

National Treasury

Office of the Minister of Finance

CAPE TOWN

Parliamentary Officer (x2)

Remuneration Package R311 784 per annum (Excl benefits.)

Ref no. S124/ 2016

Purpose:

To provide overall parliamentary and strategic liaison support to the Ministry includes National Treasury (NT) and all entities reporting to the Minister of Finance.

Key Outputs:

The successful candidate will be expected to:

- Monitor events in parliament that have bearing on portfolio of the Ministry of Finance and related entities
- Peruse and provide updates on parliamentary documents and minutes to relevant stakeholders
- Attend and monitor meetings of parliamentary committees to identify matters that have a bearing on the NT and Ministry of Finance
- Liaise with relevant parliamentary structures on matters that have a bearing on NT and Ministry of Finance and inform relevant stakeholders on decisions taken.
- **Contribute to rendering an efficient and effective parliamentary service. This would, inter alia, entail the following:**

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: 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.



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- Facilitate timeous and appropriate responses to parliamentary questions in the format prescribed by Parliament/the legislature and ensure departmental representation in parliamentary events.
- Obtain information relating to agenda and notices of parliamentary meetings.
- Conduct in-depth research on parliamentary questions, legislation and queries received in the parliamentary office
- Serve as liaison between members of the public, parliament on parliamentary related matters.
- Coordinate submission and tabling of annual reports, including entities reporting to the Minister in Parliament.

Requirements:

It will be expected from the successful candidate to:

- Relevant four (4) years degree in law/economics/politics from an accredited institution.
- A minimum of 4 - 6 years relevant work experience in the relevant field.
- Must demonstrate a genuine knowledge of how parliament operates and an understanding of the South African political system
- Must be computer literate at an advanced level.

Closing date: 14 October 2016. **No late applications will be considered.**

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