



JOB TITLE: Parliamentary Officer
DEPARTMENT: Policy & Training
REPORTS TO: Head of Policy & Training
DATE CREATED: December 2016

PURPOSE OF THE ROLE

Equal Education's advocacy and activism are built on a rigorous knowledge base. The Parliamentary Officer serves as EE's budget and policy expert from the school level to national treasury. They are tasked with maintaining a strong link between Equal Education and the Parliament of South Africa, its MPs, its processes and activities, and building the capacity for EE to influence the law-making and oversight processes.

This is a mid-level position which holds key knowledge production and dispersal responsibilities. While often working off-site, the Parliamentary Officer is part of a robust team of researchers and material developers, with whom the exchange of information is critical to strengthen the movement's advocacy.

KEY RESPONSIBILITIES

Parliament & Provincial Legislatures

- Attend, monitor and engage with portfolio committees including, but not limited to, basic education, appropriations, transport, finance and SCOPA
- Build relations between EE and various MPs/MPLs
- Attend and monitor all activity in the National Assembly, National Council of Provinces and Western Cape legislature that pertain to the work of EE
- Stay abreast of all education budget related information presented to Parliament
- Ensure that EE has a presence in Parliament and that EE members learn about and are able to attend Parliament sessions, when appropriate
- Share information retrieved from Parliament with the Policy & Training department, and with the movement

Research

- Gain expertise on budgets from school level to national Treasury
- Identify, draft and present submissions to be made to Parliament, provincial legislatures and other relevant bodies; or support provincial offices in this task
- Translate formal research into outputs, including pamphlets, and present that research to EE's staff at internal seminars
- Conduct budget and education related research for stakeholders including the EE Law Centre
- Gauge and meet the research needs of provincial departments and secretariat's office
- Participate in and support generally the work of the Policy & Training department and EE

External Stakeholders

- Build the capacity for EE to influence law-making and oversight processes
- Organise seminars between civil society and members of Parliament on the education sector

Media

- Draft budget-related media statements
- Represent EE on public platforms such as print, radio and/or TV media
- Assist with the writing of newspaper op-ed pieces and memoranda for marches

CORE CAPABILITIES

Core capabilities are linked to our company values and are common to all roles at Equal Education.

- Active role model
- A strong commitment to democracy, equality, social justice and human rights
- A strong commitment to building communities
- Vested interest in the development of this country through its youth
- A commitment to strengthening the education system in South Africa and to investing time and energy to break the inequality that youth face every day.
- Understanding of politics, law, government policy and civil society.
- Experience in planning, coordinating and evaluating activities, projects and informal educational programmes.
- Professional experience working with youth, as well as education and training programmes.
- Excellent interpersonal skills and demonstrated ability to lead and mentor
- Excellent English written and spoken communication skills
- Additional language skills are highly valued
- Fully computer literate

QUALIFICATIONS, SKILLS, COMPETENCIES

- ✓ Tertiary qualification in Politics, Education, Public Policy or related fields
- ✓ Experience in policy analysis, desirable
- ✓ Quantitative skills, desirable
- ✓ Strong research and writing skills, required