



The KwaZulu-Natal Legislature (Pietermaritzburg) is seeking the suitably qualified candidates to fill the under-mentioned positions

### **COMMITTEE COORDINATOR (9 POSTS)**

**REF. NO. : COM 11/2011**

**Salary per annum: R361 943.00(exclusive of 13<sup>th</sup> cheque and related benefits)**

**MAIN TASK:** To provide high level secretarial advisory & coordination of services to the committee of the Legislature.

**REPORTING STRUCTURE:** The incumbent will report directly to the Cluster Coordinator.

#### **KEY PERFORMANCE AREAS:**

- Take and circulate minutes of committee meetings
- Make committee logistical arrangements
- Compile committee operational plan
- Give procedural advice to the Committee Chairperson
- Draft and track resolutions
- Develop draft committee budget
- Provide performance and committee reports
- Represent the directorate at external forums

**QUALIFICATIONS:** A tertiary qualification.

**EXPERIENCE:** Up to three years administrative experience. Experience in the public sector will be an added advantage.

#### **COMPETENCIES**

- Customer Orientation
- Relationship building/networking
- Financial Literacy
- Project Management
- Ability to present
- Computer literacy

**NB: THE SUCCESSFUL CANDIDATE(S) MUST BE WILLING TO TRAVEL IN THE PROVINCE AND OUTSIDE THE PROVINCE**

### **SENIOR RESEARCHER (6 posts)**

**Ref No.: Snr. Res 11/2011**

**Salary per annum: R361 943.00 (exclusive of 13<sup>th</sup> cheque and related benefits)**

**MAIN TASK:** To provide appropriate research services for Committees of the Legislature and other relevant parties/persons.

**REPORTING STRUCTURE:** The incumbent will report directly to the Manager: Research and Library Services

#### **KEY PERFORMANCE AREAS:**

- Implement research policies and procedures for the Legislature;
- Conduct research
- Produce research reports and present them to Committee and other parties
- Attend appropriate conferences and workshops; and
- Write work reports.

**QUALIFICATIONS:** A tertiary qualification preferably at Honours level in Social Sciences.

**EXPERIENCE:** At least three years relevant experience in a research environment; sound knowledge of qualitative and quantitative research. Knowledge of SPSS will be an added advantage.

#### **COMPETENCIES**

- Customer orientation
- Project Management
- People orientation
- Relationship building/Networking
- Ability to present
- Resilience
- Computer literacy (MS Word, MS Excel and internet).

### **BUDGET & CONTENT ADVISOR (5 posts)**

**Ref No.: Budget & Content Advisor 11/2011**

**Salary per annum: R 361 943.00 (exclusive of 13<sup>th</sup> cheque and related benefits)**

**MAIN TASK:** To analyze and interpret financial & performance data of departmental determinations by Committees.

**REPORTING STRUCTURE:** The incumbent will report directly to the Cluster Coordinator.

#### **KEY PERFORMANCE AREAS:**

- Analyse Transversal Budget
- Analyse Appropriation Bill/Departmental Vote
- Manage Departmental Performance Plans

**QUALIFICATIONS:** B Com in Accounting and/ or Economics

**EXPERIENCE:** 1-3 years experience in a financial environment

#### **COMPETENCIES**

##### **TECHNICAL**

- Report Writing Skills
- Budgeting knowledge
- Knowledge of PFMA/ Treasury regulations

##### **BEHAVIOURAL**

- Building Strategic Working Relationships
- Continuous Learning
- Information Monitoring
- Follow up
- Formal Presentation
- Work Standards
- Stress Tolerance

##### **SKILLS**

- Computer literacy
- Verbal and written communication skills
- Confidentiality

All applications should be accompanied with a motivational letter (strictly no Z83 form) and a comprehensive CV, certified copies of academic qualifications and three contactable references and be directed to:

**Mrs. T I Sibisi, KZN Legislature, Private Bag X 9112, Pietermaritzburg 3200, Tel: 033 355 7501.**

Faxed and e-mailed applications will not be accepted.

All applications without post reference numbers outside the envelope will not be considered. Should you not be contacted within two months after the closing date, please consider that your application was unsuccessful.

**CLOSING DATE: 15 NOVEMBER 2011**