

**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  
 : 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 Mr Thabo Ngwenya (012) 441 6108 or Mr Mpho Mugodo, (012) 441-6017.
- CLOSING DATE** : 09 June 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. During the interview the shortlisted candidates might 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 21/34** : **ADMINISTRATOR: TRAINING SUPPORT REF NO: NSG 04/2017**  
 Chief Directorate: Administration, Directorate: Good Governance Training
- SALARY CENTRE REQUIREMENTS** : (Salary level 5) commencing at R152 862.00 per annum  
 : Pretoria.  
 : Grade 12 or Matric Certificate. Knowledge and skills: Understanding of Public Sector. Knowledge of training cycle. An understanding of requirements of accredited training programmes. Knowledge of office administration. Advanced skills in MS Office Suite. Problem solving skills as well as the ability to provide solutions to logistical problems. Ability to advice learners on course selections. Good client relations skills and ability to review documents and make recommendations. Personal Attributes: The person will have to demonstrate analytical, systematic, organised, accurate, attention to detail, dynamic, independent, flexible, willingness to learn, 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** : Provide administrative support and logistical support which includes amongst others; receive and escalate queries from departmental coordinators and learners (content specific queries such as selection of course in the Good Governance programme). Render administration support during review and updating of course material in the stream. Provide administrative support which includes amongst others for special training events and workshops. Keep training data and capturing of all Good Governance training courses, draft and prepare submissions and other documents in support of the Supervisor as part of training implementation. Make the necessary arrangement such as sending out invites, venues, parking and catering. Perform clerical activities related to training activities but not limited to copying, faxing, mailing filling, compile, transcribe and distribute minutes of stakeholder meetings related to training. Maintain records

**ENQUIRIES**

in relation to curriculum materials as prescribed. Record keeping on updated training materials.  
: Dr. B Subedar, (012) 441-6201