

THE NATIONAL SCHOOL OF GOVERNMENT

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 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 DPSS 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** : 07 April 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 12/20** : **ASSISTANT DIRECTOR: LEADERSHIP DEVELOPMENT REF NO: NSG 03/2017**
Branch: Training Management and Delivery
- SALARY** : R311 784 per annum, Level 09
- CENTRE** : Pretoria.
- REQUIREMENTS** : A relevant Degree or equivalent in Public Administration or Management or Human Resource Development. Experience in capacity building/training in leadership and management. Knowledge: Knowledge of statutory prescripts and national priorities pertaining to the Public Service; Knowledge of the Education, Training and Development (ETD) environment, National Qualifications Framework, and adult and action learning principles and strategies; Ability to apply qualitative and quantitative information towards decision taking, problem solving as well as to specify, design or evaluate, and implement re-engineered work processes and technology; Good understanding of the interface with other functional areas and ability to integrate effectively; Proven ability to analyse and assess new developments and apply innovation to the function. Competencies/Skills: Good project, time and people management skills; Advanced proficiency in communication and presentation skills; Advanced proposal and report writing skills; Excellent organising and planning skills; Computer literacy in Microsoft Office Suite; Service oriented work ethic and professionalism. Personal Attributes: Innovative, Professionalism, Confidence, Integrity, Diplomacy, Assertiveness, Resilience.
- DUTIES** : Maintaining assessment and certification standards ordination of course nomination and registration of learners. Participate in moderation and verification meetings. Assist in identifying the source of major discrepancies in assessment and moderation results. Participate in meetings with the assessor, moderator and NSG to resolve above discrepancies. Monitor the adherence to accreditation requirements for courses. Assist in the development and provide support to facilitators. Provide facilitators with updates pertinent to the course. On board capacity. Assist with the recruitment of facilitators, assessors and moderators for courses / programmes. Assist with contract facilitators, assessors and moderators

for courses / programmes. Assist with to professionalise on board and IIC training facilitators, assessors and moderators. Manage training partnerships and collaborations in National, Provincial and Local Government. Collaborate with other units within the branch to ensure that training course / programme are marketed and delivered effectively. Participate in inter- and intra- departmental task teams in all three spheres of government. Ensure the achievement of training targets for Pre-course and Monitoring & Post course support. Liaise with Human Resource Development Coordinators to enrol learners on Administration training courses, to enable the achievement of APP targets. Attend to request from clients for programme / course specific enquiries. Enable the provisioning of learner and programme/ course support by managing the e-platform and providing support to all facilitators to ensure quality training is rendered. Collaborate with learner support unit on post course Administration (TMS); Case file management, issuing of certificates; the Assessment and Moderation and Verification process. Liaise with relevant SETA regarding statement of result.

ENQUIRIES

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Mr J Pietersen, Tel no: (012) 441 6354