

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. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPISA website regarding the repositioning of NSG to Higher Education institution.

<u>APPLICATIONS FOR ATTENTION</u>	:	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.
<u>CLOSING DATE</u>	:	24 November 2017 @ 16h00
<u>NOTE</u>	:	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 POSTS

<u>POST 45/49</u>	:	<u>DEPUTY DIRECTOR: INDUCTION (REF: NSG 11/2017)</u> Chief Directorate: Induction
<u>SALARY</u>	:	An inclusive remuneration package commencing at R657 558 per annum, comprising basic salary (70%75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 11)
<u>CENTRE</u>	:	Pretoria.
<u>REQUIREMENTS</u>	:	A relevant Degree/Diploma. Experience in Human Resources Management and Development or Public. Administration. Good project and people management skills. Ability to deliver within time frames as reflected in project plans. Good communication and liaison skills. Demonstrated ability to communicate at all levels. Report writing skills. Research skills. Planning and time management Analytical skills, problem-solving skills. Monitoring and Evaluation skills. Negotiation skills. Team work. Client orientation and customer focus skills. Change management skills .Good written and verbal skills; A good theoretical and practical knowledge of managing induction training projects on a large scale; knowledge of a range of methodologies for training and learning; good administration and management skills; project management capability; ability to write project proposals; ability to manage and track training projects, knowledge of procurement procedures; Computer literacy in Microsoft Office suite. Knowledge of curriculum design and development. Professionalism. Confidence, Integrity, Diplomacy, Assertiveness, Resilience, Flexibility and zeal.
<u>DUTIES</u>	:	Manage individual and organizational training providers that deliver induction training and development programmes in national and provincial departments and collaboratively with local government. Ensure that capacity exists (recruitment of IIC's) in client departments for the delivery of induction training interventions. Make recommendations on the quality of training material, scheduling. Train trainers who are tasked with the delivery of induction training interventions. Collaborate

with curriculum design unit in the development of content. Support the M&E unit to analyse training evaluation questionnaires and recommend appropriate interventions. Identify all stakeholders involved in the delivery of induction training and keep them abreast of policy and process developments. Conduct research on appropriate training methodologies and advise accordingly. Conduct training learning networks with stakeholders, trainers and IICs. Manage the sub-directorate in terms of human resources and financial responsibilities.

ENQUIRIES : Ms L Lapan, (012) 441-6088
 : In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

POST 45/50 : **X 2 DEPUTY DIRECTOR: MARKETING AND SALES FOR ONE YEAR FIXED TERM CONTRACT (REF: NSG 12/2017)**
 Chief Directorate: Marketing

SALARY : An inclusive remuneration package commencing at R657 558 per annum plus 37 percent, comprising basic salary (70%75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 11).

CENTRE : Pretoria.

REQUIREMENTS : A degree or equivalent in Marketing and or Business Development. At least 3-5 years functionalist specialist experience in a business development or marketing/sales/ environment. Competence in Public Relations will be an added advantage. Valid driver's licence. Knowledge & Skills: In depth knowledge and understanding of sales and marketing principles. Good knowledge of the public service and its legislative frameworks. High level of knowledge Business Development processes, training needs analysis & the public service decision-making processes. Needs to understand the product and how it will address training needs of departments. Communications/Skills: Excellent communication skills (written and verbal). Excellent negotiation and presentation skills. Excellent customer/stakeholder relationship management skills. Customer service excellence. Persona Attributes: Strong persuasive skills. Ability to build/maintain solid long-term relationships with clients. Project Management skills. Innovative. Professionalism. Confidence. Integrity. Diplomacy. Assertiveness and a high degree of self-motivation. Resilience and ability to manage work pressure. Display professional demeanour. Willing to work additional hours and travel extensively.

