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**Action Driven- Disciplined- Political Clarity**  
In Building Gauteng Together

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**ADVERTISEMENT FOR THE POSITIONS OF PCO ADMINISTRATORS**

The ANC Gauteng Caucus is a political support unit to ANC Members of Provincial Legislature. Through its work it ensures that the MPL "strive to create a dynamic cooperation between the ANC, government and the people for effective legislative and governance interventions through mass participation to build a better Gauteng". The Parliamentary Constituency Office (PCO) has been deliberately established to ensure that public representatives have an effective way to account of the work they do in the legislature. The PCOs will be expected to act as advisory centres, where members of the community are able to approach for help with difficulties, they find in engaging with governments services. Hence the ANC GPL Caucus is requesting suitably qualified people to apply for the **1 position of PCO administrators** in West Rand (Randfontein).

**Parliamentary Constituency Administrator** (Salary: An all-inclusive salary package at R 234 000)

**Duties**

- Provide support to all ANC public representatives (Member of Provincial Legislature, Member of Parliament and Councillors) in the Office
- Deal with the day to day interventions as mandated by the Management Committee (MANCO) within the PCO
- Help implement a programme of action for the PCO and reconcile the programme with the ANC programme
- Develop a stakeholder profile of the Constituency and ensure they interact with ANC public representatives
- Provide advisory services to the members of the community as when required
- Develop a communication strategy of the PCO in consultation with MANCO to communicate government programs and projects.
- Provide a monthly report on service delivery in the constituency area
- Provide the secretarial support to all MANCO meetings
- Provide assistance to the ANC Caucus with auditing of assets allocated to the PCO on yearly basis

**The applicant must have the following:**

- National Senior Certificate (Grade 12)
- A Diploma or Degree in Public administration; Paralegal & Community Development will be an added advantage
- Organising and community activism experience
- Knowledge of legislatures and public sector
- Sound knowledge of the ANC constitution and policies
- Membership of the ANC will be an added advantage
- Ability to work both independently and in a team environment
- Flexible, proactive and goal-oriented
- Computer literacy

Please forward your application (CV) and Membership form to **Dudu Mashele** @ [DMashele@gpl.gov.za](mailto:DMashele@gpl.gov.za) and for enquiries please contact her at **(011) 498 5611**. The closing date of the application will be on the **28<sup>th</sup> February 2020**.

