



The Commission for Gender Equality (CGE) is an Independent statutory body created in terms of the Constitution of the Republic of South Africa, 1996 (as amended). The CGE is committed to promoting a society free from gender oppression and all forms of gender inequality. Applications are invited from suitably qualified candidates for the following position:

PARLIAMENTARY LIAISON OFFICER (LEVEL 10)
Ref: PLU 04/2023
(Permanent) Salary Package: R516 465,94 per annum
Centre: Cape Town

The incumbent will report to the Legal researcher and Head of Legal department and will be responsible for the following:

- Act as a representative of the Commission to key stakeholders, in providing comprehensive input into practice directives, discussion papers, Bills and other legislation and policies, placing the core mandate of the institution at the centre of legislative reform from a gender equality perspective.
- Liaison between Commission for gender equality and parliament and other like-minded institutions
- Responsible for engaging stakeholders on substantive issues that affect the mandate of the Commission and its position on legislative matters, including submissions to parliament.
- Assist the legal researcher specialist to research and identify areas that require legislative reforms.
- Follow up on submissions made by the Commission for Gender Equality before parliament and other bodies.
- Track the impact of the submissions made by the Commission for Gender Equality on various passed legislations.
- Tabling of the reports of the Commission for Gender Equality at parliament
- Engage various portfolio committee on submissions made by the Commission for Gender Equality
- Engage provincial legislatures to determine Bills open for Comments.

REQUIREMENTS:

- A Bachelor's degree in law or equivalent qualifications in social sciences.
- 3 – 5 years of relevant work experience in a similar position
- Research orientated work experience (including comparative studies in line with domestic, regional and international instruments)

- Legislative drafting/writing experience.
- Working experience/knowledge of the Legislative Sector and Legislative Reform in South Africa.
- Knowledge and understanding of international instruments pertaining to gender equality.
- Valid driver's licence (attach copy).

COMPETENCIES:

- Adaptability to technological development and effective use of technology for performance enhancement, including proficiency in Microsoft Office.
- Persuasive communication skills and the ability to work across diverse levels of authority.
- Excellent written and verbal communication skills.
- People management skills.
- Applied understanding of the Commission for Gender Equality Act 39 of 1996 and other public service regulatory requirements pertaining to performance planning, monitoring & evaluation.
- Good understanding of the Public Finance Management Act (PFMA) of 1996, the Constitution of the Republic of South Africa, 1996 and other public service regulatory and governance instruments.

PERSONAL QUALITIES:

- Politically astute.
- Service delivery innovation, reliability, honesty and integrity, client orientation, customer focus, adaptability and resilience and the ability to manage deadlines and working under pressure.
- Analytical skills, ability to perform other duties which will contribute to the strategic management of the CGE and willing to go beyond the call of duty.
- Gendered view and approach to analysis and input.
- Communication and interpersonal skills.
- Hardworking and willing to go beyond the call of duty.
- Inspire and promote excellence.
- Excellent strategic and operational acumen.
- Self-driven, results-oriented, exceptional work ethic and practical to a tee.
- Methodical and a strong enquiring mindset.
- Have the ability to deliver under pressure, including a sturdy stress management disposition.
- Leadership qualities and lead by example.

KEY PERFORMANCE AREAS WILL INCLUDE:

1. Legislative Reform & Parliamentary Liaison

- Initiate and conduct research to inform the preparation of legislative submissions to Parliament, which legislation may be initiated from legislative authorities (e.g.,

Parliament, Legislatures, the South African Law Reform Council {SALRC}, etc.) and any State entity across all spheres of government, as set out in Section 11 (1) (c) of the CGE Act. This will include the drafting and making submissions on Bills, Amendments to Statutes, Draft Regulations, SALRC Papers and other relevant policy reviews.

