



Parliament is elected to represent the people, ensure government by the people under the Constitution and to represent the provinces under the national sphere of government. The following opportunities exist at Parliament.

INFORMATION AND COMMUNICATION TECHNOLOGY DIVISION ENTERPRISE CONTENT MANAGEMENT ADMINISTRATOR: TECHNICAL (REF: KS/3552/2017)

Remuneration package: R715 576 p.a.

The successful candidate will be responsible for providing technical administration support for the Parliament's Enterprise Content Management (ECM) System.

Key Performance Areas Include: •Configure and set-up ECM system •ECM system administration •Technical administration of the system •End-user Support for the ECM system •Training.

Minimum Requirements: •Applicants must be in possession of an IT Degree or Diploma, and 5 years relevant experience.

Skills Requirements: •Attention to detail •System administration skills •Problem solving ability •Report writing skills •Integration skills •Experience with ECM Scanning solutions, electronic signatures and Mulesoft ESB (highly advantageous) •Scripting experience with JavaScript and JQuery (highly advantageous) •Understanding of the software development life cycle •Knowledge of Project management principles •Understanding of Records management (essential) •Exposure to Alfresco CMS (essential) •Workflow experience with Activity BPM (highly advantageous) •Experience with customisation of ECM to institutional needs.

COMMITTEE SECTION CONTENT ADVISORS

Remuneration package: R1 096 712 p.a.

(5 YEAR FIXED TERM CONTRACT)

The successful candidate will be responsible for co-ordinating support / resources and provides strategic advice to the Committee and quality assurance in respect of committee products.

Key Performance Areas Include: •Strategic and operational planning •Content advice to committees •Quality assurance •Committee support.

Skills requirements: •In-depth engagement with relevant disciplinary knowledge in its interdisciplinary context •Locating, analysing, and critically using relevant information •Analytical and critical thinking •Creative problem-solving •Budget and finance analytical skills.

Opportunities exists for Content Advisors in the following Committees:

PORTFOLIO COMMITTEE ON COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (REF: NM/3167/2017)

Minimum Requirements: •A relevant Master's Degree, preferably in Public Administration/Management, Local Government Administration and/or Political Science •Content analysis/advisory experience of no less than 5 years' •Knowledge of Local Government and Traditional Affairs and its impact on service delivery, poverty alleviation and economic growth •A demonstrable understanding of national policies and Legal Framework in this field.

PORTFOLIO COMMITTEE ON TELECOMMUNICATIONS AND POSTAL SERVICES (REF: NM/3158/2017)

Minimum Requirements: •A relevant Master's Degree with specific focus on Communications and Communication Technologies. •Experience of 5 years in content analysis of documents and publications with a view to formulate strategic advice on communication issues, a particular focus in underdeveloped communities is required •Applicants must demonstrate an understanding of national policies and the impact of communications and technologies in social and economic development.

PORTFOLIO COMMITTEE ON SPORT AND RECREATION (REF: NM/3177/2017)

Minimum Requirements: •A relevant Master's Degree, preferably in Sport Management/Science •Content analysis/advisory experience of no less than 5 years' •Knowledge of Sport and Recreation and its impact on nation building, social cohesion and a healthy national lifestyle •A demonstrable understanding of national policies and Legal Framework in this field.

OFFICE MANAGER: JOINT STANDING COMMITTEE ON INTELLIGENCE (REF: NM/2858/2017)

Remuneration package: R1 315 845 p.a.

(5 YEAR FIXED TERM CONTRACT)

The successful candidate will provide comprehensive administrative and management service in the Office of Joint Standing Committee on Intelligence.

Key Performance Areas Include: •Strategic management •Operations management •Perform ceremonial duties •Analyse and interpret financial statements •Information systems support •Human resources management.

Minimum Requirements: •Relevant Degree and 8 years' relevant experience.

