Title: Parliamentary Operations and Media Manager **(PRL-01)**
Location: Cape Town – Parliament of the Republic of South Africa
Type of Employment: Fixed-term contract linked to the legislative term of office
Salary: Market-related based on qualifications and experience.

About the Role:

ActionSA is seeking an experienced, organised and politically astute Parliamentary Operations and Media Manager to support the effective functioning of its Parliamentary Caucus and coordinate its parliamentary communications.

The successful candidate will be responsible for coordinating the day-to-day activities of the Parliamentary Caucus, supporting Members of Parliament in fulfilling their parliamentary responsibilities and ensuring that ActionSA's parliamentary work is effectively communicated to the public.

This position requires an individual with strong organisational and communication skills, a sound understanding of South Africa's political and parliamentary environment and the ability to manage competing priorities in a fast-paced political environment.

Objective:

- To coordinate the effective day-to-day functioning of ActionSA's Parliamentary Caucus and its media activities, ensuring that parliamentary responsibilities are carried out efficiently and that the Caucus's work is communicated professionally and effectively in support of ActionSA's broader objectives.

Key Qualifications:

- A Bachelor's degree in Political Science, Communications, Journalism, Public Administration, Law, Public Policy or a related field.
- 2 years' relevant work experience in legislative or political party caucus operations, political communications, public administration, media relations or a related field.
- Qualifications and practical experience will both be considered when assessing candidates.
- Previous experience working in Parliament, a political organisation, government or a media environment will be a significant advantage.

Responsibilities:

- Coordinate the day-to-day operations, parliamentary diary and activities of ActionSA's Parliamentary Caucus, ensuring that Members of Parliament are informed of their commitments, responsibilities and deadlines.
- Coordinate the preparation, submission and tracking of parliamentary questions, Members' Statements, motions, declarations, debate speeches and other parliamentary interventions, ensuring their timely completion.
- Monitor parliamentary proceedings, committee activities and legislative developments, providing operational and administrative support to Members of Parliament and ensuring appropriate follow-up on parliamentary matters.
- Maintain effective systems for tracking parliamentary outputs, deadlines and Caucus activities, while coordinating with parliamentary officials, internal departments and other ActionSA structures to support the smooth functioning of the Caucus.
- Coordinate media and communications activities for ActionSA's Parliamentary Caucus, including drafting and editing media statements, press releases, opinion pieces, speeches, talking points and other written communications of the highest standard.
- Proactively identify political, legislative and parliamentary issues that present opportunities for media coverage, public commentary and communication interventions that advance ActionSA's parliamentary and broader political objectives.
- Coordinate media enquiries, interviews, press conferences, media briefings and other communication opportunities involving Members of Parliament, while maintaining professional relationships with journalists and media organisations.
- Monitor media coverage and political developments, identify potential reputational risks and opportunities, and work closely with ActionSA's national communications and digital teams to ensure that parliamentary activities are effectively communicated and aligned with the party's broader messaging.

General Duties:

- Support all ActionSA-related duties as required, which may include, but are not limited to, assisting with organising events, performing general administrative tasks, and providing assistance to other units of the organisation.
- To act in a manner that is consistent with ActionSA’s vision, values, constitution and code of conduct.

Skills Required:

- Strong understanding of South Africa's political environment, parliamentary processes and legislative procedures.

- Excellent written and verbal communication skills in English, with the ability to produce high-quality media statements, speeches and other written material.
- Strong organisational and coordination skills, with the ability to manage multiple responsibilities and competing deadlines.
- Sound political judgement and an understanding of the role of media and communications in advancing political objectives.
- Ability to identify newsworthy issues, develop effective political messaging and respond appropriately to emerging developments.
- Strong interpersonal skills and the ability to work effectively with political representatives, journalists, parliamentary officials and internal stakeholders.
- Ability to work under pressure, exercise discretion and handle sensitive information with professionalism and confidentiality.
- Strong attention to detail and a proactive approach to problem-solving.
- Ability to work independently, take initiative and contribute effectively within a broader organisational team.

Working Conditions:

- This position is primarily office-based, with set working hours and provision for hybrid working arrangements, taking into consideration the parliamentary calendar and operational requirements of the organisation.
- Flexibility to adapt to changing priorities and political landscapes.

How to Apply:

Please submit your resume and cover letter to vacancies@actionsa.org.za. Shortlisted candidates will be invited to undertake competency tests, which will include a written scenario-based test.

When applying please quote the following reference number: PRL-01

Application deadline: 8pm, Thursday 03 December 2026.

ActionSA is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

Join us at ActionSA and be a part of driving change in South Africa!