

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.



- 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 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
- CLOSING DATE NOTE** : 23 June 2017
: 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 post 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

- POST 23/28** : **DIRECTOR: INTERNATIONAL PROJECTS AND OFFICIAL DEVELOPMENT ASSISTANCE (ODA) REF NO: NSG06/2017**
Chief Directorate: International Special Projects and Communication
- SALARY** : 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).
- CENTRE REQUIREMENTS** : Pretoria
: An appropriate undergraduate qualification (NQF level 7) in Public Administration, International Relations, Political Science; Sociology; Economics or Law; A post graduate qualification will serve as an added advantage. A minimum of five years relevant experience at middle/senior management level and 6-10 years' experience in the field of international coordination and stakeholder relations. Competencies/Skills: Ability to develop and advance structured bilateral, multilateral and stakeholder cooperation in respect of training and development matters. Ability to coordinate the signing and implementation of agreements and memoranda of understanding. Ability to participate and lobby identified bilateral, multilateral and stakeholder engagements. High level of diplomatic skills, interpersonal and public relations. Broad understanding and knowledge of foreign languages. Well-developed diversity management skills. Research, advance verbal, writing and reporting skills. Creative and Innovative thinking skills. Strategic Management and Leadership skills; Planning, Project and Programme Management skills. Communication and facilitation skills. People and financial

management skills. Knowledge: Knowledge of South Africa's foreign policy. Knowledge and understanding of Regional and International Commitments pertaining to the public service, particularly on training and capacity development. Broad knowledge of regional especially the SADC regions, continental and international stakeholders in the realm of governance and public administration. Knowledge and understanding of UN, African Union and SADC Systems. Knowledge, understanding and ability to advise on international relations protocol and diplomacy issues. Knowledge of international laws and instruments governing international collaboration. In depth knowledge and skills in project management; proven record on engagement with regional, continental and international institutions. In-depth knowledge and understanding of the Public Service Act and related policies and prescripts. Knowledge and understanding of South African Institutional and policy arrangements for effective management of development cooperation. In depth understanding of Official Development Assistance (ODA) implementation and reporting modalities. Personal attributes: Good interpersonal relations. Being a good Communicator. Ability and confidence to network with high ranking role-players/stakeholders. Being strategic and diplomatic in dealing with stakeholders. Being professional and innovative. Being a team player and self-motivated. Being trustworthy.

DUTIES : Provide project design and implementation support on international projects (Bilateral and donor funded). Implement international donor funded capacity building programmes. Manage external relations and exchange programmes for knowledge sharing and seminars. Review and update systems for sound international and donor management practices. Monitoring, evaluation and reporting on international (including donor) projects according to NSG requirements. Participate on ODA and donor consultative meetings and forums to represent the interest of the NSG. Support to the Principal and Minister on international projects. Develop an annual plan for the utilisation of donor resources against approved projects and monitor implementation. Implement bi and multilateral agreements/ programmes supporting international exchanges /capacity building initiatives. Forging strategic international partnerships. Mobilising resources from the donor Community. Facilitate the School's engagement in the global knowledge exchange network through mutually beneficial partnerships with institutions on the African continent and around the world. Support the development and implementation of proposals approved by development partners (ODA). Review and update guidelines for sound international and donor management practices. Monitoring, evaluation and reporting on international (including donor) projects according to NSG requirements. Develop standard operating procedures on ODA. Transfer knowledge on ODA to members of NSG. Develop M&E Framework and tools to collect data and report on the implementation of Projects (Donor funded Projects). Facilitate and co-ordinate support through the Government Support Programmes. Prepare Donor Financing Agreement for approval. Provide support towards the implementation/ functioning of the Project Steering Meeting for Donor Projects. Develop full proposal (with costing) and implementation plan (program estimates) for approval by Donor. Facilitate work sessions with work streams (Branches) to assist with implementation of the Donor Program. Participate on ODA Forum/ annual consultations. Explore and report on possible sources of donor funding available for NSG. Ensure optimal utilization of personnel and budget in order to achieve the strategic objectives of the Directorate. Manage and mitigate the risks associated with the day to day management and functioning of the Directorate. Provide leadership to ensure efficient and effective management of processes, resources and work ethos creating a conducive workplace and professional culture.

