

SECTION A: ORGANISATIONAL JOB INFORMATION	
JOB FAMILY	Management
JOB CODE	CoCSLM
JOB TITLE	Manager Oversight and Strategic Liaison
JOB PURPOSE	To ensure Strategic Liaison and Management between the office of the Chair of Chairs, NCOP, PPP and Committees through the implementation of Quality Assurance, Monitoring and Evaluation systems, oversight and performance reporting
POSITION TYPE	Permanent
JOB GRADE	P06
Business Stream	Office of the Chair of Chairs
DIRECTORATE	Leadership and Governance
UNIT	Office of the Chair of Chairs
NUMBER OF JOB HOLDERS	1 (one)
LOCATION	Johannesburg
ORGANISATION	Gauteng Provincial Legislature

SECTION B: MINIMUM QUALIFICATION REQUIREMENTS

Relevant Qualification (Degree or Diplomas)	A three years bachelor degree in Political Science or equivalent.
Functional Training Requirement (e.g. financial management)	<ul style="list-style-type: none"> • Understanding/knowledge Parliamentary business, procedures and processes. • Understanding of how the GPL and the committees as well as the office of chair of chairs is structured • People Management • Financial management • Programme and Project Management • Risk management • Stakeholder Relations Management • Monitoring and Evaluation
Minimum other training required	<ul style="list-style-type: none"> • Excellent communication skills (both verbal and written) • Presentation skills • Report writing skills • Thorough knowledge of relevant PC packages, e.g. Word, Power Point & Excel • Exceptional relationship management skills and end to end stakeholder management • Good negotiations skills, • Interpersonal relations skills • Communications skills • Public Sector Governance • Research Skills
Work Experience Required	<ul style="list-style-type: none"> • Minimum 5 years experience in a Parliamentary/Political or related environment of which 2 years must have been at Managerial level • Demonstrated experience and expertise in Stakeholder relations and management and Monitoring and Evaluation • Discreet and able to deal with highly confidential and sensitive information • Experience in Public Administration

**SECTION C: OVERALL BUSINESS CONTEXT
COMPANY STRATEGY**

**OVERALL BUSINESS
STRATEGIC/LONG-TERM
OBJECTIVES**

1. Oversight and Scrutiny

To hold the executive accountable

2. Public Participation

To create a space where the public can get involved in the democratic processes used to govern Gauteng

3. LAW MAKING

To improve the quality of life of the citizenry of Gauteng through the creation of laws which are both just and responsive to their needs

4. Leadership and Corporate Governance

Political administrative Leadership in a unified manner that ensures moral authority transparency and accountability

5. Stakeholder Management

Internal Stakeholders
External Stakeholders

SECTION D: SUMMARY OF KEY PERFORMANCE AREAS AND RELATED OUTPUTS

BALANCE SCORECARD DIMENSION	KEY PERFORMANCE AREAS(KPA's)	KEY OUTPUTS	
FINANCIAL	Financial Management	<p>Operational Budget developed and managed</p> <p>Input into Presiding Officer Budget to ensure alignment.</p> <p>Coordinated Committee budget processes and feedback provided to finance</p> <p>Reconciled budget expenditure is in line with budget allocations and resolved deviations</p> <p>Expenditure advice and feedback to Presiding Officers</p>	
	Risk Management	<p>Supply chain policy of the GPL complied to</p> <p>Risk management plan implemented</p>	
	INTERNAL PROCESSES	Strategy Development And Implementation	<p>Aligned Strategic plan with Communicated strategic responsibilities of the Presiding Officers</p> <p>Developed, implemented and quality assurance of information flow functions into and out of the office of the Chair of Chairs</p> <p>Stakeholder implementation plans are monitored and report on</p> <p>Leadership and Governance project and programme implementation</p> <p>Operational Risk identified and Risk management plan developed and implemented</p> <p>Annual Committee calendar and performance expectations are developed, implemented and monitored in line with the House mandate</p>
		Monitoring and Evaluation Office of Chairs of Chairs	<p>Developed and implemented monitoring and evaluation framework and system in line with the strategy and plan for Office of the Chair of Chairs, Committees, chairpersons of committees and Core Business</p> <p>M&E operational performance report for, i.e. Office of the Chair of Chairs, Committees</p> <p>Quality assurance system for Committee outputs effectiveness and efficiency developed and implemented.</p> <p>Executive Feedback and Recommendations report for all stakeholders on effectiveness and efficient operations submitted to Chair of Chairs and Chairpersons of Committees as per departmental standard</p> <p>Analyse, monitor and evaluate financial reports in terms of the committee budget expenditures</p> <p>GPL Process impact on Public participation system developed, implemented, monitored and evaluated and feedback reports and recommendations submitted and discussed</p>

