JOB DETAILS

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| **Job Title**  | Senior Parliamentary and Cabinet Officer  | **Date Created** |  |
| **Post Grade**  | SL13 | **Vacant/ Filled**  |  |
| **CORE/ OSD** |  | **CORE Code** |  |
| **Post Location** | Pretoria |
| **Job Number** | ESM005 |
| **Title of Incumbent** |  |
| **Surname of Incumbent**  |  | **Initials**  |  |
| **PERSAL Number** |  |
| **Organisational Structure:** |

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| **Job Purpose** | To direct and manage the provisioning of effective, efficient parliamentary and cabinet support services to the the Executive Authority. |

**Key Results Areas:**

| **No** | **Main Objectives** | **Activities** | **%** |
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| **1** | Direct and manage administrative activities related to the executive authority’s parliamentary and cabinet responsibilities. | * + - Manage and direct processes to develop, implement and maintain systems, registers and databases to monitor and manage the flow of parliamentary and cabinet documents to, from and within the office of the executive authority.
		- Manage and direct processes to scrutinise minutes of Portfolio Committees and report on issues related to the Portfolio to the Chief of Staff/Minister.
		- Manage and direct the development and maintenance if the Offices Parliamentary and Cabinet Agenda.
		- Compile complex correspondence, submissions and cabinet memoranda as required.
		- Study, edit and comment on complex submissions to be submitted to the executive authority for consideration.
		- Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification.
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| **2** | Render a Cabinet support service to the executive authority.  | * + - Direct and manage the distribution of memoranda to Cabinet.
		- Direct and manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees.
		- Manage processes to ensure that a reliable record of decisions of Cabinet are kept and alert the Chief of Staff and executive authority of actions to be taken and due dates.
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| **4** | Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. | * Identify and manage the financial, human and equipment resources of the Office required to optimally support the implementation of the Unit’s Annual Performance Plan.
* Represent the strategic intent of the Office as part of internal resource allocation processes.
* Manage and account for the utilisation of the financial resources of the Office in line with the departmental delegations.
* Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources.
* Direct, manage and account for the utilisation of the Office’s human resources.
* Based on operational imperatives re-prioritise the allocation of resources within the Office.
* Oversee strategic and annual planning processes for the Office.
* Direct the utilisation of technology in support of the Office’s business processes.
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| **TOTAL** | **100** |