ENQUIRIES : Dr Mary Ledwaba Tel no: (012) 441 6084

OTHER POST

POST 23/29 : **ADMINISTRATIVE OFFICER: ICT ASSETS AND ADMINISTRATION REF NO: NSG07/2017**
Branch: Corporate Management

SALARY CENTRE : R183 558 per annum, Level 06
: Pretoria.

REQUIREMENTS

: Experience: Relevant B Degree/equivalent. 1 – 2 years administrative experience in asset management/ procurement. Competencies/Skills: Administrative skills. Personal effectiveness and a high level of self-management. Ability to deal effectively with individuals at all levels. Strong communication and interpersonal skills. Good understanding of procurement procedures. Knowledge: Good understanding of administrative procedures. Excellent knowledge of the MS office package in order to assist users. Basic understanding of ICT related technical procedures/expertise. Personal Attributes: Flexible. Focused. Good listener. Organized. Proactive. Quality work, reliable. Self-reliant. Team player and taking ownership of problems.

DUTIES

: Procurement of ICT Assets and Software: Source the quotations for ICT assets and software. Process the procurement request to supply chain management. Send order to the service provider. Verify the assets upon delivery in liaison with Asset management to bar code ICT assets when delivered and log a call & complete movement form for the item to be allocated to the user. Follow up on the invoice and process for payment. Processing of ICT Assets repairs: Check the warranty of the assets, to determine whether it is under warranty or not. Log calls with the relevant service provider for the faulty assets and complete the removal forms .Conduct a basic test and verification whether the assets is functional before re-allocating to the user. Maintenance and control of ICT assets. Ensure that both the ICT assets and store rooms are maintained. Conduct assets verifications each quarter. Identify assets for disposal each quarter. Draft submission on behalf of the D: ICT for the disposal committee for approval of the disposal of assets. Co-ordinate the wiping of information on all assets that are identified for disposal. Liaise with SCM on the removal of the items identified for disposal. Administer the contract with relevant service provider by tracking the expiry date of the contract and source quotations for upgrades. Processing of new ICT Equipment and toners for NSG officials. Assist users with non-functional ICT equipment by logging a call with the relevant technician to assess and to provide the necessary advice. Log calls for non-functional ICT Equipment with the relevant service provider. Process monthly invoices for the ICT equipment usages. Liaise with service provider to replace/repair the equipment and provide the necessary technical specifications. Follow up with the service provider and if repaired/replaced, to return the equipment to the user after verification by the ICT Technician. Administration of new user/official joining NSG. Liaise with HR on details of the new official joining NSG. Log calls with ICT Technician for the new user to be created on the AD, create an e-mail and for allocation of computer. Issue a computer to the relevant technician for issuing. Test and issue 3g card to users. Administration of officials leaving NSG. Liaise with the official leaving NSG for moving/removing of assets to the ICT store room. Fill in the forms for the movement. Other User support: Booking and maintenance of the ICT training lab. Remind the D: ICT of the renewal of ICT related contracts upon expiry of contracts (i.e SITA, Microsoft, Bytes, etc). In liaison with D: ICT, D: Legal and D: SCM ensure that contracts are verified, signed off by both parties and filed accordingly in terms of record management principles. Track timelines of deliverables as agreed to in the contracts by following up timeously on nearly expired contracts and request if addendums are required. Drafting ICT submissions, memorandums and letters. Order stationery for the directorate. Render administrative support in the directorate. Administer and coordinate the compilation of monthly and quarterly reports. Co-ordinate the distribution of internal and external documents or information. Arrange ICT meetings and ensure proper minute taking and distribution to members. Maintenance of incoming and outgoing documents and ensuring that all documents are filled manually and electronically. Coordinate ICT awareness campaigns. In terms of the departmental employment equity target, priority will be given to African Males.

ENQUIRIES

: Mr Joseph George Tel no: 012) 441 6219