SECTION D: SUMMARY OF KEY PERFORMANCE AREAS AND RELATED OUTPUTS

BALANCE SCORECARD DIMENSION	KEY PERFORMANCE AREAS(KPA's)	KEY OUTPUTS
INTERNAL PROCESSES CONTINUED	Committee Chairperson' Performance	A performance management system (process, procedure and templates, targets, etc.) to manage Committee Chairperson' performance is developed, trained, implemented and monitored Performance reviews (operational and Financial) on Committee Chairperson' outputs are scheduled, conducted, reported and action plans developed and implemented to enhance performance
	Strategic Alignment, NCOP and PPP Oversight	Assisting the Office of the Chair of Chairs in Translating defined priorities into clear strategic objectives
		Presiding Officers' strategic and political direction are communicated to NCOP and PPP
		A system for information sharing, liaison and monitoring and evaluation of the NCOP and PPP function is developed, implemented, reported on and recommendations communicated as per the Departmental standard
		The Impact of PPP is evaluated and recommendations communicated
	Monitoring and Evaluation	Ensure that there is regular interaction with the Monitoring and Evaluation Office in the administration in order to ensure alignment between the office and the Office of the Chair of chairs
		Assist the Office of the Chair of Chairs in defining parameters reporting in conformance to PEBA by outlining minimum standards
	Reports	Administrative and management feedback reports to the office of the Speaker.
Quarterly Performance Reports on NCOP, PPP, Stakeholder and Committee outputs		
Quarterly Office of the Chair of Chairs performance report		
Annual Liaison and M&E Report		
STAKEHOLDER	Stakeholder Management	Interact with Chairpersons of Committees in order to understand their needs and to give feedback to the chair in order to foster enhanced alignment with the strategic Direction with the Chairs office
		Strategy Implementation Liaison with Stakeholders
		Internal relations and coordination with all stakeholders maintained
		Regular Administrative and general management information to Speaker are ensured through liaison with the Office Manager
		Committee Chairpersons Performance review schedules
		Stakeholder satisfaction surveys
HUMAN CAPITAL	Human Resource	Agreed Balance Score Cards with all staff
		Monthly staff meetings

	Management	Agreed and implemented Skills development plans of the unit
		Annual and Quarterly Integrated Performance Management reviews of all staff in the unit
		Coaching and mentoring implementation plans and reports
		Positive Employee Satisfaction survey results
		Employee relations and wellness programme reports where applicable
		Updated staff leave records in line with GPL Policy
		Participate in the recruitment of high calibre staff in consultation with the Presiding Officers

SECTION D: SUMMARY OF KEY PERFORMANCE AREAS AND RELATED OUTPUTS CONT

BALANCE SCORECARD DIMENSION	KEY PERFORMANCE AREAS(KPA's)	KEY OUTPUTS
VALUES	Moral integrity	Being honourable and following ethical principles
	Goal orientated/ Diligent	Working diligently to achieve results
	Teamwork	Being co-operative and working well with others
	Courtesy	Being polite and having respect for individual dignity
	Development	Encouraging the achievement of personal growth, learning and development
	Economy	Being responsible and careful in spending
	Excellence	Continuous improvement in performance and standards
	Openness	Being sincere and candid in discussions
	Participation	Involvement of everyone in decision-making processes
	Social Equality	No unfair discrimination, directly or indirectly against anyone on one or more grounds, including race, gender, sex, class, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth
Professionalism	Being knowledgeable with a non-partisan, positive attitude as well as proficient in executing duties	

SECTION E: JOB DESCRIPTION / PROFILE
(Complete this section for each key performance area identified)

KPA. : ALL

KEY CLIENTS (internal/external):

- Chair of Chairs
- Deputy Chair of Chairs
- Committee Chairpersons
- Core Business
- Finance
- Other managers in GPL as necessary
- External stakeholders

**RESOURCES AND OTHER INPUTS
REQUIRED TO PERFORM OUTPUTS
AT THE REQUIRED STANDARDS** (i.e. Accurate information, Computer Systems, Legislation)

- Access to SAP
- Applicable legislation
- All HR applicable legislation, policies and procedures
- Procurement Policy
- Asset Management Policy
- NCOP Procedures
- Reports
- Strategic and Business plans
- Monitoring and Evaluation system
- Stakeholder Database
- Budget and Budget procedure
- Administrative procedures and legislation

**ROLES REQUIRED TO ACHIEVE
OUTPUTS** (i.e. Administrator, Facilitator, etc)

- Strategic Manager
- Quality Manager
- Facilitator
- Leader
- Implementer
- Researcher

