

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. In terms of the employment equity targets, priority will be given to African Males and people with disabilities. 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** : Principal: National School of Government, Private Bag X759, Pretoria, 0001
ENQUIRIES: In connection with the applications kindly contact Mr Thabo Ngwenya (012) 441 6108 or Mr Mpho Mugodo, (012) 441-6017.
- FOR ATTENTION** : 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.
- CLOSING DATE** : 30 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 24/17** : **ADMINISTRATIVE OFFICER: KNOWLEDGE MANAGEMENT REF NO: NSG 08/2017**
Chief Directorate: Research and Innovation
- SALARY** : R183 558 per annum, Level 06
- CENTRE** : Pretoria.
- REQUIREMENTS** : B Degree/equivalent in Knowledge Management, Information Management or Science or related technical field. A post degree in Information Science, will be an added advantage. 1-2 relevant experience. Ability to effectively use and maintain a knowledge management system and intranet in the public sector. Relevant technical proficiency. Extensive experience in relevant KM applications, incl. the MS Office suite, Outlook and Internet applications. Technical troubleshooting experience. Knowledge: Applied knowledge in administration of KM policies, guidelines and templates. Operational knowledge of relevant systems and platforms in terms of functionality and capability. Good application knowledge of appropriate software, e.g. XML/XSLT, Web applications, CSS, HTML, Java, wiki etc .Understanding how information flow models work. Skills: KM systems administration. Strong written and verbal communication skills. Intranet administration, design and maintenance. Database design and development. Excellent generic ICT skills, e.g. Visio, Windows, Adobe. Strong administration, planning, organising and reporting skills .Understanding inter-personal and teamwork skills. Personal Attributes: Can-do, solution-oriented attitude. Creative thinker with a positive approach to dealing with challenges. Structured, organised, keen attention to detail. Trustworthy, discrete. Patient, friendly. Willingness to learn, keep up with trends. Flexibility and comfort with ambiguity.
- DUTIES** : Technical and administrative support for the planning and implementation of KM activities. Design appropriate, user-friendly KM templates. Add new users to intranet, issue passwords, set access limits. Monitor intranet usage. Technical support to users in terms of accessing data. Administration of content and archives. Facilitate the distribution of information. Support for the on-going design and development of the intranet. Upload materials to intranet to ensure that latest

content is available. Provide administrative support for focus group sessions on public sector KM. Administer and maintain a knowledge base. Active promotion of a KM culture. Conduct basic KM research. Administer and support KM awareness events. Administration of service provider logistics. Generic administrative support functions to support the operations of the KM unit.

ENQUIRIES

: Mr. M Molala, Tel no: (012) 441 6216