- Preparation and delivery of reports and other relevant documents to the Head of Legal department, for reporting purposes to oversight structures.
- Monitor events in Parliament, legislatures and other legislative authorities, to identify proposed Bills and or legislation for amendments, and advise the Commission on input to inform submissions for advancing gender-responsive legislation, as well as serving as a link in the movement of information between Parliament, various legislative authorities and the Commission.
- Manage the administration of official documents and equipment for Parliamentary sessions.
- Manage communication and engagement between Parliament, Legislatures and other legislative authorities, as it pertains to legislative initiatives.
- Prepare and present, in both written and oral forms, the results of research in a manner appropriate for answering Parliamentary questions, for Committees' briefings and or to provide content for newspaper articles and press releases.
- Develop and implement the Commission's advocacy and lobbying strategies in Parliament and other stakeholders.
- Monitor motions, petitions, legislation, and other Parliamentary activities as appropriate.
- Monitor coverage in the media on issues before the CGE committees and Parliamentary Committees, relevant to the CGE and the preservation of its reputation.
- Advise and guide the CGE and Parliamentary Committees on relevant policy matters.
- Prepare and present, in both written and oral forms, the results of research in a manner appropriate for answering Parliamentary questions, providing briefings to Committee Members.
- Be able to identify subtext from outcomes in meetings from a legal and political standpoint, report back to and advise the CGE.

2. *International Instruments:*

- Advise the Commission on developments in international, regional, and domestic instruments that serve to promote, protect, develop and attain gender equality.
- Conduct regular reviews and assessments of State compliance with international treaties, conventions and charters, including the development of assessment tools on the implementation of various international and regional instruments, development and presentation of reports to the relevant oversight platforms.
- Collaborate with like-minded institutions in the public and private sector, as well as Community-Based entities, to facilitate State compliance with international and regional instruments, as they pertain to the promotion, protection, development and attainment of gender equality.

- Serve as a link between UN entities and the Commission, to ensure that the Commission is informed on current gender equality advances in the international arena, for best-practice applications where necessary.
- Provide research studies on the nature and status of international obligations that must be realised by the State, to promote, protect, develop and attain gender equality.
- Prepare responses to requests for information submitted by stakeholders on legislative and international issues.

3. Stakeholder Management

- Liaison with Parliamentary Portfolio Committees, including their staff members, in relation to reporting by the Commission to the National Assembly.
- Collaborate on legislative research projects with internal and external stakeholders.
- Arrange stakeholder engagements in order to gain understanding of the ground-up legal feedback that is required for the CGE to respond to these stakeholders.
- Proactively conduct engagement exercises with similar institutions in terms of making practical submissions to Parliament.
- Be visible to Parliamentarians and ensure that they are engaged.
- Conduct individual liaison with Officers of Parliament, Legislatures and other legislative authorities, to maintain current developments in legislative reform.
- Attend all committee meetings relevant to the CGE.
- Engage the Legal Department on legal reforms, policy developments and other pertinent issues affecting the Commission and its reporting to Parliament, as well as assisting the Legal Department with writing up submissions.
- Perform any other lawful, legitimate and necessary duty or responsibility that would be assigned by the CEO, intended to promote the mandate of the CGE and achieve its strategic plan and annual performance plan.

Applications

It is mandatory that an applicant submit the following:

Comprehensive CV.

- **Certified copies of ID and Qualifications.**
- **Telephone details and e-mail addresses of three contactable referees.**
- **A motivation letter and the above-mentioned documents must be sent to, P.O. Box 32175, Braamfontein, 2017 or hand delivered to this this address:**

**No:02 Kotze Street,
Women's jail, East Wing
Constitutional Hill
Braamfontein
2017**

Please note that no late applications will be accepted. Correspondence will be limited to the short-listed candidates only. Applicants with a foreign qualification must submit a SAQA evaluation report of their qualification. The CGE reserves the right not to fill this advertised position. The CGE is an equal opportunity, affirmative action employer committed to the achievement and maintenance of representivity (race, gender, and disability). Preference will be given to South African citizens. All shortlisted candidates will be subjected to background checks and competency assessment.

**For enquiries (Not Applications), contact Mr. Khuliso Tshivhase (HR Generalist) at:
Tel: 011 403 7182**

Closing date: 26 May 2023

No late applications will be accepted.