DUTIES : Effective Marketing and Sales initiatives of the NSG products and services. Growth of excising client base and meeting both base and stretch targets. Interpret and implement the NSG Marketing Strategy. Conduct Market Research and Segmentation. Maintain and manage business and lasting relationships with key stakeholders and constantly promote the good image of the NSG. Translate market intelligence findings into NSG business and clear ability to interpret and translate MPAT, AG and OPC reports. Develop relationships with various public service departments in an effort to secure bulk deals. Develop and maintain relationships with key contacts in the public service. Locate and/or propose potential business deals by contacting potential partners; discovering and pursuing opportunities. Research and remain abreast of competitor product developments. Identify content acquisition opportunities. Assist sales in closing new business deals and responding to tenders by coordinating requirements; develop and negotiate contracts. Explore other revenue generating opportunities. Regular .engagements with NSG Streams and Contact Centre to ensure up-to-date course content and follow-up on quotations not yet converted into bookings. Secure and manage Memorandum of Agreements (MOA's). Manage and secure signed MOA's with key client departments. Project manage MoA's in relation to training (closing the deal) by establishing and managing project teams for MOA's already agreed/finalised and signed. Compile status reports on MOAs on a quarterly basis and as and when required. Disseminate product knowledge based on research outputs (identified through TNA) in departments and local government. Assist in marketing campaigns to increase awareness of the product/services of NSG. Develop advertising and promotional material. Provide strategic thinking and contributions to crafting of departmental business plan based on professional knowledge and experience, to ensure delivery of focus areas for the year in

support of departmental strategy. Contribute to the divisional sales plan by providing details on prospects, current client interactions, list of opportunities, pipeline of new business, challenges and mitigation of challenges and all issues related to executing of annual plan. Liaising with upper management ensuring sales targets are met.

ENQUIRIES

: Ms Z Lamati, (012) 441-6019
: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

POST 45/51

: **X 4 ASSISTANT DIRECTOR: MARKETING AND SALES FOR ONE YEAR
FIXED TERM CONTRACT (Ref: NSG 13/2017)**
Chief Directorate: Marketing

**SALARY
CENTRE
REQUIREMENTS**

: (Salary level 9) commencing at R334, 545 per annum plus 37 percent
: Pretoria.
: A degree or equivalent in Marketing and or Business Development. At least 3 – 5 years relevant administrative experience in business development, marketing/sales. Competence in Public Relations will be an added advantage. Valid driver's licence. Knowledge & Skills: Knowledge and skills of marketing products and services. Good knowledge and understanding of marketing and sales principles. Basic knowledge on consumer behavior. Ability to maintain the department's stability and reputation by complying with regulations and professional ethics. Knowledge of Business Development processes, training needs analysis & the public service decision making processes. Needs to understand the NSG products and how it will address training needs of departments. Display professional demeanour. Willing to work additional hours and travel extensively. Communications/Skills: Good communication skills (written and verbal). Good presentation skills. Ability to Negotiate. Customer/stakeholder relationship management skills. Persuasive skills. Persona Attributes: Innovative. Professionalism. Confidence. Integrity. Assertiveness and Self Motivated. Resilience. Willing to work additional hours and travel extensively.

DUTIES

: Support and enhance relationships with counterparts in the public service in an effort to secure bulk deals. Maintain relationships with key contacts in the public service. Propose potential business deals by contacting potential partners and discovering and pursuing new opportunities. Research and remain abreast of competitor product development. Assist in closing new business deals. Provide inputs during the negotiating of contracts and development of the pricing strategy .Follow up on Memorandum of Understanding (MoA's) in relation to training (closing the deal). Follow up with client departments on quotations requested and not yet taken up. Serve as marketing/sales liaison officers at the NSG. Receive and follow up on queries and complaints and channel through to manager. Provide inputs to the development of business Support Implementation of market research findings and recommendations to internal stakeholders. Effective Marketing and Sales initiatives of the NSG products and services. Growth of excising client base and meeting both base and stretch targets. Interpret and implement the NSG Marketing Strategy. Conduct Market Research and Segmentation. Maintain and manage business and lasting relationships with key stakeholders and constantly promote the good image of the NSG. Translate market intelligence findings into NSG business and clear ability to interpret and translate MPAT, AG and OPC reports. Develop relationships with various public service departments in an effort to secure bulk deals. Develop and maintain relationships with key contacts in the public service. Marketing NSG programmes through conducting exhibitions at relevant for a. Facilitating advertisement of NSG programmes. Facilitating production of marketing materials (course directory, brochures, folders, etc.) in collaboration with streams at TMD and Communications. Updating stakeholder database to assist NSG marketing initiatives. Provide inputs into database of stakeholders. Ensure NSG course directory is distributed and updated, Provide input to the review and updating of brochures and marketing materials on NSG course offerings. Collate and distribute information relevant to product development. Support the implementation the Marketing Strategy by identifying promotion strategies that fit the segment/training/ products/geography. Provide operational support for the implementation of the marketing strategy. Support in

