FREE STATE LEGISLATURE

Internal / External Job Advertisement

Free State Provincial Legislature (FSL) invites applications from suitable, qualified, and competent candidates for the following vacant positions:

1. DIRECTORATE: LEGISLATION AND OVERSIGHT

POST: DIRECTOR LEGISLATION AND OVERSIGHT
REFERENCE NO.: 02/2026
SALARY GRADE: 19
BASIC SALARY PER ANNUM: R1 688 614 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID, CAR ALLOWANCE & 13TH CHEQUE)

Purpose of the post: To oversee, manage and direct sound administration of all committees of the Legislature, library and archiving services, the NCOP office and the Research section, and to continuously monitor the processes of the Directorate in line with the vision and mission of the Free State Legislature.

Minimum requirements: A relevant four (4) year degree/Honours degree/postgraduate diploma (NQF Level 8) in Law, Public Administration or an equivalent field. Three (3) years' relevant public administration and/or law experience, including experience at a management level. Sound knowledge of the Standing Rules and Orders, parliamentary/legislative processes and the Public Finance Management Act. A valid driver's license.

Competencies: Strategic capability and leadership. Sound knowledge of legislative and parliamentary procedure. People management and empowerment. Programme and project management. Financial management. Change management. Excellent communication, negotiation and interpersonal skills. High level of integrity and confidentiality.

Key performance areas: Manage and coordinate the operational activities of the Directorate, including its strategic plan and internal operational procedures. Monitor and evaluate the efficiency of the FSL committee system, and the application of the Standing Rules and Orders relating to committees and the NCOP, making recommendations as required. Provide procedural and administrative support to House, Portfolio and Select Committees as assigned. Manage and evaluate the rendering of professional research services to Members and employees of the Legislature. Manage the functionality of the NCOP Section in both the Bloemfontein and Cape Town offices. Manage the production and distribution of procedural documents, including tabling, order papers, Speaker's orders and minutes of proceedings, and render table duties during sittings. Liaise with the Office of the Legal Advisor on legal aspects of committee reports and produce documentation on resolutions of the Legislature on behalf of the Secretary to the Legislature. Convene the weekly communication structure coordinating the legislative programme among stakeholders and provide administrative support to the Chairpersons' Panel. Develop, implement and monitor comprehensive library and archiving services, liaising with the Deputy Speaker on related sub-committee activities. Ensure Directorate compliance with financial guidelines, including the Financial Management of Parliament and Provincial Legislatures Act 10 of 2009, and provide input into the annual budget process. Manage staff within the Directorate, including recruitment, performance management, training and labour relations. Represent the FSL at relevant provincial, national and international forums, including the Joint Management Forum and Bargaining Chamber.

2. DIRECTORATE: HUMAN CAPITAL MANAGEMENT

POST: DIRECTOR HUMAN CAPITAL MANAGEMENT
REFERENCE NO.: 03/2026
SALARY GRADE: 18
BASIC SALARY PER ANNUM: R1 495 624 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID, CAR ALLOWANCE & 13TH CHEQUE)

Purpose of the post: To render a comprehensive human resource service to the Free State Legislature by reviewing the effectiveness of the organisational structure and recommending changes and improvements through human resource interventions, in order to promote overall efficiency and effectiveness of the Free State Legislature.

Minimum requirements: A relevant postgraduate degree (NQF Level 8) in Human Resources Management, Industrial Psychology, Public Administration or an equivalent field. A minimum of three (3) years' relevant experience in Human Resources Management, of which at least two (2) years must have been at a senior/middle management level. Sound knowledge of applicable labour legislation, including the Employment Equity Act, Labour Relations Act, Basic Conditions of Employment Act and Public Service prescripts. A valid driver's license.

Competencies: Strategic capability and leadership. People management and empowerment. Programme and project management. Financial management. Change management. Excellent communication (written and verbal), negotiation and interpersonal skills. High level of integrity and confidentiality.

