Title: Parliamentary Research and Administration Officer **(PRL-03).**
Location: Cape Town – Parliament of the Republic of South Africa
Employment Type: Fixed-term contract linked to the legislative term of office.
Salary: Market-related based on qualifications and experience.

About the Role:

ActionSA is seeking a hardworking, organised and politically astute Parliamentary Researcher & Office Support Officer to provide research, legislative and administrative support to its Parliamentary Caucus.

The successful candidate will assist Members of Parliament with research and parliamentary responsibilities while supporting the day-to-day operations of the Caucus office. This position requires an individual with strong research and organisational skills, a sound understanding of South Africa's political environment and the ability to balance research assignments with general office responsibilities.

Objective:

- To provide high-quality research, legislative and administrative support to ActionSA's Parliamentary Caucus, contributing to its effectiveness in Parliament and ensuring the smooth day-to-day functioning of its office

Key Qualifications:

- Bachelor's degree in Politics, Law, Public Policy, or a related field. A post-graduate degree will be a significant advantage.
- 1-3 years of relevant experience in research, administration, parliamentary support or a related environment. Relevant qualifications and practical experience will both be considered.
- Previous experience in a political, parliamentary, government or administrative environment will be an advantage.

Responsibilities:

- Conduct research and provide policy and legislative analysis to support ActionSA's Parliamentary Caucus in developing positions on legislation, government policies, motions and other parliamentary matters.
- Assist Members of Parliament with parliamentary questions, briefing notes, speeches, committee preparations and other research and legislative responsibilities.

- Monitor parliamentary proceedings, legislative developments, political issues and media coverage, identifying matters requiring further research, attention or parliamentary intervention.
- Attend relevant parliamentary committee meetings, take notes and prepare summaries of key discussions, decisions and developments to support the work of the Caucus.
- Provide administrative and operational support to the Parliamentary Caucus office, including diary coordination, scheduling meetings, preparing correspondence, maintaining records and following up on outstanding matters.
- Assist with the logistical arrangements for parliamentary meetings, stakeholder engagements, events and other Caucus activities, including travel, meeting preparations, expense claims and general office administration.
- Work collaboratively with Members of Parliament, parliamentary staff and other ActionSA structures to support the effective functioning of the Caucus and contribute to the organisation's broader objectives.

General Duties:

- Provide strategic support to the Parliamentary Caucus and undertake other ActionSA-related responsibilities as required.
- Work collaboratively to advance the broader objectives of the organisation, including supporting events, organisational initiatives and interdepartmental projects as required.
- Work collaboratively with other ActionSA structures and departments to ensure alignment between parliamentary activities and the party's broader strategic objectives.
- Act in a manner consistent with ActionSA's vision, values, constitution and code of conduct.

Skills Required:

- Strong qualitative and quantitative research abilities.
- Strong understanding of South Africa's political, legislative and parliamentary processes.
- Demonstrable ability to interpret complex legislation, policy documents and socio-economic information.
- Excellent written and verbal communication skills in English, with the ability to produce and present high-quality research and policy documents.
- Keen attention to detail and a proactive approach to problem-solving.
- Excellent organisational, project management and prioritisation skills.
- Ability manage research outputs and competing deadlines.
- Ability to work independently while contributing to a team.

- A track record of active volunteerism and community engagement will be an advantage.

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-03

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 the project to Fix South Africa!