

**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.*

- APPLICATIONS** : To apply on line visit the NSG website Careers or use the following link: <https://www.thensg.gov.za/application-for-employment/> or posts the application to: National School of Government, Private Bag X759, Pretoria, 0001 ; by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted.
- FOR ATTENTION** : Ms L Raseroka, HR Unit, National School of Government
- CLOSING DATE** : 29 June 2018
- 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. 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 candidates 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. 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, preference 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.

**MANAGEMENT ECHELON**

- POST 24/46** : **DIRECTOR: AFRICA AFFAIRS AND SPECIAL PROJECTS (REF NO: NSG07/2018)**  
Chief Directorate: International Special Projects and Communication
- SALARY** : An inclusive remuneration package commencing at R948 174 per annum (Level 13), comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level7) in Public Administration, International Relations, Political Science; Sociology; Economics or Law; A post graduate qualification will serve as an added advantage. A minimum of five years relevant experience at middle/senior management level and 6-10 years' experience in the field of international coordination and stakeholder relations. Competencies/Skills: Ability to develop and advance structured bilateral, multilateral and stakeholder cooperation in respect of training and development matters. Ability to coordinate the signing and implementation of agreements and memoranda of understanding. Ability to participate and lobby identified bilateral, multilateral and stakeholder engagements. High level of diplomatic skills, interpersonal and public relations. Broad understanding and knowledge of foreign languages. Well-developed diversity management skills. Research, advance verbal, writing and reporting skills. Creative and Innovative thinking skills. Strategic Management and Leadership skills; Planning, Project and Programme Management skills. Communication and facilitation skills. People and financial

management skills. Knowledge: Knowledge of South Africa's foreign policy. Knowledge and understanding of Regional and International Commitments pertaining to the public service, particularly on training and capacity development. Broad knowledge of regional especially the SADC regions, continental and international stakeholders in the realm of governance and public administration. Knowledge and understanding of UN, African Union and SADC Systems. Knowledge, understanding and ability to advise on international relations protocol and diplomacy issues. Knowledge of international laws and instruments governing international collaboration. In depth knowledge and skills in project management; proven record on engagement with regional, continental and international institutions. In-depth knowledge and understanding of the Public Service Act and related policies and prescripts. Knowledge and understanding of South African Institutional and policy arrangements for effective management of development cooperation. In depth understanding of Official Development Assistance (ODA) implementation and reporting modalities. Personal attributes: Good interpersonal relations. Being a good Communicator. Ability and confidence to network with high ranking role-players/stakeholders. Being strategic and diplomatic in dealing with stakeholders. Being professional and innovative. Being a team player and self-motivated. Being trustworthy.

**DUTIES**

: Manage and implement international special programmes or any other programmes pertaining to bilateral and multilateral initiatives on capacity building and development. Enhance learning from international engagements through communities of practice and knowledge management. Implement AU –STC capacity development priorities. Effective and efficient implementation and management of Special Projects to enhance service delivery. Manage international visit, protocol and travel guidelines and training. Provide Strategic leadership and management of the Directorate and ensure efficient and effective management of processes, resources and work ethos creating a conducive workplace and professional culture.

**ENQUIRIES**

: Dr Mary Ledwaba Tel No: 012 441 6084  
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.