

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 DPSA website regarding the repositioning of NSG to Higher Education institution.



- APPLICATIONS FOR ATTENTION** : Principal: National School of Government, Private Bag X759, Pretoria, 0001
 : Mr Mpho Mugodo, 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 Mr. Mpho Mugodo, (012) 441-6017.
- CLOSING DATE NOTE** : 05 May 2017 @ 16h00
 : 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. 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 16/24** : **SENIOR HR PRACTITIONER REF NO: NSG 04/2017**
 Branch: Corporate Management
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum, Level 08
 : Pretoria.
 : A relevant Degree/National diploma in Human Resource Management/Human Resource Development or equivalent relevant qualification. 3-5 years administrative experience in Human Resource Transaction Management. Knowledge• Good knowledge of applicable legislation and prescripts. Ability to function independently without constant supervision. Ability to maintain high levels of confidentiality. Good understanding of HR Systems. Competencies/Skills: Good office management skills (document tracking, storage and retrieval systems). Interpersonal proficiency. Language proficiency (verbal and writing). Good time management skills. Strong communication and client relations skills. Complex problem solving skill. Personal Attributes: Demonstrated ability to function efficiently under extreme pressure. Reliable. Flexible, Initiative, Quality orientated and client focused.
- DUTIES** : Administrative support in recruitment and selection processes. Administer/handle matters pertaining to HR provisioning (recruitment) and utilization (appointments). Capture Z83 application forms of advertised positions and keep accurate records. Render HRM support function to Branches regarding the filling of vacancies, i.e. assisting with logistics arrangements for advertisements, conducting of shortlists, arranging of interviews as well as rendering Secretariat services during interviews. Compile the shortlisting and the interview submissions for junior positions. Administer the pre-screening vetting with SSA (criminal and credit checks), SAQA (qualifications), reference checks and security clearance. Administration of conditions of service (payroll administration, appointments, transfers, terminations, housing scheme (GEHS), State guarantees, leave administration and all HR transactions on PERSAL system. Assist MMS and SMS members to structure their salary packages upon appointment, salary increase before closure of PERSAL for salary run. Responsible for administration, implementation and provide advice on Resettlement, Medical Aid, PILIR, injury on duty, Remuneration matters, etc. Provide administration support on Pension Forms. Ensure continuous updating of staff establishment records and abolishment of all unfunded posts on PERSAL.

Provide accurate statistics on all HRM interventions in compliance with HR prescripts, satisfying audit requirements, HR Oversight report and HR Plan. Provide HRM information function (PERSAL, VULUNDLELA, etc.) and provide accurate HRM information for statutory reports. Maintains HR records/HR registry according to prescripts and to meet archives and audit requirements. Disseminate information critical to the advancement of the sub-directorate

ENQUIRIES

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Ms L Raseroka, Tel no: (012) 441 6019