

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.



- 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
- CLOSING DATE** : 16 March 2018 @ 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.

OTHER POSTS

- POST 09/39** : **DEPUTY DIRECTOR: INDUCTION (REF: NSG 06/2018)**
 Chief Directorate: Induction
- SALARY** : 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)
- CENTRE REQUIREMENTS** : Pretoria
 : A relevant Degree/Diploma. 3-5 years relevant 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.
- DUTIES** : 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 Lepan, (012) 441-6088
In connection with the applications kindly contact Ms Letty Raseroka, (012) 441-6626 or Mr Mpho Mugodo (012) 441-6017

POST 09/40 : **ADMINISTRATOR: LEANER RECORDS (REF: NSG 08/2018)**
Branch: Training Management and Delivery

SALARY : (Salary level 6) commencing at R183 558 per annum plus competitive benefits cost to company).

CENTRE : Pretoria

REQUIREMENTS : An appropriate grade 12 or equivalent. 0 – 1 years' administrative experience. Knowledge: Understanding of the public service. General knowledge of delivery of administrative / logistical support services. Familiarity with NSG's training procedures and processes. Competencies/skills Strong organisational skills. Strong logical and analytical thinker. Strong interpersonal skills. Problem solving skills. Accuracy. Computer literacy (MS Excel, Word, PowerPoint). Possess a high level of communication and organization skills. Personal Attributes: systematic, organised, accurate, attention to detail, dynamic, independent, flexible, willingness to learn, keep up with trends, engage in relevant debates, possesses the ability to meet deadlines, honest, responsible, professional with a strong work ethic, a team player, self-driven and systematic. Ability to work with all staff and under pressure. Quality orientated, independent, client focused attitude, results driven and lots of initiative.

DUTIES : Validate the content of registration forms received, Check the completeness of assignments/POEs received from different stakeholders, Communicate with clients on the submission due dates. Communicate with clients on number of POEs received from their delegates and extensions granted on assignments submission. Capture received POE's into the NSG TMS. Request updated information from clients, Complete and correct learner records captured on ETQA and NSG's systems, Complete and up to date filing system maintained for all NSG training delivery data, Conduct data quality checks on captured data and provide feedback to the data capturers. Provide the necessary system generated reports to users as required. Ensure complete records are maintained for audit purposes. Support internal and external auditors. Adhere to policies and procedures to ensure completeness of revenue, Ensure complete learner records are captured on TMS for invoicing. Generate invoice requests and send to finance for processing. Prepare and submit invoicing detail to finance. Collaborate with managers and administrators in Training Logistics to ensure timely and continues flow of case files for record keeping. Maintain database for assessments received and processed by NSG, Maintain a system of complete and up to date records for all NSG assessments, Analyse reports received from Assessors and Moderators and respond to requests raised. Liaise with Contract Manager to ensure suitable assessors and moderators are utilized. Implement a rotation scheme for the utilisation of assessors and moderators. Liaise with assessors and moderators and follow up on progress made in assessment/ moderation, Attend to and resolve client requests and enquiries. Liaise with learners to ensure assignments are updated and documentation provided, Update TMS with submission details and learner results. Maintain confidential records of learner results and achievements according to set standards. Promote and implement Standards and Policies pertaining to the Assessment and Management of learner achievement, Develop and Implement a process of efficient learner records capturing. Update National database with correct learner achievements to enable external moderation, Prepare and submit reports to management, Maintain comprehensive and up to date registers of Certificates issued, Analyse reports received from assessment officers and prepare and print certificates. Prepare data for printing of NSG certificates of attendance, successful completion and competence. Liaise with learners and clients for delivery of certificates and dispatch NSG certificates and statements of results from external moderators.

ENQUIRIES : Ms M Labuschagne, (012) 441-6315

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

- POST 09/41** : **ADMINISTRATOR: TRAINING SUPPORT (REF: NSG 07/2018)**
- SALARY** : (Salary level 5) commencing at R152 862 per annum plus competitive benefits cost to company).
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate grade 12 or equivalent. 0 – 1 years' experience in providing operational administrative support. Knowledge: Understanding of the public sector. Understand the PFMA prescripts, SAQA, NQF, PAJA and HRD trends. Organisational financial management systems. Organisational training management systems. Organisational procurement processes. Office management. Knowledge of the training cycle. An understanding of requirements of accredited training programmes. Practical knowledge of MS Office. Competencies/ skills: Basic computer literacy skills. Problem solving skills as well as the ability to provide solutions to logistical problems. Planning and organizing skills, Good communication skills. Good client relations and interpersonal skills. Ability to advise learners on course selections. Conflict management skills. Apply basic understanding of government protocol Personal Attributes: Accurate, attention to detail, dynamic and independent, flexible, willing to learn, ability to meet deadlines, honest with a strong work ethic, responsible and reliable.
- DUTIES** : Receive and escalate queries from departmental coordinators and learners (content specific queries such as selection of courses in related training programme). Render administrative support during review meeting and updating of course material in the Stream. Training data capturing for all training courses. Draft and prepare submissions and other documents in support of the Supervisor as part of training implementation. Provide administrative and logistical support which includes amongst others for special training events and seminars (such as those hosted in collaboration with higher education institutions (HEIs), the Office of the Principal and/or Ministry). Make arrangements included but not limited to sending out invites, venues, rsvp, parking and catering; this will include close liaison with Supply Chain Management and Finance. Perform clerical duties related to training activities including, but not limited to copying, faxing, mailing (including emailing and hard copy) and filing. Post-course / training administration (including analysing REQs, FPEs, and attendance registers). Monitor submission of summative assessments / portfolios of evidence. Provide administrative support for pilot and trainer workshops (venue, catering, etc.) in liaison with Supply Chain Management and Finance. Solicit nominations for special projects, funded and mandatory training by liaising with provincial HRD coordinators and internal stakeholders. Administer and coordinate project activities related to training within the streams (such as Project Steering Committee Meetings, project status reports, project plans, Inter-Provincial Consultative Workshops, stakeholder meetings etc.) Compile, transcribe and distribute minutes of stakeholder meetings related to training (for e.g. Inter-Provincial Workshops, Lead Trainer Consultative Workshops, HEI delivery partners). Maintain records in relation to curriculum materials as prescribed. Record keeping on updated training material of the stream. Facilitate the printing and packaging of learner materials for pilots and Trainer workshops. Update and maintain the shared folder of the Directorate. Communicate with internal and external stakeholders with regard to uptake of training programmes, courses, and workshops. Follow up and track progress of paid but not yet trained sessions. Update statistics on weekly basis for reporting. Keep up to date client engagement schedules and appointments for the Directorate.
- ENQUIRIES** : Mr P Makgopela, (012) 441-6075
In connection with the applications kindly contact Ms Letty Raseroka, (012) 441-6626 or Mr Mpho Mugodo (012) 441-6017