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, 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.

APPLICATIONS
Principal: 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
31 May 2019

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 personnel suitability checks on criminal record, citizen verification, financial record checks, qualification/Study verification, previous employment verification and also extend to social media accounts to align verifications to comments/ behavior by applicant. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

MANAGEMENT ECHELON

POST 17/62
DIRECTOR: RESEARCH
REF NO: NSG 08/2019
Chief Directorate: Research and Innovation

SALARY
R1 005 063 per annum (Level 13) (An inclusive remuneration package), comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

CENTRE
Pretoria

REQUIREMENTS
A relevant undergraduate qualification (NQF level 7) as recognized by SAQA. Five years’ experience at a middle/senior managerial level. Appropriate six (6) to ten (10) years relevant experience in applied research and training needs analyses of which 5 years’ must be at a middle management level). A post graduate degree with research methodology will be an added advantage. Competencies/Skills: Strategic capability and leadership. People Management & Empowerment. Programme and project management. Financial Management. Problem solving and analysis. Client orientation and customer care. Change Management. Service delivery innovation. Excellent writing skills to generate proposals and compile research proposals. Advanced analytic and problem solving skills. Ability to communicate at management level. Advance deductive and inductive reasoning skills. Advanced qualitative, quantitative and data synthesis skills. Advanced numeracy skills. Advanced research project management (i.e. conceptual ability to plan, organize and effect change with reference to a research project), Statistical
analytical skills, and well-developed Interpersonal skills.

Knowledge: Extensive knowledge of the education and training environment. Knowledge on the growth and developmental imperatives with global impact. In depth knowledge on the SAQA framework and norms and values applicable to the training environment. In-depth knowledge and understanding of the public sector and its key programmes. Expert/specialist knowledge of the wide technical scope of research as a discipline. In-depth knowledge of research and methodological aspects. Highly specialized knowledge of a wide variety of statistical data analysis techniques. Thorough knowledge of multi-disciplinary research and research environments. Theoretical and practical knowledge of the human sciences and its associated research methodologies. Ability to integrate, interrogate and interpret knowledge and information (knowledge management). Technical knowledge of a wide range of referencing methods. Knowledge to develop and validate research instruments/methods. Knowledge of the education/training landscape including needs analysis, curriculum design, facilitation of training and the monitoring and evaluation thereof. Knowledge on assessing the effects of projects, applying new developments and innovation. Personal attributes: Emotional intelligence. Professionalism and work ethics. Honesty, trustworthiness and integrity. Innovative and energetic. Ability to function in a team and independently. Ability to work accurately under pressure. Analytical and objective. Systematic, organized and orientated to detail. Life-long-learner.

**DUTIES:**

Conduct and manage research projects to inform training & development needs & opportunities: Manage and provide leadership to research functions within the Directorate and ensuring that deputy directors are deployed correctly for research topics and activities. Review the strategic research framework and compile annual agenda. Manage the compilation of research proposals and methodological aspects. Manage and conduct literature reviews for specific research projects. Manage the research processes and design including development of instruments. Provide quality assurance in terms of the normative, editing and standardisation. Manage the feasibility for pilot and development of research instrument(s). Quality assurance and standardisation of reports. Implement training needs analysis (TNA) to inform training and development needs/opportunities. Manage and provide leadership with implementation of the varied analysis pertaining to skills requirements. Manage and guide the reviews of TNA needs analysis and the strategic framework. Manage transversal internal dialogues pertaining to TNA. Manage customisation of TNA tools and or Skills Audit tool(s) and address the needs for client departments. Manage the compilation of strategic documents pertaining to TNA and solicitation of inputs. Manage that electronic platforms for TNA implementation and dissemination are available and usable. Implement TNA and or Skills Audit tool(s). Manage dissemination of findings to the relevant stakeholders. Quality assurance and standardisation of reports. Establish and maintain strategic partnerships on behalf of the NSG. Provide guidance and manage applicable utilities related to the competency assessment centre in terms of the development of a diagnostic tools and project deliverables. Provide guidance for the development of a data base for the skills requirements related to the competency assessment centre. Contribute towards the development of a culture of lifelong learning by hosting of colloquia/workshops. Manage and provide leadership on the dissemination of results and findings. Manage the delivery of research workshops and provide leadership in terms of presentation and content relating to research projects and capacity. Manage the Directorate in terms of the presentation of NSG related papers in national and/or international platforms. Manage the compilation of articles by the Deputy Directors and publish papers in appropriate forums to enhance the reputation of the NSG. Manage the dissemination of NSG related research findings (research colloquia, conference papers, publications for accredited journals etc.) Manage stakeholder relationships and establishment of strategic partnerships. Manage stakeholder consultation and conceptualise the need for, and implementation of, research. Establish and manage strategic partnerships with other role players in various sectors of the research spectrum. Strategic liaison with stakeholders for research essentials and application. Manage stakeholder consultation and conceptualize the need for TNA and/or skills audit interventions. Liaise with HRD and SDF forums and attend strategic meetings for the purpose of comprehending developments in HRD.
spectrum. Manage staff, resources & administrative support. Strategic management of the annual performance plans. Manage the human resources functions within the directorate in terms of leave application, performance appraisal, human resource development, utilisation and deployment of staff, etc. Manage the deployment of human resources relating to research projects and indicate period of implementation within time determinants. Provide mentorship and coaching to members of the staff within the research division. Manage the financial systems of the Director. Manage and support administrative matters of the Directorate and provide inputs to the strategic, monthly, quarterly and annual reports of the Chief Directorate and the Branch. Participate in meetings, workshops, strategic sessions, where applicable and required. In terms of the employment equity targets, priority will be given to Coloured Males, African Males and people with disability.

ENQUIRIES

Prof T Potgieter Tel No: 012 441 6175
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.