



WESTERN CAPE PROVINCIAL PARLIAMENT

Office Administrator: Office of the Chief Parliamentary Officer

(6-month fixed-term appointment)

Remuneration: Commensurate with experience, total package negotiable from **R211 373 per annum**.

Requirements: • A Senior Certificate (Matric) with at least 5 years' relevant experience. Candidates who have been assessed in terms of recognition of prior learning are welcome to apply • Excellent typing, administration, organising and written/verbal communication skills • The ability to use initiative • Good interpersonal relations • Proficiency in MS Word, Excel and PowerPoint, and other relevant computer packages.

Key performance areas: • Manage the office and diary of the Chief Parliamentary Officer • Manage electronic communication • Record and control documents received and delivered • Manage and maintain an office filing system • Type documents • Take minutes of meetings • Draft correspondence • Prepare and compile documentation for meetings • Perform rudimentary research • Track progress on operations • Arrange meetings and schedule appointments • Order, monitor and control stationery and other consumables • Make logistical arrangements • Be responsible for asset management in the office • Perform such reasonable administrative duties as may from time to time be requested.

Enquiries: Mr AT Nage, tel 021 487-1669

Language Practitioner: Afrikaans/English

(6-month fixed-term appointment)

Remuneration: Commensurate with experience, total package negotiable from **R393 216 per annum**.

Requirements: • A relevant B degree or equivalent qualification on NQF level 7 and at least 3 years' experience in a relevant and related field. Candidates who have been assessed in terms of recognition of prior learning are welcome to apply • Editing skills • Translation skills between English and Afrikaans • Good analytical ability • Excellent verbal and written communication skills • Exceptional proficiency in Afrikaans and English.

Key performance areas: • Translate parliamentary documents • Edit parliamentary documents and papers • Assist with parliamentary terminology development.

Recommendations: Knowledge of and experience in a parliamentary environment.

Enquiries: Mr AT Nage, tel 021 487-1669

Human Resources Officer

(6-month fixed-term position)

Remuneration: Commensurate with experience, total package negotiable from **R393 216 per annum**.

Requirements: • A relevant B degree or equivalent qualification on NQF level 7 combined with a minimum of 3 years' working experience in human resources management. Candidates who have been assessed in terms of recognition of prior learning are welcome to apply • Well-developed interpersonal skills • Good written and verbal communication skills • Knowledge of human resource practices.

Key performance areas: • Employee wellness • Employee orientation • Overtime and time off • Leave • Human resource administration • Career management.

Recommendations: Knowledge of and experience in PERSAL.

Enquiries: Ms S Fouché, tel 021 487-1661

Risk and Internal Control Officer

(6-month fixed-term appointment)

Remuneration: Commensurate with experience, total package negotiable from **R393 216 per annum**.

Requirements: • A relevant B degree or equivalent qualification on NQF level 7. Candidates who have been assessed in terms of recognition of prior learning are welcome to apply • A minimum of 3 years' working experience in financial administration • Knowledge of the applicable instructions in the PFMA as well as relevant delegations • Good planning and organising ability • Good communication skills • Innovation and adaptability • An understanding of enterprise risk management.

Key performance areas: • Ensure effective, efficient and transparent financial administration by applying internal control measures • Provide guidance and assistance regarding the fraud prevention plan, policies, financial instructions and delegations • Liaise with internal audit • Conduct internal control inspections • Conduct post-audit assessments • Assist with voucher control.

Enquiries: Ms N Petersen, tel 021 487-1646

Certain guidelines are followed when negotiating remuneration.

Short-listed candidates will be subject to a security clearance by the South African Police Service (SAPS) and/or State Security Agency (SSA), qualification checks and competency-based assessments. Employees of the WCPP will be required to submit and update a declaration of interests.

The Western Cape Provincial Parliament reserves the right not to make an appointment.

Applications must be submitted on the prescribed form that is obtainable from the Western Cape Provincial Parliament or www.wcpp.gov.za and must be accompanied by a recently updated CV with three references, certified copies of all qualifications and Identity Document, and must be forwarded to the following address: The Secretary, PO Box 648, Cape Town, 8000 (for attention: Ms Nombulelo Mofoko) or hand delivered to the Provincial Legislature Building, 7 Wale Street, Cape Town or submitted via e-mail to NPMofoko@wcpp.gov.za

Closing date: 11 October 2013

Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, you must accept that your application has been unsuccessful. Regret correspondence will only be with interviewed candidates.