






PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

**PLANNING SCOPE FOR THE AD HOC COMMITTEE TO IDENTIFY SUITABLE CANDIDATES FOR
THE FILLING OF VACANCIES IN THE COMMISSION FOR GENDER EQUALITY**

Activity	Responsible person	Timelines	Human Resource	Budget	Tools	Status
Election of chairperson	Committee Secretary Committee Assistant Content Adviser Researcher	Wednesday, 24 October 2018 09:30 – 13:00	Committee Secretary Committee Assistant Content Adviser Researcher Committee Members	R1, 100	Laptop Desktop Documents Venue	Pending approval
Consideration and adoption of • Committee programme	Committee Secretary Committee Assistant	Wednesday, 31 October 2018 09:30 – 13:00	Committee Secretary Committee Assistant Content Adviser	R1 100	Laptop Desktop Documents	Pending approval

Activity	Responsible person	Timelines	Human Resource	Budget	Tools	Status
 Draft advert PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA Draft competency framework	Content Adviser Researcher		Researcher Committee Members		Venue	
Preparation of advert including translation, sourcing quotes and obtaining approvals	Committee Secretary Committee Assistant Content Adviser Researcher	1-16 November 2018	Committee Secretary Committee Assistant Content Adviser Researcher Committee Members	R300 000	Laptop Desktop Documents Venue	Pending approval
Advertising in print media (calling for nomination for filling of vacancies in CGE)	Committee Secretary Committee Assistant Content Adviser Researcher	18 Nov – 10 Dec 2018	Committee Secretary Committee Assistant Content Adviser Researcher Committee Members		Laptop Desktop Documents Venue	Pending approval

Activity	Responsible person	Timelines	Human Resource	Budget	Tools	Status
 Upload CVs onto Parliamentary website	PARLIAMENT Committee Secretary Committee Assistant Content Adviser Researcher	Friday, 14 Dec 2018	Committee Secretary Committee Assistant Content Adviser Researcher Committee members		Laptop Desktop Documents Venue	Pending approval
Civil society comments on cv of the applicants	Committee Secretary Committee Assistant Content Adviser Researcher	14 Dec 2018 – 18 Jan 2019	Committee Secretary Committee Assistant Content Adviser Researcher Committee members		Laptop Desktop Documents Venue	Pending approval
Screening of CV's by SAPS and NIA and verification of qualification by Parliament HR	Committee Secretary Committee Assistant Content Adviser Researcher	21 Jan 2019 – 15 February 2018	Committee Secretary Committee Assistant Content Adviser Researcher Committee members		Laptop Desktop Documents Venue	Pending approval

Activity	Responsible person	Timelines	Human Resource	Budget	Tools	Status
 Selection process. Feedback from SAPS and NIA and Parliament HR	Committee Secretary Committee Assistant Content Adviser Researcher	19 & 20 February 2019	Committee Secretary Committee Assistant Content Adviser Researcher	R3 000	Laptop Desktop Documents Venue	Pending approval
Arranging logistics for candidate- obtaining approval and confirming bookings for flight and accommodation (if necessary)	Committee Secretary Committee Assistant Content Adviser Researcher	21 Feb – 08 March 2019	Committee Secretary Committee Assistant Content Adviser Researcher		Laptop Desktop Documents Venue	Pending approval
Interviews	Committee Secretary Committee Assistant Content Adviser Researcher	Tuesday, 12 & Wed, 13 March 2019 09:30 – 20:00	Committee Secretary Committee Assistant Content Adviser Researcher	R6 000	Laptop Desktop Documents Venue	Pending approval

Activity	Responsible person	Timelines	Human Resource	Budget	Tools	Status
 Deliberations on candidates PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA	Committee Secretary Committee Assistant Content Adviser Researcher	Wed, 20 March 2019 09:30 – 13:00	Committee Secretary Committee Assistant Content Adviser Researcher	R1 100	Laptop Desktop Documents Venue	Pending approval
Consideration and adoption of report	Committee Secretary Committee Assistant Content Adviser Researcher	Wed, 27 March 2019 09:30 – 13:00	Committee Secretary Committee Assistant Content Adviser Researcher	R1 100	Committee Secretary Committee Assistant Content Adviser Researcher	Pending approval



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

Ms NC Ncube-Ndaba, MP

Chairperson: Ad Hoc Committee to identify suitable candidates for the filling of vacancies in the Commission for Gender Equality

Date: _____

Recommendation:

Date: _____

Ms N Giba: _____

Unit Manager: Committee Section

Mr CT Frolick, MP: _____

National Assembly House Chairperson: Oversight and Committees

Date: _____