

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 departmental employment equity target, priority will be given to Coloured and African Males. 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 : 07 July 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. The short listed candidate. 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 25/14 : **ASSISTANT DIRECTOR: INDUCTION REF NO: NSG 09/2017**
 Branch: Training Management and Delivery

SALARY CENTRE REQUIREMENTS : (Salary level 9) commencing at R334, 545 per annum
 : Pretoria.
 : A relevant Degree or equivalent in Public Administration, Education or management. A minimum of five year experience in Public Service at least two years of delivering high-volume training in the Public Service. Experience in capacity building/training in induction training. Knowledge: Knowledge of statutory prescripts and national priorities pertaining to the Public Service. Knowledge of the Education, Training and Development (ETD) environment, National Qualifications Framework, adult and action learning principles and strategies. Ability to apply qualitative and quantitative information towards decision taking. 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. Competencies/Skills: Good project, time, stakeholders and people management skills; Advanced proficiency in communication and presentation skills; Advanced proposal and report writing skills; Excellent organising and planning skills; Computer literacy in Microsoft Office Suite; Service oriented work ethic and professionalism. Personal Attributes: Innovative, Professionalism, Confidence, Integrity, Diplomacy, Assertiveness, Team work and Resilience.

DUTIES : Manage the implementation of Induction programmes. Annual review of existing course materials and make recommendations for improvement and assist with course content review and customisation according to client needs. Participate in cross-functional curriculum development team meetings. Provide facilitators with updates pertinent to Induction Programmes. Ensure on board capacity exists in client Departments for the delivery of Induction interventions. Assist with the professionalisation and registration of facilitators for induction programmes. Collaborate with other units within the branch to

ensure that training course / programme are marketed and delivered effectively. Participate on the inter- and intra- departmental task teams in all three spheres of government. Liaise with Human Resource Development Coordinators to enrol learners on Induction training programmes, to enable the achievement of APP targets. Attend to request from clients for induction programme enquiries. Enable the provisioning of learner and programme/ course support by managing the e-platform and providing support to all facilitators to ensure quality training is rendered. Collaborate with Learner Records Directorate on course administration, Trainer Management System, case file management, the issuing of certificates, the Assessment, Moderation and Verification process.

ENQUIRIES

: Ms L Lapan, 012 441 6088