The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

APPLICATIONS: Principal: National School of Government, Private Bag X759, Pretoria, 0001
FOR ATTENTION: Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.
CLOSING DATE: 08 July 2016 @ 16h00
NOTE: Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All shortlisted candidates will be required to attend a generic managerial competency assessment. They will also be subjected to security and qualifications vetting. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

Applicants are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

MANAGEMENT ECHELON

Training Management and Delivery

SALARY: An inclusive remuneration package commencing at R1 267 806.00 per annum, comprising basic salary (60%/70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 15).

CENTRE: Pretoria

REQUIREMENTS: A relevant under graduate qualification (NQF level 7) and a post-graduate degree (NQF level 8) as recognized by SAQA plus 8-10 years of experience at a senior managerial level in similar types of organizations and roles. Outstanding strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment and communications skills.

DUTIES: The incumbent will be responsible for providing strategic management and leadership for the roll-out of training interventions on Leadership, Management, Administration and Induction. In addition the incumbent will be responsible for ensuring effectiveness and efficiency of pre and post training delivery support within the NSG focusing on Marketing the department and its service offerings and providing Technical Support which includes training logistics and learner records management. Formulate, execute, report, monitor and evaluate the Branch strategic plan. Compile the budget for the branch and ensure effective and economical use of allocated funds. Develop and manage key risks that may militate against achievement of objectives. Ensure good governance. Manage, empower and lead a team of senior managers, professionals and experts. The incumbent is required to stimulate interest in the NSG service offerings, establish and structure partnerships with relevant institutions of learning, training providers and other external service providers thereby contributing to the NSG’s training delivery objectives. Provide thought leadership at public service fora (including the Public Sector Training Forum) in the area of capacity
building. Support the Principal in his engagements with Cabinet and Parliamentary Committees, domestic and international management development institutions. Attend Cluster meetings on behalf of the Principal. Serve on various governance structures including but not limited to the Executive Committee, Risk Management and Performance Management Committees of the department.

**ENQUIRIES**
Ms MN Tshikwatamba (012) 441-6109

**OTHER POST**

**POST 26/32**
ASSISTANT DIRECTOR: INDUCTION REF NO: NSG 12/2016
Chief Directorate: Induction

**SALARY**
(Salary level 9) commencing at R311 784.00 per annum

**CENTRE**
Pretoria.

**REQUIREMENTS**
A relevant Degree/Diploma. Experience in Human Resources Management and Development or Public Administration. Must have good organizational, project and process management abilities to manage and co-ordinate the functions of the unit. A good theoretical and practical knowledge of managing induction training projects on a large scale; knowledge of a range of methodologies for training and learning; good administration and management skills; ability to teamwork; project management capability; ability to write project proposals; ability to manage and track training projects, knowledge of procurement procedures; Computer literacy in Microsoft Office suite. Knowledge and skills: Knowledge of curriculum design and development. Good project and people management skills. Ability to deliver within time frames as reflected in project plans. Good communication and liaison skills Demonstrate ability to communicate at all levels, Report writing skills. Research skills. Planning and time management Analytical skills, problem-solving skills. Monitoring and Evaluation skills. Negotiation skills. Team work. Client orientation and customer focus skills. Change management skills. Personal Attributes: The person will have to demonstrate analytical, systematic, organised, accurate, attention to detail, dynamic, independent, keep up with trends, possesses the ability to meet deadlines, honest, responsible, professional with a strong work ethic, a team player, interpersonal skills, self-driven and systematic.

**DUTIES**
Develops work plans for Induction programmes to implement and provide strategic direction. Identifies new projects required due to changes in the strategic direction. Uses technology and information systems available in the Induction workplace such as the Training Management System; Excel spreadsheets. Understands the information systems and technology programs utilised by the Directorate and effectively utilises the technology to get work done. Translates outputs and objectives into specific plans. Prepares clear plans and a strategic focus before starting to work on projects or implement initiatives. Organise, prioritise and schedule tasks so they can be performed within budget and with the efficient use of time and resources. Measures progress and monitors performance and results. Achieve goals in a timely manner, despite obstacles encountered by organising, reprioritising and re-planning. Sets goals and objectives relevant to the function and focuses on the citizen/customer’s needs. Attends to and manages multiple tasks and details by focusing on key priorities and delegation to others. Identifies and allocates resources. Develops contingency plans for potential problems. Co-ordinates work efforts when necessary to produce deliverables. Breaks problems of training delivery into component parts and considers or organises the parts into a systematic way. Determine the underlying causes of the problem of delivery. Assess risks in evaluating different courses of action. Renders judgements, develops alternative courses of action and makes decision based on logical assumptions and reflect factual information. Makes practical decisions based on analysis of the best available evidence within available time frame. Finds appropriate ways to use new ideas, approaches and knowledge to more effectively address the challenges of the team or of the department as a whole. Involves other officials in decisions and keeps them informed of consequences that affect them. Consider contingencies and their consequences. Be decisive. Manage a small or non-complicated project or sub-project team. Organises the team and develops a work plan (e.g. MS-Project Gantt chart, allocates tasks in accordance with stated objectives such as time scales, staff development needs and citizen/customer expectations, allocated tasks). Maintain project records (e.g. working papers, audit trails, evidence of sign-off by senior personnel). Maintain project management documentation (e.g. status reports, issues tracking, payments). Updates project work plans. Agrees and makes amendments as appropriate. Maintains critical paths, follows changes to timetables, responsibilities and deliverables. Assesses the quality of the work performed by team members. Raises scope/boundary issues related to the team’s area of work. Monitors and evaluates progress against the work-plan, reporting variations and issues in a timely and appropriate fashion, recommending and taking appropriate actions. Provide feedback, supervision and coaching to team members,
including technical assistance required to ensure successful completion of projects. Promotes teamwork and encourages team members to put team objectives ahead of personal objectives.

**ENQUIRIES**

: Dr K M Mphahlele, (012) 441-6209