

registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/executive council; Liaise with senior managers in the institutions within the executive authority's portfolio. Co-ordinate the activities of the executive authority's office. Render a Cabinet/executive council support service to the executive authority: Manage the distribution of memoranda to Cabinet/executive council members; Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of Cabinet/executive council and alert the Chief of Staff and executive authority of actions to be taken and due dates. Supervise employees. General supervision of the employees in the office of the executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES
NOTE

: Ms N Pule, Tel: (012) 441 3422
: Preference will be given to Coloured Males, Indian Males, White Males, Coloured Females and Indian Females

POST 08/13

: **PARLIAMENTARY AND CABINET SUPPORT OFFICER REF NO: DSAC-11/02/2025**

SALARY

: R849 702 per annum, (an all-inclusive remuneration salary package) consisting of a basic salary, State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules Middle Management Services Guidelines.

CENTRE
REQUIREMENTS

: Pretoria
: Senior Certificate/Matric Certificate/Grade 12 Certificate or relevant qualification; An appropriate three-year Degree/National Diploma in Public Relations< Media Studies, Administration, Office Administration or relevant qualification; 3-5 years management experience in the political and parliamentary processes. Competencies: Knowledge of Ministry operations, policies and practices and relevant legislations. Proven management competencies. Sound knowledge of the respective communication media. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Language skills and the ability to communicate with people at different levels and from different backgrounds. Knowledge of the political and Parliamentary/ legislative processes in South Africa. Computer literacy. Planning and good organizational skills. Good communication and interpersonal relations. Good presentation and networking skills. Analytical and interpretation skills.

DUTIES

: To provide administrative support to the executive authority on matters relating to Parliament/the legislature and Cabinet/executive council. To monitor events in Parliament/the legislature to identify matters that have a bearing on the portfolio of the executive authority: To liaise with structures like portfolio and standing committees on matters that have a bearing on the portfolio of the executive authority and brief departments on decisions taken; To monitor events in Cabinet/Executive Council to identify matters that have a bearing on the portfolio of the executive authority: To peruse documents like minutes of Cabinet and cluster committees and monitor meetings of the executive structures to identify matters that have a bearing on the portfolio of the executive authority; To liaise with structures, by attending meetings, like cluster and cabinet committees. To render an efficient and effective parliamentary service. To facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events. To compile cabinet memoranda, speeches, submissions, briefing notes and other documents as required. To gazette and table draft bills emanating from the portfolio of the executive authority. To provide advice and support in terms of policy and procedure to the department in respect of key parliamentary events, like the tabling of the budget vote of the executive authority. To co-ordinate and control movements between the Pretoria and Cape Town offices for Parliamentary sessions (where applicable): To manage and oversee the packing, dispatching and unpacking of official documents and equipment in Pretoria and Cape Town; To manage the movement of households to and from Cape Town. To study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly; Remain up to date with regards to the applicable prescripts/policies and procedures that apply to his/her work terrain; Remain abreast with the procedures and processes applicable to the executive authority.

ENQUIRIES
NOTE

: Ms N Pule Tel No: (012) 441 3422
: Preference will be given to Coloured Males, Indian Males, White Males, Coloured Females and Indian Females.