any relevant equivalent qualification;
- b) Post graduate qualification in the relevant filled will be an added advantage; and
- c) A minimum of three years' experience in the relevant filed.

DUTIES

- a) Responsible for all Labour Relations issues including facilitating implementation of discipline measures and grievance matters, occupational health and safety monitoring of mandating process;
- b) Facilitation of grievance processes and remedial processes;
- c) Promotion of sound Labour Relations within the institution;
- d) Advises line managers in maintaining discipline within the sections and divisions;
- e) Ensures that trade unions members are capacitated on IR matters; and
- f) Interpretation of HR policies having bearing on conditions of Employment.

COMPETENCIES

- a) Conflict resolution skills;
- b) Substantial understanding of LRA and all labour legislation
- c) A sound knowledge of grievance procedures; and
- d) Ability to work with people.

POST 4: RESEARCHERS (X3 POSTS)

(EMAIL TO: Ndalanin@limpopoleg.gov.za)

SALARY R654 923.00 p.a

JOB REQUIREMENTS:

- a) A Master's degree in social science preferably in development studies, economic or accounting;
- b) Three years research experience;
- c) Research publications;
- d) An in depth knowledge on socio political and economic issues and clear understanding of government cluster programme and objectives;
- 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; and
- h) Knowledge of Legislative Acts will be an added advantage.

DUTIES:

- a) Conducts research on behalf of Portfolio and standing Committees and the Speakership and provide information on topics of concern to the Legislature;
- b) Manages and co-ordinate cluster information on Committees;
- c) Projects management;
- d) Research assistance for study tours and oversight activities;
- e) Manages budget of the division; and
- f) Performs adhoc 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 5: PA TO SECRETARY (1 POST)

(EMAIL TO: Ndalanin@limpopoleg.gov.za)

BASIC SALARY: R654 923.00 p.a

JOB REQUIREMENTS

- a) Bachelor's Degree in or any relevant equivalent qualification; and
- b) Two to three years' experience in the relevant field.

DUTIES

- a) Arranges meetings, engagements for the Secretary and keep records of all meetings;
- b) Follow-up on issues delegated by the Secretary and office manager;
- c) Coordination and management of the Secretary's diary;
- d) Safe keeping of office documents;
- e) Logistical and administrative support;
- f) Maintains strict access to the officer of the Secretary; and
- g) Screening of incoming calls and receive guests for the Office of the Secretary.

COMPETENCIES

- a) Ability to work with people;
- b) Communicate effectively; and
- c) Ability to solve problems.

POST 6: UNIT MANAGER: IT

(EMAIL TO: Ndalanin@limpopoleg.gov.za)

BASIC SALARY: R654 923.00 p.a

JOB REQUIREMENTS

- a) Three years Bachelor degree / National Diploma in Information Technology ICT or any relevant equivalent qualification;

- b) A+ (Hardware and software support certification);
- c) N+ (Networking administration and support certification);
- d) Windows 200 server experience;
- e) At least two year knowledge of TCP/IP and Windows Server, experience in implementing local areas networks using Window operating systems; and
- f) MCP (Microsoft certified professional).

DUTIES

- a) Implements and monitor governance of IT management;
- b) Monitors deployment of patch and update on all hardware on the network to maintain security consistency;
- c) Manages software Asset tracking on all new and existing computers on our network according to the standards set;
- d) Manages ICT Security administration by ensuring that the institutions domain, data and systems are secured;
- e) Manages ICT Communication and technical support to the users, institution and MPLs; and
- f) Manages systems administration support; to maintain connectivity and up--time by administering.

COMPETENCIES

- a) Ability to solve problems and provide information to clients;
- b) Contribute to building good client relations and attainment of high quality service standards; and
- c) Proficiency in the application of techniques.

POST 7: ASSISTANT COMMITTEE COORDINATOR

(EMAIL TO: Ndalanin@limpopoleg.gov.za)

BASIC SALARY R482 131.00 p.a

JOB REQUIREMENTS

- a) Three years tertiary qualification in Secretariat or any relevant equivalent qualification;
- b) Computer literacy; and
- c) A valid driver's license.

DUTIES

- a) Assists in organising 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; and
- d) Document management which includes registers, filing of documents, copies for meetings and public hearing.

COMPETENCIES

- a) Ability to organise task and prioritise activities;
- b) Cooperative and team work;
- c) Willingness and ability to work under pressure; and
- d) Communication skills.

POST 8: CLAIMS OFFICER

(EMAIL TO: Ndalanin@limpopoleg.gov.za)

BASIC SALARY: R376 631.00 p.a

JOB REQUIREMENTS

- b) Three years tertiary qualification in Accounting and/ or Finance or any relevant equivalent qualification;
- c) Knowledge of GRAP and FMPPLA;
- d) Computer literacy with a strong emphasis on Ms. Excel;
- e) Knowledge of SAGE X 3 and SAGE people and HRM systems; and
- f) A valid driver's license.

DUTIES

- a) Registers the claims on the register book;
- b) Certify the S & T claims by signing them as a checking officer;
- c) Ensures that the claims are approved by Programme Managers;
- d) Ensures that both S&T and travelling rates are the ones approved by PSA Minister;
- e) Ensures that all employees submit car registration certificate;
- f) Generates new payslips on SAGE;
- g) Clears current payslip on SAGE;
- h) Checks if the claims are approved and are within the limit;
- i) Prepares spreadsheet for all claims submitted;
- j) Ensures that all the documents are filed in their respective files;
- k) Implements all allowances and third party deduction as per HR advice;
- l) Captures all deductions, allowances and claim on SAGE;
- m) Ensures that all claims are approved by the Accounting Officer and check if budget is available before capturing (including overtime); and
- n) Calculates the claims using the correct rates and formula.

COMPETENCIES

- a) Ability to solve problems;
- b) Ability to organise task and prioritizes activities;
- c) Sensitive to the need of clients;
- d) Ability and willingness to work under pressure; and
- e) Communication skills.

1. Applications should be submitted on "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 or late applications will be accepted or considered. Applications should be forwarded to: **The Secretary, Limpopo Legislature, P/Bag X9309, POLOKWANE, 0700.**

2. Enquiries should be directed to Mrs. Nemahunani R.T @ (015) 633 8009/ 8134.

3. 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.

4. **N.B.** Only people 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.