SECTION F: COMPETENCIES REQUIRED TO ACHIEVE OUTPUTS

KNOWLEDGE REQUIRED	SKILLS REQUIRED	ATTRIBUTES REQUIRED
Public sector governance	Activity based budgeting	Integrity
Public Finance Management act	Financial reports analysis	Honesty
Supply chain management	Team work	Attention to detail
Mandate of legislatures and practice as well as procedures	Computer literacy	Loyalty
Mandate of the ruling party and priorities of the government	Report writing	Interpersonal skills
Developmental sector in South Africa	Communication	Quality awareness
Co operative governance in South Africa	People management	Customer Orientation
Human Capital Management	Coaching and mentoring	Business Accumen
Leadership And Governance programme responsibilities	Programme and Project management	Analytical
Understand the role of stakeholders in the Legislature programme	Operational management	Confidentiality
Understand the principles of the Outreach programme	Relationship Management	Judgement
Understanding the role of motions and bills in the Leadership and Governance programme	Stakeholder Management	Assertiveness
Understand the Privileges of the Speaker and Deputy Speaker	Strategic Thinking	Persistence
Understand the Privileges of the Chairperson of Committee and Leader of the House	Liaison and Networking Skills	Persuasiveness
Understand the Privileges of ex-Members and ex-Ministers	Coordination and Events Management skills	Tenacity.
	Monitoring and Evaluation skills	
	Quality assurance skills	
	Protocol and Etiquette skills	
	Development, updates etc to documentation	
	Office Management	
	Negotiation skills	
	Problem Solving Skills	
	Monitoring and Evaluation	
	Speech writing	
	Process Management	

SECTION G: DELEGATED AUTHORITY

(This section identifies the delegated authority (freedom to act element) of this position and the actions and decisions that can be taken without reference)

<p>What this position's decision-making and supervisory powers are (what decisions can this position take independently on its own and what decisions should this position refer to the supervisor / manager (or someone else)</p>	<p>Position can decide the following independently:</p> <ul style="list-style-type: none"> Business plan Recruitment of staff Expenditure of the budget Partnerships and collaborations <p>The position refers deviations from the above to the Chair of Chairs for approval</p>
<p>Can this position draft and / or change policies?</p>	<p>Yes, the position can draft and recommend policies for the unit. The recommended policies will require the approval of the Policy Committee</p>
<p>Can this position enter into contractual agreements on behalf of the GPL?</p>	<p>Yes, in line with the supply chain management policies of the GPL, line managers are responsible for contract management with external service providers</p>
<p>May this position authorise expenditure and if so, to what amount?</p>	<p>Yes, in line with the delegations of authority for the Committee Support Unit Manager</p>
<p>What would be the implications of any wrong decision made by this position in terms of the four preceding questions?</p>	<p>The implications for wrong decisions are the following:</p> <p>Business plan not aligned to strategic plan of the GPL will mean that the Leadership and Governance Programme will offer irrelevant support services and thus this the legislature will become irrelevant and unable to fulfil its core mandate of law making, public participation and oversight. Have a direct impact on the Reputation of the Speaker and the Legislature</p>
<p>TIME HORIZON (Is this position required to plan in the short (<i>daily, weekly, and monthly</i>), medium (<i>6 – 24 months</i>) or long term (<i>more than 2 years</i>)?)</p>	<p>The position in the main requires long term planning that is then monitored and reviewed annually, quarterly, monthly, weekly and daily.</p>

SECTION H: PROBLEM SOLVING / JOB (THINKING) CHALLENGES

Indicate the level of thinking required in this position to resolve problems and to avoid possible problems. Also provide examples:

Problems are limited and those that do arise are referred to supervisor / manager (or someone else)	The position can resolve problems independently, for example, quality and standards queries, stakeholder relations, supply chain challenges, etc
Problems are resolved within general policies and principles, under the guidance of supervisor / manager	Yes, advanced problem solving skills are required
You use your own imagination and initiative to resolve problems i.e. identify solutions	This is the key responsibility of the position, to ensure that the legislature achieve their mandate within the existing legislative and other constraints. The position is expected to find answers to complex challenges of governance that the legislature is faced with in its normal day to day work.
Problem resolving requires constructive thinking that goes beyond previous or similar problems / solutions, i.e. no previous examples	Yes, coordinates services to the standing rules of the house, problems require constructive thinking at all times. he position is expected to provide answers to complex questions of interdependency and integration of different processes within the GPL.
Problem solving requires specialist and/or highly technical ideas / concepts	Yes, parliamentary practice is a highly technical environment and thus one has to be knowledgeable about the subject in order to provide solutions. For example, a wrong application of rules of the house can lead to the House taking wrong decisions on behalf of the people of Gauteng. This will require the position to apply correct rules at all times.
Problem solving is of a strategic nature and determines the direction and/or future of the organisation	Yes, and it has a direct impact on operational decisions and the reputation of the institution



JOB PROFILE NO: MCS001

SECTION I: AUTHORISATION

CONSENSUS ON CONTENTS OF JOB PROFILE

Signed: _____
(Supervisor's / Manager's Signature)

Date: _____

(Supervisor's / Manager Name)

Next Review Date: January 2010