Key performance areas: Oversee the development and implementation of HR policies, procedures and the salary administration process. Oversee recruitment and selection, job description development and the induction programme. Manage performance management, training and development, and career pathing initiatives. Establish and maintain effective labour relations, including grievance handling and compliance with recognition agreements. Manage employee wellness and corporate social responsibility programmes. Assist with the preparation and implementation of the EE Plan and statutory reporting to the Department of Employment and Labour. Manage the human capital budget and provide cost tracking, variance reporting and budget recommendations. Manage staff within the Human Capital component and ensure compliance with all relevant HR and FSL policies and procedures. Represent the FSL at relevant provincial, national and international forums, including the Joint Management Forum and Bargaining Chamber.

3. DIRECTORATE: PUBLIC PARTICIPATION AND EDUCATION

POST: DIRECTOR PUBLIC PARTICIPATION AND EDUCATION
REFERENCE NO.: 04/2026
SALARY GRADE: 18
BASIC SALARY PER ANNUM: R1 495 624 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID, CAR ALLOWANCE & 13TH CHEQUE)

Purpose of the post: To effectively manage and coordinate the overall operational functioning of the Free State Legislature's Public Participation and Education projects, through the provision and creation of relevant platforms for all stakeholders, including members of the public, to be represented and/or participate in relevant forums.

Minimum requirements: A relevant three-year degree in Communications, Public Relations, Political Science, Education, or an equivalent field. Three (3) years' relevant experience within a similar political environment, of which at least two (2) years must have been at a managerial level. Sound knowledge of the Promotion of Access to Information Act, parliamentary protocol and public participation principles. A valid driver's license.

Competencies: Strategic capability and leadership. Strong media liaison, public relations and stakeholder management skills. People management and empowerment. Programme and project management. Financial management. Change management. Excellent communication, negotiation and interpersonal skills. High level of integrity and confidentiality.

Key performance areas: Coordinate major Legislature activities and events, including the Premier's State of the Province Address, the Official Opening of the Legislature, the Speaker's Forum and the Chief Whips Forum. Represent the FSL on the National Public Participation, Communication and Petitions Forum and other provincial, national and inter-legislature communication and public participation structures. Manage media liaison and advisory services, including official press statements, briefings and conferences. Drive community education on democratic principles, the Constitution, nation-building and national cohesion, including engagement with schools and institutions of higher learning. Draft and implement the Directorate's strategic plan, and coordinate and manage public awareness, outreach and participation programmes. Ensure adherence to parliamentary protocol and general parliamentary operations. Serve as Deputy Chief Information Officer in terms of the Promotion of Access to Information Act. Prepare and manage the Directorate's budget, cost tracking and variance reporting, and approve related expenditure within the area of control. Manage staff within the Directorate, including recruitment, performance management, training and labour relations.

4. DIRECTORATE: INSTITUTIONAL SUPPORT SERVICES

POST: DIRECTOR INSTITUTIONAL SUPPORT SERVICES
REFERENCE NO.: 05/2026
SALARY GRADE: 17
BASIC SALARY PER ANNUM: R1 292 001 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID, CAR ALLOWANCE & 13TH CHEQUE)

Purpose of the post: To render comprehensive Information Technology, Support Services and Household Services to the Free State Legislature through the development and implementation of effective policies and procedures.

Minimum requirements: A relevant four (4) year Degree in Office Management or an equivalent field. Three (3) years' relevant experience in Office Management, including experience at a management level. Strong communication skills, both written and verbal. Sound knowledge of the Public Finance Management Act and applicable ICT, administrative and household services policies and procedures. A valid driver's license.

Competencies: Strategic capability and leadership. Sound knowledge of ICT systems and information management principles. People management and empowerment. Programme and project management. Financial management. Change management. Excellent communication, negotiation and interpersonal skills. High level of integrity and confidentiality.

