



CAREER OPPORTUNITY

SECRETARY TO THE LEGISLATURE

5-Year Contract | Level / Grade 23 - Market-Related Remuneration Package

REFERENCE NUMBER: 2026-01

CLOSING DATE: 24 JULY 2026

PURPOSE OF THE ROLE

The Free State Provincial Legislature seeks an exceptional leader to direct and manage the Legislature's Administration, serving as its Accounting Officer. The incumbent carries ultimate responsibility for the smooth functioning of parliamentary operations - including public participation, engagement with the Executive Authority, and support to Members of the Legislature - while ensuring sound financial management that enables the Legislature to fulfil its constitutional mandate of overseeing the Executive, making provincial laws, and fostering cooperation with other organs of state.

KEY RESPONSIBILITIES

Reporting to the Executive Authority, the successful candidate will provide transformational leadership through long-term strategy and policy development; oversee the Legislature's participation in national and international parliamentary bodies such as the NCOP and the Commonwealth Parliamentary Association (CPA); support House proceedings and ensure compliance with Bill formatting and certification requirements; ensure effective services to committees, the House, and individual MPLs including Office Bearers; and serve as advisor to the Speaker, Deputy Speaker, and Chairperson of Committees on procedural matters.

MINIMUM REQUIREMENTS

A degree in Business Management or an equivalent leadership development qualification, with at least 10 years' senior management experience - including leading an organization in transition - and 15 years' experience in the public sector, parliamentary, legislative, or constitutional organ of state environment. Preference will be given to candidates with experience in transformation, change management, strategy implementation, and engagement with organized labour.

DEMONSTRATED COMPETENCIES

- Problem Solving and Analysis
- Policy Management
- Strategic Management
- Financial Management
- Report Writing
- Risk Management
- Human Capital Management
- Change Management
- Project Management
- Conflict Management
- Monitoring and Evaluation
- Performance Management

HOW TO APPLY - QUOTE REFERENCE NUMBER 2026-01 ON THE SUBJECT LINE

Internal Candidates:
Hrrecruitment@fsl.gov.za

External Candidates:
Hrrecruitment1@fsl.gov.za

Enquiries (CFO):
quintinh@fsl.gov.za

Submit a CV with certified supporting documents (ID, certified qualifications, two contactable references). Applications without the reference number will not be considered. Shortlisted candidates must prepare a 15-minute presentation.

Disclaimer: Appointment will be made subject to completion of Suitability checks. The Speaker of the Legislature reserves the right to approve or decline the appointment.