

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, Coloured 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
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 Mr Thabo Ngwenya (012) 441 6108 or Mr Mpho Mugodo, (012) 441-6017.
- CLOSING DATE** : 11 August 2017 @ 16h00
- FOR ATTENTION** : Ms L Raseroka, HR Unit
- 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 31/38** : **INFORMATION PROCESSING CLERK: MONITORING AND EVALUATION REF NO: NSG 10/2017**
Chief Directorate: Monitoring and Evaluation
- SALARY** : R152 862 per annum, Level 05
- CENTRE** : Pretoria.
- REQUIREMENTS** : Grade 12 or equivalent qualification with computer typing as a subject. 1-2 years' experience in the relevant field plus experience in MS Office Suite and Access will be an added advantage. Knowledge: Understanding of MS Office suite. Intermediate knowledge of MS Excel & Access. Data capturing. Skills and Competency: Intermediate Typing skills. Problem solving skills. Basic interpersonal skills. Computer literacy. Planning and Organising skills. Problem solving skills. Analytical thinking skills. Communication skills. Personal Attributes: Ability to work in a team. Helpfulness and politeness. Ability to work under stressful situations. Ability to communicate at all levels. Highly motivated. Trustworthy. Punctuality. Assertiveness. Hard-working. Ability to work independently. Creative. Attention to details.
- DUTIES** : Provide technical and administrative support for the planning and implementation of M&E activities. Access and work on the M&E module on the NSG Training Management System (TMS) in accordance with the time lines pertaining to the M&E tracking system. Ensure the efficient capturing of all Reaction Evaluation Questionnaires (REQs) completed by participants and the Facilitator reports compiled by the facilitator at the end of every NSG training intervention. Process qualitative and quantitative data. Report to the Deputy Director: M&E regarding the flow of REQs and Facilitator Feedback Forms (FFF) received for capturing. E-File soft copies of all REQs and Facilitator Feedback Forms after reports have been

generated and maintain the e-filing system for all data forms received after NSG training interventions for audit purposes. Timeously provide copies of reports, REQs and Facilitator Feedback Forms on request by programme managers/co-ordinators, and for auditors. Sort reports (according to the various training streams) for distribution to the responsible Chief Directorates or Programme Managers. Respond, in writing to the Director or Chief Director: M&E when the Auditors have specific queries regarding the capturing of the data or the reports that have been generated. Check and examine the information in the REQs and the Facilitator feedback forms. Identify the key issues that require attention which the participants and facilitators reported on (written comments as well as scores). Complete the recommendations section in the FPE report based on the analysis conducted. This procedure is followed for every training intervention. Validate the content and total of all batches of REQs and Facilitator Feedback forms received prior to the capturing of the information. Compile Facilitator and Participant Evaluation (FPE) reports based on a batch of REQs and the corresponding feedback from the facilitator per training intervention. Generate monthly and quarterly statistical reports which provide a breakdown of how many REQs, Facilitator Feedback Forms and any other special projects have been captured during a specific period. Compile the quarterly trend report on facilitators who were utilised during that specific period. Correct FPE reports following quality assurance by the M&E management or Deputy Directors. Print corrected versions and file for distribution to the Programme managers. Prepare a consolidation spreadsheet.

ENQUIRIES

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Ms N Minty, Tel no: (012) 441-6006