Key performance areas: Ensure effective and efficient information management services, including IT hardware and software provisioning and maintenance of high data integrity standards. Control institutional administrative support, ergonomics and household services to the Legislature. Oversee the efficient administration and coordination of Members' salaries, interests, benefits and related support services. Develop, implement and monitor internal operational procedures and the Directorate's strategic plan. Manage all employee administrative matters, including leave, overtime and internal record-keeping, ensuring compliance with administrative policies and labour legislation. Ensure Directorate compliance with financial guidelines and policies, including the Public Finance Management Act, and provide input into the annual budget process. Ensure optimal safekeeping and utilisation of equipment, stock and resources, and coordinate internal auditing of operational matters with financial implications. Manage staff within the Directorate, including recruitment, performance management, training and labour relations. Represent the FSL at relevant provincial, national and international forums, including the Joint Management Forum and Bargaining Chamber. Report monthly on Directorate activities and provide recommendations to the Deputy Secretary.

5. DIRECTORATE: HANSARD

POST: HANSARD EDITOR
REFERENCE NO.: 06/2026
SALARY GRADE: 17
BASIC SALARY PER ANNUM: R1 292 001 (EXCLUDING BENEFITS - PROVIDENT FUND, HOUSING, MEDICAL AID, CAR ALLOWANCE & 13TH CHEQUE)

Purpose of the post: To render efficient and effective language and related services to the Free State Legislature in the three official languages of the Province - Sesotho, Afrikaans and English as well as any other official language of the Republic, and to manage the Hansard Directorate in the production of accurate, timeous parliamentary records.

Minimum requirements: A relevant three (3) year Degree in Languages, Linguistics, Journalism, Publishing or an equivalent field. Up to eight (8) years' relevant experience in a Hansard, editorial, language services, translation or interpretation environment, including experience at a management level. Proficiency in Sesotho, Afrikaans and English; knowledge of Sign Language services will be an added advantage. Sound knowledge of the Constitution of the Republic of South Africa, particularly Section 6, and the Provincial Language Policy. A valid driver's license.

Competencies: Strategic capability and leadership. Excellent command of Sesotho, Afrikaans and English, with strong editorial and language proficiency. People management and empowerment. Programme and project management. Financial management. Change management. Excellent communication, negotiation and interpersonal skills. High level of accuracy, integrity and confidentiality.

Key performance areas: Manage the Hansard Directorate, including development and implementation of internal operational procedures and compliance monitoring. Develop, implement, monitor and evaluate the FSL's language policy for translation, interpretation and sign language services. Manage the recording, transcription, sub-editing and approval of verbatim speeches and Hansard texts within defined turnaround times. Oversee Hansard layout, design, printing and distribution, and liaise with service providers and Members regarding effective distribution. Lead language planning for the province, including the dispatch of language practitioners and facilitation of fair communication between the public and MPLs during public hearings. Manage staff within the Directorate, including recruitment, performance management, training and labour relations. Prepare and manage the Directorate's budget, cost tracking and variance reporting, and approve related expenditure within the area of control. Draw and implement the Directorate's Annual Performance and Strategic Plan, and report monthly to the Deputy Secretary. Represent the Directorate and the FSL at relevant national and international forums.

SUBMISSION OF APPLICATIONS AND SUPPORTING DOCUMENTATION:

Kindly note that the submitted applications should include a cover letter, curriculum vitae, original certified copies of qualifications (a transcript of results must be attached), driver's license and identity document. Applicants are respectfully informed that if no response/notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful. The Legislature reserves the right not to make appointments for the advertised position.

All applications must be submitted to: Ground floor HR dropbox (entrance of the Legislature), Southern Life Plaza Building, 41 Charlotte Maxeke Street, Bloemfontein.

Enquiries: Director Strategy and Risk Management, Mr. Maroele Seruoe – Tel 051 407 1204 Acting Manager Human Capital Management, Ms. Angela Segobo – Tel 051 407 1106

Free State Legislature is an employer that believes in equal opportunity and affirmative action. It is the intention of the Legislature to consider equity targets when filling these positions.

CLOSING DATE: 16th October 2026

Ms. M.L SEFO
ACTING SECRETARY TO THE LEGISLATURE

FREE STATE LEGISLATURE