

THE NATIONAL SCHOOL OF GOVERNMENT (NSG)



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 DPISA website regarding the repositioning of NSG to Higher Education institution.

- APPLICATIONS** : Principal: National School of Government, Private Bag X759, Pretoria, 0001, by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria.
- FOR ATTENTION** : Ms L Raseroka, HR Unit, National School of Government
- CLOSING DATE** : 01 December 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. E-mailed and faxed applications will not be accepted.
- ERRATUM:** Kindly note that the post of X 2 Deputy Director: Marketing and Sales for one year fixed term contract (Ref: NSG 12/2017) that was published on the Public Service Vacancy Circular 45 dated 10 November 2017, the correct salary should read as follows: an inclusive remuneration package commencing at R657 558.00 per annum (70%75% of package), (Salary Level 11)

OTHER POSTS

- POST 46/24** : **ASSISTANT DIRECTOR: COST ACCOUNTING (REF: NSG 14/2017)**
Chief Directorate: Office of the Chief Financial Officer
- SALARY** : (Salary level nine commencing at R334 545. per annum.)
- CENTRE** : Pretoria.
- REQUIREMENTS** : B Degree or equivalent in Accounting / Public Finance / Financial Management. 3 to 5 years' experience in state accounting or in cost and management accounting. Job Knowledge: Good understanding of accounting principles. Exposure in the fields of budgeting, reporting and planning. Good knowledge of Treasury Regulations and Public Finance Management Act. Competency/skills: Numeracy & Accuracy. Excellent analytical skills. Planning and organizing skills. Presentation skills. Report writing skills. Problem solving skills. Good communication skills. Skills in Public Service Finance. Record keeping. Organizing skills. Budgeting and Financial Accounting. Good computer literacy skills in the MS Office Suite especially Excel, Pastel, BAS, Persal. Capability to work in a team environment. Persona Attribute: Dynamic, self-motivated, enthusiastic, energetic, confident. Attention to details.
- DUTIES** : Verify the captured Departmental revenue and expenditure. Prepare reports for National Treasury and GEPF according to the requirements. Prepare reports for Executive Management of the organization monthly quarterly, biannually and annually. Prepare reports for the Executive Management of the organization about all virement within the organization. Prepare a presentation of budget and expenditure to the relevant stakeholders on monthly basis. Analyse and evaluate progress against financial targets per the annual business plan and report

variances to executive management. Identify and analyse budget trends and report variations to the relevant Chief Directors or Directors in the Department and provide recommendations and advice to address significant variances. Report on breakeven points by products and streams. Report on margins by product and streams. Report on periodic variances and their causes, focusing in particular on spending variances. Analysing audits of costs and preparing reports. Providing management with reports specifying and comparing factors affecting prices and profitability of services (Course Fees). Making estimates of new and proposed course fees. Conduct ongoing process cost constraint analyses. Analysing capital budgeting requests. Accumulate and apply overhead costs as required by GRAP. Analysing data collected and recording results. Analysing actual development costs and preparing periodic reports comparing standard costs to actual costs. Recording cost information for use in controlling expenditures. Manage short-to-medium and long term financial planning in line with the various budgeting processes. Manage and co-ordinate the budget planning processes and maintain a performance budget monitoring system. Facilitate the compilation of budget estimates and monthly forecasts in branches. Develop the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE). Ensure that the required budget inputs are received from managers and that inputs are consolidated for submission. Provide advice and support to stakeholders and review the final draft budget inputs for submission to the relevant authorities. Provide inputs and recommendations to the development of the strategic and annual performance plans including coordinating, analyzing and advising to ensure that the strategic and annual performance plans are aligned to the budget. Verify that budgets projections are correctly capture on the accounting system.

ENQUIRIES

: Mr K Hlaethwa, (012) 441-6096
 In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

POST 46/25

: **SENIOR ADMINISTRATIVE OFFICER: AFRICA AFFAIRS AND SPECIAL PROJECTS (REF: NSG 15/2017)**
 Chief Directorate: International Relations, Special Projects and Communications.

SALARY CENTRE REQUIREMENTS

: (Salary level eight commencing at R281 418.00 per annum.
 : Pretoria.
 : B Degree or equivalent in International Relations Political Science /Development Studies /Public Administration/ or equivalent. 3 – 5 years' relevant experience in an international relation environment. Job Knowledge: Knowledge and understanding of the Public Service Legislative and regulatory framework. Understanding of international relations, with particular reference to the African continent. Familiarity with the African Union/NEPAD/ SADC structures and processes. Understanding of the continental Governance and Public Administration Programme. Competency/skills: Diplomacy and ability to maintain high levels of confidentiality. Client orientation and customer focus. Language proficiency. Planning and organizing. Problem solving. Decision making. Diversity management. Communication and information management. Interpersonal. Facilitation and presentation. Negotiation and influencing. Report writing. Ability to communicate verbally and in writing with local and international stakeholders. Computer literacy. Persona Attribute: Dynamic, Client focused. Self-motivated, enthusiastic, confident. Attention to details. Innovative thinking. Analytical. Interpersonal relations. Team work. Initiative. Openness and transparent.

DUTIES

: Identify trends and assess pertinent issues in the in African Affairs programmes and special projects. Provide information, inputs, recommendations and background documentation. Monitor trends and developments pertaining to the areas of responsibility. Participate in interdepartmental/Inter-Governmental and stakeholder relationships and meetings held by DIRCO. Liaise with and co-ordinate international programmes. Engage with representatives of foreign governments and multilateral institutions and other relevant stakeholders. Participate in events to market, promote and strengthen the NSG to be a thought leader in the African continent. Negotiate with counterparts on the African continent. Provide support to the facilitation and co-ordination of the NSG's local and African institutional forums.

Provide support with international visits, protocol and travel guidelines for international partnership in NSG. Organise workshops/feedback sessions after international travel. Ensure minute taking and document distributing at meetings. Draft submissions, documents, letters, reports etc. Assist in mentorship and coaching programmes. Support the operationalization of the NSG's International Relations Framework.

ENQUIRIES

:

Mr D Williams, (012) 441-6732

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