

**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. People with disability are encouraged to apply. 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.*



<b><u>APPLICATIONS FOR ATTENTION</u></b>	:	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 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Ms Letty Raseroka Tel no: (012) 441 6626 or Mr Mpho Mugodo, Tel no: (012) 441-6017
<b><u>CLOSING DATE</u></b>	:	19 June 2017
<b><u>NOTE</u></b>	:	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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview the recommended candidates will be required to attend a generic managerial competency assessment. They will also be subjected to security and qualifications vetting. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

**MANAGEMENT ECHELON**

<b><u>POST 22/10</u></b>	:	<b><u>DIRECTOR: INDUCTION REF NO: NSG05/2017</u></b> Chief Directorate: Induction Training
<b><u>SALARY</u></b>	:	An inclusive remuneration package commencing at R898 743 per annum, comprising basic salary (60%/70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 13).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria An appropriate undergraduate qualification (NQF level 7) in Public Management, Humanities, or Social Sciences; A post graduate qualification relating to Public Administration will serve as an added advantage; A minimum of five years relevant experience at middle/senior management level. Knowledge of statutory prescripts and national priorities pertaining to the Public Service and the public sector broadly; Sound understanding of theoretical and practical perspectives on induction training. Knowledge of the Education, Training and Development (ETD) and/or Human Resource Development (HRD) environment. Experience in high volume training, capacity development and support, and use of adult and action learning principles and strategies; Good project, time and people management skills; Advanced proficiency in communication and presentation skills, particularly to engage stakeholders at executive level; Advanced proposal and report writing skills; Excellent organising and planning skills; Computer literacy in Microsoft Office Suite; Ability to apply qualitative and quantitative information towards decision taking and 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; Service oriented work ethic and professionalism.

**DUTIES**

: Manage the identification of appropriate strategies to meet leadership support needs at all spheres of Government. Lead the facilitation of induction training, development and support through formal programmes, workshops and seminars, just-in-time interventions for senior managers and executives, and follow-up institutional support. Establish and manage networks and multi-sector relationships. Manage cross-functional projects to advance induction initiatives. Facilitate regular quality assurance, review and feedback sessions with internal and external stakeholders. Maintain effective and efficient programme and project monitoring and management. Manage the staff of the component including recruitment, development, and performance assessment. Manage the budget and risk factors associated with the unit.

**ENQUIRIES**

: Ms Louise Lepan Tel no: (012) 441 6088