

THE 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 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
: 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 NOTE** : 02 June 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 20/35** : **3 PPOSTS ASSISTANT DIRECTOR: TRAINING LOGISTICS REF NO: NSG 02/2017**
Re- Advertisement
Branch: Training Management and Delivery
- SALARY CENTRE REQUIREMENTS** : (Salary level 9) commencing at R334 545 per annum
: Pretoria.
: Appropriate relevant three year Degree /National Diploma or equivalent qualification (NQF level 7). 3-5 years' relevant administrative experience. Knowledge: Knowledge of the Education, Training and Development (ETD) environment, good understanding of the interface with other functional areas and ability to ingrate effectively. A good theoretical and practical knowledge of delivery of training projects on a large scale. Knowledge of statutory prescripts and national priorities pertaining to the Public Service, Knowledge of a range of methodologies for training and learning, Knowledge of financial management procurement procedures. Competencies/Skills: Excellent organising and planning skills, good administrative skills, training event management /coordination skills, good communication and presentation skills; proven ability to apply qualitative and quantitative information towards decision taking; basic project proposal and report writing skills, ability to work as a team, ability to track training projects and computer literacy in Microsoft Office Site, TMS system and Visio and Excel. Personal Attributes: Innovative, Service oriented work ethic, Confidence, Integrity, Diverse Management and culture sensitivity, Assertiveness and Resilience.
- DUTIES** : Co-ordination of course nomination and registration of leaners. Receive and ensure that the case file from the Contact Centre contains all required documents before proceeding with the coordination activities. Monitor and verify that minimum stock levels of material are available at all times. Ensure adherence of venues and catering to NSG standards. Prepare accurate and up-to-date statistics on the

number of events organised and officials trained on a weekly basis. Manage the planning scheduling of course and provision of learning material for all training events, Manage records related to training events and ensure submission of REQ'S to M&E and assessment to Learners Records,. Facilitate the completion of Reaction Evaluation Questionnaires, Facilitator feedback forms and assessment and submit to the relevant unit for report purposes. Ensure attendance registers are submitted on the last day of the course. Initiate and process service provider's payments and invoice to clients and follow-up on payments. Ensure that training providers paid within 30 days from the day of receiving the invoices as per Public Finance prescripts. Consolidate training programmes in the event of pre-payment. Manage printing of learning materials in consultation with suppliers and relevant units. Sourcing of quotations timeously in line with PFMA requirements. Verify submitted Tax clearance, BEE certificates and ensure that SBD forms are completed correctly before submission to SCM unit. Assist in dissemination of information to all stakeholders and reporting on activities. Promote the good image of the NSG at all times by providing quality training logistical services. Compile monthly and quarterly reports. Support in supervision of sub-ordinates and other participants in sub-component activities.

ENQUIRIES

: Mr A Koloko, 012 441 6016