FREE STATE PROVINCIAL LEGISLATURE

EXTERNAL JOB ADVERTISEMENT

Free State Legislature (FSL) invites applications from suitable, qualified and competent candidate for the following vacant position:

POST: SECRETARY TO THE LEGISLATURE

SALARY: R 1 205 193 PER ANNUM (EXCLUDING BENEFITS)

REQUIREMENTS: An appropriate recognized postgraduate degree or equivalent qualification supported by an extensive senior management experience. Knowledge of the operations of the Legislature and the related legislations regulating activities of the Legislature. Knowledge of the operations of the Legislative Sector. Knowledge and experience of administrative support to Political Office Bearers. Knowledge related to Financial Management of Parliament and Provincial Legislatures Act and sound legal understanding. Competency in programme management, strategic planning, leadership, people management, problem solving and analysis, change management and corporate leadership.

RESPONSIBILITIES: To ensure compliance as an Accounting Officer of the Legislature; To provide strategic management and oversight of the Legislature and its systems to realise the objectives as set out and to implement political decisions of the highest decision making body of the Legislature (i.e. the Rules and Orders Committee) by ensuring that effective and efficient procedural, financial and administrative support services are provided by Free State Legislature.

All applications must be submitted to- **HR: Fourth Floor, North Wing, Southern Life Plaza Building, 41 Charlotte Maxeke Street, Bloemfontein or be posted to Private Bag X20561, Bloemfontein, 9300.**

Enquiries can be directed to Director Human Resource, Ms D. Tshabalala –
Tel: 051 407 1232

The Free State Legislature would like to thank all applicants for their interest; however only those candidates considered for an interview will be contacted.

Free State Legislature is an equal opportunity and affirmative action employer. It is the intention of the Legislature to consider equity targets when filling this position.

CLOSING DATE: FRIDAY, 7 APRIL 2017, TIME: 16H00

FREE STATE LEGISLATURE

www.fsl.gov.za