

National Treasury

Office of the Minister of Finance

CAPE TOWN

Senior Parliamentary Officer

Remuneration Package R612 822 per annum (All-incl.)

Ref no. S102/ 2016

Purpose:

To provide overall parliamentary and strategic liaison support to the Minister including National Treasury and all entities reporting to the Minister.

Key Outputs:

The successful candidate will be expected to:

- Provide up to date parliamentary information to stakeholders.
- Timeously update stakeholder on new developments impacting on parliamentary responsibilities in line with Parliament's requirements and obligations.
- Provide Ministry with the necessary departmental support enable them to meet parliamentary obligations.
- Provide organisational stakeholders with any parliamentary information that might impact on their responsibilities.

NOTE: Please forward a detailed CV to The Recruitment Administrator, quoting the relevant Ref. No., to The Recruitment Administrator, National Treasury, Private Bag X115, Pretoria, 0001, or email: recruit.omin@treasury.gov.za.

Please note: When sending through your application, please attach the Z83 found on the DPSA website, copies of your qualifications and ID copy.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and South African citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks and assessments will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Should you not hear from us within one month, please regard your application as unsuccessful.



*The buildings of the National Treasury
are accessible to people with disabilities*



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

- Frequently communicate parliamentary protocol and rules to Ministry, National Treasury and Entities for compliance.
- Assist organisational stakeholders with compliance of legislation to correctly fulfil obligations and responsibilities when reporting to parliament.
- Update stakeholders regular with reports on the latest parliamentary proceedings.
- Ensure organisational stakeholders are briefed prior to engaging with the Department.
- Serve as parliamentary liaison between the Ministry and Parliament.
- Communicate parliamentary working programme to stakeholders.
- Update and liaise with parliamentary committees to ensure alignment with programmes.

Requirements:

It will be expected from the successful candidate to:

- Relevant 3 years degree / national diploma from accredited institution.
- A minimum of 5 years relevant management and/or administrative support experience.
- Must have a moderate understanding of the core functions of the division.
- Must be computer literate at an advanced level.

Closing date: 10 June 2016. No late applications will be considered.

NOTE: Please forward a detailed CV, with copy of Z83, certified copies of qualifications and ID, to The Recruitment Administrator, quoting the relevant Ref. No., to The Recruitment Administrator, National Treasury, Private Bag X115, Pretoria, 0001, or email: recruit.omin@treasury.gov.za

NOTE: Please forward a detailed CV to The Recruitment Administrator, quoting the relevant Ref. No., to The Recruitment Administrator, National Treasury, Private Bag X115, Pretoria, 0001, or email: recruit.omin@treasury.gov.za.

Please note: When sending through your application, please attach the Z83 found on the DPSA website, copies of your qualifications and ID copy.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and South African citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks and assessments will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Should you not hear from us within one month, please regard your application as unsuccessful.



***The buildings of the National Treasury
are accessible to people with disabilities***



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA