

NATIONAL SCHOOL OF GOVERNMENT (NSG)

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. Suitably qualified and experienced candidates are invited to apply for the following vacant position. 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 DPISA website regarding the repositioning of NSG to Higher Education institution.



- APPLICATIONS** : Principal: National School of Government, Private Bag X759, Pretoria, 0001 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.
- FOR ATTENTION** : Ms L Raseroka, HR Unit,
- CLOSING DATE** : 03 March 2017 @ 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 short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. The short listed candidate. During the interview the shortlisted candidates will be required to write a technical exercise test that is relevant to the post. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POST

- POST 07/106** : **SYSTEM CONTROLLER REF NO: NSG 01/2017**
Branch: Training Management and Delivery
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Pretoria.
- REQUIREMENTS** : Appropriate B degree or equivalent in Business Management or Education & Training Management. 3-5 years' experience in training management and delivery, business process and system support Knowledge: stake holder engagement (users, IT staff and developers, external partners like provinces and departments. Computer skills: System and information management, advanced ability to use office suite (MS Word, Access, Excel and PowerPoint, Outlook, Visio and MS Projects. Business skills: Basic Project Management, System support and development, Business analysis, Linking users with ICT support, Analyse and interpret business rules and business needs, map processes, allocate roles responsibilities, understand and review business rules and process and being able to create improved process and solutions, Presentation skills. Competencies: Conflict Management; Problem identification and solving; Written and verbal communication (business); Systems thinking; Linking business process, needs and systems; Service delivery innovation focused; Client focus and excellence in customer service; Time conscious. Personal Attributes: Analytical thinker; People oriented; Professional; Solutions oriented and high stress tolerance.
- DUTIES** : Monitor and maintain TMS data and quality for the sound functioning of the TMS. Administer audit controls, access controls and quality assurance. Register new users, de-activate users and re-instate revoked users on the TMS. Identify and coordinate resolution of risk in relations to business processes and standard operating procedure for the Branch. Quality assurance of TMS data. Enable sound training management and delivery business processes and procedure. Ensure adherence to policies, procedures, best practice and standards. Proactively engage users of the system for purpose of training, support and needs. Conduct manual data reconciliations between PASTEL and TMS. Participate in the project management teams on the roll out of system changes and new processes. Prepare

and provide data for annual reporting purposes. Develop and maintain system processes and operating procedures for user as well as for the business specific maintenance and management activities of the system. Maintain stakeholder relationships (all levels, internal and external to Branch and NSG); Provide support to the Office of the CFO by providing data on debtors data gaps and invoice gaps that needs to be corrected on the Debt Register; Participate in the project management teams on the roll out of system changes, new processes; Participate and liaise with ICT on systems needs analyses, proposals and upgrades; Logging, tracking, and facilitate resolution of system issues/requests through central IT helpdesk;

ENQUIRIES

: Ms M Labuschagne, Tel no: 012 441 6315