

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 online 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** : 30 November 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 shortlisted 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. 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.

OTHER POST

- POST 46/30** : **DEPUTY DIRECTOR: INDUCTION REF NO: NSG 08/2018**
Chief Directorate: Induction
- SALARY** : commencing at R697 011 per annum (Level 11) (An inclusive remuneration package), comprising basic salary (70%75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Degree/Diploma. 3-5 years relevant experience in Human Resources Management, 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 and Finance procedures; Computer literacy in Microsoft Office suite. Knowledge of curriculum design and development. Professionalism. Confidence, Integrity, Ethical, 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 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 and manage 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, managing memorandum of agreement.

ENQUIRIES

: Ms L Lapan Tel No: (012) 441-6088
: In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017