Skills Requirements: •Knowledge of Committees on Intelligence policies and directives •Understanding the flow of management systems at Parliament •Sound organisational and administrative skills •Sound interpersonal skills •Advanced computer literacy •Ability to exercise discretion and maintain confidentiality.

KNOWLEDGE AND INFORMATION SERVICES DIVISION MANAGER: REPORTING UNIT (REF: LC/1573/2017)

Remuneration package: R1 096 712 p.a.

(5 YEAR FIXED TERM CONTRACT)

The successful candidate will be responsible for the management of the Reporting Unit of Language Services Section.

Key Performance Areas Include: •Operational planning •Financial management •Human resources management •Management reporting.

Minimum Requirements: •Applicants must be in possession of a Grade 12 or NQF Level 4, a Degree in Languages and 5 years' relevant experience.

Skills Requirements: •Competency in Hansard reporting •Knowledge of Parliamentary Services policies, directives and management systems •Knowledge of computer systems and advanced computer literacy •High energy with sense of urgency •Exceptional interpersonal competency •Ability to develop and implement policy •Hands-on with strategic & operational planning and implementation •Experience in managing organisational change •Ability to set clear objectives and lead a team •Professional vision and commitment to making a difference •Excellent written and verbal communication skills •Ability to sustain pressure.

CONTROL LIBRARIAN – REFERENCE AND INFORMATION SERVICES (REF: LC/1427/2017)

Remuneration Package: R715 576 p.a.

The successful candidate will be responsible for rendering information services and research support to clients.

Key Performance Areas Include: •Planning and administration •Professional learning & development •Content provision information and knowledge •Content promotion and distribution •Content evaluation & development •Information literacy.

Minimum Requirements: •A Degree in Library Science or Post Graduate Diploma in Library Science and 3 years' experience in a specialised library or research environment.

Skills Requirements: •Knowledge of Integrated Library Management Systems (Symphony) •Excellent communication, written and interpersonal skills •Excellent presentation skills •Client focus and excellent customer care skills •Knowledge of research process •Analytical skills •Planning and organisational skills.

LANGUAGE PRACTITIONERS (4 POSTS)

XITSONGA – TRANSLATION UNIT

(REF: LC/3024/2017)

TSHIVENDA – INTERPRETING UNIT

(REF: LC/2545/2017)

ISIXHOSA – INTERPRETING UNIT

(REF: LC/2537/2017)

SIGN LANGUAGE – INTERPRETING UNIT

(REF: LC/2770/2017)

Remuneration package: R447 298 p.a.

The successful candidate will be responsible for providing error-free Hansard/ and non-Hansard translations/and Interpreting Services to the Houses and Committees of Parliament.

Key Performance Areas Include: •Checking •Reporting •Interpreting •Proofreading •Terminology development •Mentoring.

Minimum Requirements: •Applicants must be in possession of a Grade 12 or NQF Level 4, a Degree or Diploma in Languages and 3 years' relevant experience.

Skills Requirements: •Proficiency in English and the language applied for •Sound communication skills (oral and written) •Computer literacy (MS Word, Internet and Email) •Willingness to work long hours •Ability to work independently and under pressure in executing the responsibilities of the post.

RESEARCHERS

Remuneration package: R715 576 p.a.

The successful candidates will provide strategic research support to Members and Committees for their oversight, legislative, public and international participation functions, as well as specialised research to Senior Management of Parliament.

Opportunities exist for Researchers within the following Committees:

RESEARCHER: LABOUR (REF: KS/3056/2017)

Minimum Requirements: •A relevant Honours Degree in Economics and/or Labour Law with 3 years' applied research experience in labour and/or public enterprises research and understanding of the South African labour market and/or functioning of the various public enterprises.

RESEARCHER: FINANCE (REF: KS/3045/2017)

Minimum Requirements: •A relevant Honours Degree in Public Finance and/ or Economics, with 3 years' applied research experience in financial or economic environment, knowledge of the legislative and regulatory framework. An understanding of South Africa's fiscal framework, fiscal and financial planning tools, including budgets.