supervision of sub-ordinates and other participants in sub-component's activities. Financial management, in support of the Manager of the sub-component's activities. Support Planning, organising and controlling activities pertaining to marketing/sales functions. Assist in dissemination of information to all stakeholders (team, clients, managers, etc.) and reporting on activities. Promote the good image of the NSG at all times. Assist with the compilation of monthly and quarterly reports.

ENQUIRIES : Ms Z Lamati, (012) 441-6019
: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

POST 45/52 : **X2 ADMINISTRATORS: MARKETING AND SALES FOR ONE YEAR FIXED TERM CONTRACT (Ref: NSG 14/2017)**
Chief Directorate: Marketing

SALARY CENTRE REQUIREMENTS : (Salary level 5) commencing at R152, 862 per annum plus 37 percent Pretoria.
: Grade 12/equivalent. Post Matric Diploma or Certificate in Marketing will be an added advantage. 0-1 year experience in providing monthly reports, tracking documents, making logistical arrangements and drafting submissions will be an added advantage. Competence in Public Relations will be an added advantage. Valid driver's licence. Knowledge & Skills: Understanding of the public service. General knowledge of delivery of administrative/logistical support services. Computer literacy (MS Excel, word, power). Familiarity with NSG training procedures and training processes. Interpersonal skills. Problem solving. Ability to work as part of a team and understand information and ideas presented in writing. The ability to listen to and understand information. Good telephone etiquette and marketing skills (interact with persons at various levels). Good time management skills (ability to function efficiently under extreme pressure). Marketing skills. Good office administration skills (document tracking, storage and retrieval systems). Persona Attributes: Systematic. Organized. Attention to detail Willingness to learn. Ability to meet deadlines. Strong work ethic. Responsible. Team player. Language proficiency.

DUTIES : Assist with administration and coordination of annual events (PSTF, Public participation events etc.) Liaise and coordinate business meetings with client departments. Assist the marketing team to collate copy and images for brochures and pamphlets. Support the marketing team with the development and implementation of marketing campaigns. Liaise with stakeholders to source flyers, posters and marketing packs. Update stakeholder database. Receiving and processing incoming & outgoing documents. Assist the marketing teams with the production of routine emails as needed. Preparing documents for meetings. Assist with the preparation of presentations. Prepare and package material for courier. Maintain the inventory of promotional items. Maintain the Marketing calendar. Ensure that the storeroom is well managed and items are easily accessible. Ensure well established and updated filing system for the unit. Establish and maintain relations with the marketing administrators within MPSA portfolio and other departments. Liaise with internal and external stakeholders in relation to procurement of goods and services for the marketing unit. Obtain quotations, complete procurement forms for the purchasing of standard marketing items. Request for petty cash, facilitate invoice payments and orders required in marketing unit. Checking SCM forms for correctness and compliance with policies (proof reading, accuracy of information provided). Regular Liaison with Finance to ensure proper implementation of financial and SCM policies. Keep and maintain the asset register of the marketing assets and materials.

ENQUIRIES : Ms Z Lamati, (012) 441-6019
: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.