

**MPUMALANGA LEGISLATURE**

**PURPOSE:** TO RENDER SECRETARIAT SERVICES IN SUPPORT OF THE SMOOTH OPERATION OF THE MPUMALANGA PROVINCIAL LEGISLATURE, TO ENABLE ITS MEMBERS TO FULFILL THEIR MANDATE.

**FUNCTIONS:**  
**To provide strategic leadership and direction in the management of:**

1. The Legislature's operational services.
2. The corporate governance services to the Legislature.
3. The corporate support services to the Legislature.
4. To provide strategic support to the Speaker and Deputy Speaker.

Office of the Speaker

Secretary to the Legislature

Personal Assistant

Messenger

Executive Secretary

Receptionist

**DIVISION: PARLIAMENTARY OPERATIONS**

**PURPOSE:** To manage the Legislature's operational services.

**FUNCTIONS:**

1. Provide procedural services and support to enable the effective functioning of the Legislature.
2. Provide administrative and secretarial services to committees.
3. Manage communication and outreach services.
4. Provide legal advice.
5. Manage a research, policy and knowledge management services.

Executive Manager: Parliamentary Operations

Secretary

**DIVISION: CORPORATE GOVERNANCE**

**PURPOSE:** To manage corporate governance services to the Legislature.

**FUNCTIONS**

1. Facilitate, co-ordinate and integrate the strategic planning of the Legislature.
2. Plan the finances of the Legislature.
3. Manage the Finances of the Legislature.
4. Manage the internal audit services of the Legislature.

Executive Manager: Corporate Governance / CFO

Secretary

**DIVISION: CORPORATE SERVICES**

**PURPOSE:** To manage the corporate support services of the Legislature.

**FUNCTIONS**

1. Provide human capital management services.
2. Provide organisational development services.
3. Provide information communication technology services.
4. Provide office support services.

Executive Manager: Corporate Services

Secretary