The following applies to all of the above Research positions:

Key performance areas will include: •Conducting research •Strategic research support and planning •Law-making, oversight, public and international participation support •Operational procedure and sector specialisation •Quality control and information dissemination •Additional support services, as required.

Skills requirements Include: •Sector-specific knowledge •Understanding of Government processes •Research experience •Knowledge of research methods •Project management •Knowledge of Parliamentary processes and systems •Analytical skills •Conceptual skills •Presentation skills •Communication skills •Verbal and written skills •Intermediate to advanced computer skills •Interpersonal skills •Planning, coordinating and organising skills •Client orientation •Team work •Time management •Ability to function well under pressure •Willingness to work long hours •Flexibility and adaptability.

SENIOR DOCUMENT OFFICER (REF: PM/3818/2017)

Remuneration Package: R447 298 p.a.

The successful candidate will be responsible for the classification and indexing of all documents and content that fall within the central repository in accordance to Parliaments file plan.

Key performance areas will include: •Classification and indexing of all documents and content relating to the document/record management •Classification and indexing of all documents •Routing of all indexed documents/content to the relevant recipients •Weekly update progress reports on file plan status •Training of stakeholders •Project management work •Operation management.

Minimum Requirements: •A Degree / Diploma in Library Science, Information Science, Records Management and / or Knowledge Management and 3 years' Classifying and/or indexing experience within a Records Management, Document Management, Archival, Library Science Information Management environment.

Skills requirements include: •Knowledge of Parliamentary policies and procedures •Good verbal and written communication skills •Must be able to work effectively with people •Adherence to service and standards •Computer literacy skills •Attention to detail •National archiving and records management skills •Knowledge and understanding of archival techniques and practices.

INTERNAL AUDIT OFFICE

IT AUDIT MANAGER (REF: KS/4151/2017)

Remuneration Package R1 096 712 p.a.

(5 YEAR FIXED TERM CONTRACT)

The successful candidate will effectively assist Parliament in improving its control, risk management and governance processes by proactively supporting and providing strategic and operational assurance to management in pursuit of institutional goals and objectives.

Key Performance Areas include: •Provide inputs into the development of the internal audit strategy and plans •Monitor the implementation of ICT audit plans •Provide strategic and operational advice to management •Staff management and development •Manage audit quality •Lead and manage ICT audit projects •Monitor conformance of audit projects with the applicable standards and methodologies •Relationship building and management.

Minimum Requirements: •B Degree in Information Technology or related fields/ CISA or CRISC or CIA designations will be an added advantage •7-9 Years' experience in Internal Auditing of which 5 years' should be in managerial capacity in the Auditing field •ICT Audit experience in the Legislative Sector/ Public Sector will be an added advantage.

Skill Requirements: •Planning, organizing and delegation •Results driven •Leading high performance teams •Effective communication •Client orientation •Strategic agility •Good judgement and decision making •Ownership and accountability •Emotional intelligence and personal mastery •Analytical skills.

CLOSING DATE: 25 August 2017 at 16:30.

Remuneration comprises a cost-to-company package, which incorporates all the large-company benefits. The Parliamentary Services Administration promotes and applies the principles of affirmative action and equal opportunity. Successful candidates will be expected to sign a performance contract.

Forward your covering letter and CV (not Z83), containing full personal and career details, certified copies of qualifications and ID and three contactable employment referees, via e-mail to: recruitment@parliament.gov.za (quoting the post title and reference number in the subject line).

PLEASE NOTE: The name and reference number of the post/s applied for must always be clearly indicated in all correspondence. Candidates who do not submit the supporting documentation as requested, will not be considered.

Short-listed candidates will be subjected to a positive security clearance by the South African Police Services and /or State Security Agency (SSA), citizenship and qualification checks and competency-based assessments.

Parliament reserves the right not to make an appointment. If you do not receive any response within two months of the closing date, please accept that your application has been unsuccessful. Regret correspondence will only be with the interviewed candidates.