

**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 position. 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 (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.
- CLOSING DATE NOTE** : 04 August 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 candidate(s) 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.

**OTHER POST**

- POST 29/43** : **DEPUTY DIRECTOR: RESEARCH AND INNOVATION REF NO: NSG09/2017**  
Chief Directorate: Training Policy and Planning
- SALARY** : An inclusive remuneration package commencing at R657 558.00 per annum, comprising basic salary (70%/75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion, Level 11
- CENTRE REQUIREMENTS** : Pretoria.  
: Appropriate 3 year degree and/or equivalent (NQF level 7). A post graduate degree with research methodology will be an added advantage. Six (6) to ten (10) years relevant experience with at least three years' experience in research. Competencies/Skills: Demonstrable skills thus presumed to provide proof of academic output(s). Advanced methodological proficiency. Capacity to write research proposals. Design research models and conduct independent research. Multi- and trans-disciplinary competencies. Advanced analytic and problem solving skills. Research report writing. Academic communication skills (e.g. presentation of research and conferences). Ability to communicate at management level. Advance deductive and inductive reasoning skills. Information seeking skills (e.g. literature review). Operationalizing research. Advanced qualitative, quantitative and data synthesis skills. Advance numeracy skills. Advanced research project management (i.e. conceptual ability to plan, organize and effect change with reference to a research project). Technical skills. Skills to develop research tools/methods. Advanced computer literacy in the MS suite of products especially MS EXCEL and data analysis software (i.e. SPSS and Atlas T.I). Decision making skills. Advanced literacy. Intermediate language skills. Basic project management. Basic training skills (i.e. Research Capacity Building and Skills Audit Capacity Building). Basic statistical analysis skills Advanced operational planning skills. Knowledge: In-depth knowledge and understanding of the

public sector and its key programmes. Deep (in-depth) knowledge of the wide technical scope of research as a discipline. In-depth knowledge of research and research methodology. Specialized knowledge to prepare datasets for quantitative and qualitative data analysis. Highly specialized knowledge of a wide variety of statistical data analysis techniques. Thorough knowledge of multi-disciplinary research and research environments. Theoretical and practical knowledge of the human sciences and its associated research methodologies. Ability to integrate, interrogate and interpret knowledge and information (Knowledge management). Technical knowledge of a wide range of referencing methods. Knowledge to develop and validate research instruments/methods. Knowledge of the education/training landscape including needs analysis, curriculum design, facilitation of training and the monitoring and evaluation thereof. Knowledge on assessing the effects of projects, applying new developments and innovation. Personal attributes: Emotional intelligence. Professionalism and work ethics. Honesty, trustworthiness and integrity. Innovative and energetic. Interpersonal skills. Ability to function in a team and independently. Ability to work accurately under pressure. Analytical and objective. Systematic, organized and orientated to detail. Life-long-learner

**DUTIES**

: Conduct stakeholder consultation to conceptualise the need for research. Compile research proposals. Conduct literature reviews for specific research projects. Describe the target population and draw the sample. Obtain permission to conduct identified research projects. Develop, pilot and refine research instrument(s). Draft an initial report on Research instruments(s) and circulate for approval. Rollout of the data gathering phase. Code the instruments(s) and manage capturing of data. Clean and prepare dataset(s). Perform preliminary quantitative statistical analysis. Code qualitative data. Finalise and integrate findings obtained from the data reduction process. Report on findings. Conduct stakeholder consultation to conceptualize the need for TNA and or skills audit interventions. Customize/develop the TNA and or Skills Audit tool(s) to address client needs as identified during the consultation process. Conduct stakeholder consultation to finalize TNA and or Skills Audit tool(s) and to obtain buy-in. Upload the finalized TNA and or Skills Audit tool(s) on an electronic platform (i.e. lime survey). Distribute the electronic link to relevant stakeholders to pilot the electronic diagnostic tool(s). Implement TNA and or Skills Audit tool(s). Clean and prepare dataset(s). Perform preliminary quantitative statistical analysis. Code qualitative data. Finalise and integrate the findings obtained from data reduction process. Report on findings. Disseminate the findings to the client with recommendations. Disseminate the findings to the relevant NSG stakeholders. Undertake and present papers at either national and/or international conferences. Submit academic journal articles for publication to generate knowledge and enhance the reputation of the NSG. Edit journal articles in preparation for publication. Organise research colloquia or roundtable discussions to stimulate debate, insight and understanding. Disseminate research findings (research colloquia, conference papers, publications for accredited journals etc.) Provide inputs on matters pertaining to research. Provide specialized research related inputs on NSG task teams/committees/forums. Provide inputs to external stakeholders in the field of research and development. Collaborate with institutions of higher learning and other government departments on research matters. Provide research related capacity interventions as requested by departments. In terms of the departmental employment equity target, priority will be given to African Males.

**ENQUIRIES**

: Dr N.E Tshikwatamba Tel no: (012) 441 6826