

## **CORE BUSINESS SUPPORT DIVISION**

### **CONTENT ADVISOR: PC ON HUMAN SETTLEMENTS**

#### **We offer a market and industry competitive total cost package**

The Parliament of the Republic of South Africa is a premier institution in the country given its status as the legislative authority of South Africa. It is the only institution that has the power to make laws for the country. Parliament is the heart of our democracy where the country's representatives gather to discuss important issues affecting the people, pass laws meant to promote the public good and promote accountability and transparency in governance. The two houses that make up Parliament, the National Assembly, and the National Council of Provinces, each with their own distinct role and functions set out in the Constitution, work together to oversee the promotion of the constitutional values of human dignity, equality, non-racialism and non-sexism, human rights, and freedom.

#### **JOB SUMMARY**

Parliament of South Africa is seeking professionals that would be responsible for providing strategic advice and analysis to Committees, including quality assurance of Committee products.

#### **As a successful candidate, your key responsibilities will be:**


- Operational planning and reporting
- Content, Strategic and Procedural Advice to committees
- Quality Assurance
- Committees Support Budgeting

#### **To qualify, you must have a minimum of:**

- Relevant master's degree and 5 years relevant experience

#### **You must also demonstrate knowledge and experience in:**

- Sound research and analytical skills
- Knowledge of Parliamentary policies, procedures and management systems
- Operational planning and project management skills
- Understanding the sensitivities within a political environment
- Proven organisational and administrative skills
- Sound oral and written communication skills
- Good interpersonal & creative skills
- Ability to work in a team
- Ability to work under sustained pressure
- Computer literacy including MS Office packages, Internet and Outlook
- Stress management [self-management]
- Ability to work extraordinary working hours



### **What you will experience working at Parliament:**

In return for your hard work, we offer meaningful and engaging work. We are passionate about making a difference. Joining us means you will be tackling exciting challenges and working on innovative projects that have a positive impact on the nation and the world. We are committed to recognising and rewarding your dedication and high performance. We are invested in your growth and development and offer numerous growth-promoting opportunities and resources such as bursary scheme and numerous learning and development opportunities. Our culture is collaborative and inclusive. We value teamwork and believe that together, we can achieve extraordinary results. When you join us, you will become part of a community that is driven by the need to serve the nation. Hard work is not all there is to us. Your well-being is important to us, and we promote work practices that enable a healthy work-life integration, supported by our hybrid work arrangements that combines in-office and remote work. Our wellness program, including various sporting codes, is designed to promote emotional and physical well-being. In addition to the above, we offer a highly competitive remuneration package.

### **About Us**

Working at the Parliament of South Africa is a unique opportunity like no other. No matter where you are placed in this premier institution, you will be part of a truly remarkable and exceptional team that serves the people of our great country and shapes the course of our nation's history every day. If promoting the public good is what drives you, if you are passionate about shaping a brighter future for the citizens of South Africa, and you are ready to be part of something extraordinary where you can shine and make a real impact on the people of our country, then Parliament is the place to be. If you are also a dynamic individual who values professionalism, openness, integrity, teamwork, accountability, responsiveness and shows mutual respect, we would like to hear from you. Our doors are open, and we are inviting you to become a part of this incredible journey.

**This position is subject to a 6-month probationary period.**

To apply go to: <https://www.parliament.gov.za/careers-parliament>

**CLOSING DATE: 19 September 2025**

*"Parliamentary Administration Services promotes and applies the principles of affirmative action and equal opportunities".*