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
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
06 September 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/behaviour by applicant. 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 30/94
CHIEF DIRECTOR: TECHNICAL SUPPORT REF NO: NSG 12/2019
Chief Directorate: Technical Support

SALARY
R1 251 183 per annum (Level 14) (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 senior managerial level. Competencies/Skills: Good strategic capability and leadership skills. Good people management and empowerment skills. Programme and project management skills, financial management skills, change management skills, knowledge management skills, service delivery innovation, problem solving and analysis, excellent communications skills. Good computer literacy skills. Knowledge: Good knowledge and understanding of the HRD and Capacity building environment. Knowledge of global trends in adult learning methodologies. Knowledge of learner record keeping principles, tools and methods. Knowledge of the Department’s mandate and its relationship with various stakeholders internationally, provincially and locally. Knowledge of strategic planning. Good knowledge and understanding of contract management. Knowledge of the PFMA and Treasury Regulations specifically with regard to a trading entity. Good user technology applications knowledge in the Training and Development environment. Personal attributes: Independent, self-direction, a
self-starter with client focused attitude. The ability to interact with persons in very senior positions in such a manner that they will want to support developmental change processes.

**DUTIES**

Strategic management and leadership: Formulate, execute, report, monitor and evaluate the Chief Directorate’s strategic plan. Compile the budget for the chief directorate and ensure effective and economical use of allocated funds. Develop and manage key risks that may militate against achievement of objectives. Ensure good governance. Manage, empower and lead a team of senior managers, middle managers, service providers and administrative staff. Stimulate interest in the NSG service offerings, establish and structure partnerships with relevant institutions of learning, training providers and other external service providers thereby contributing to the NSG’s training delivery objectives. Support the Branch Head in his engagements with Cabinet and Parliamentary Committees, domestic and international management development institutions. Attend meetings on behalf of the Branch Head. Serve on various governance structures including but not limited to the Senior Management Committee, Risk Management, Performance Management and Audit Committees. Overseer and lead the training delivery logistics management function. Manage the training delivery logistics management function, recruitment, deployment and management of trainers and trainer contracts. Manage training event coordination, logistics and course records. Ensure the provision of training delivery resources, trainers, material, venues, catering and others. Ensure that learning and development facilitators, moderators and assessors are duly contracted. Ensure provider allocation from a provider database and maintain contract controls. Overseer and lead the assessment and certification function, the training delivery schedules, training resources, learner records, learner attendance and achievement records as well as training delivery and learner management applications. Ensure that reliable and accurate learning and development information are provided. Ensure that the National Learner Records Database are maintained through quality partners and strategic stakeholders. Ensure that core records management systems are integrated. Ensure learner records are captured and controlled on the training management and delivery system. Manage the application for training management and delivery system and learner records. Reconcile and report on all training numbers (e-Learning and face to face) with the training management system with regard to the number of learners and the revenue generated. Ensure the recording of training delivery schedules, resources and learner records, learner attendance and achievement records, training delivery and learner management applications are provided. Ensure assessment and certification are provided and that learner certificates are issued within set timelines. Overseer and lead the recruitment, contracting & development of trainers, assessors and moderators. Overseer that the process on the recruitment and contacting of trainers, assessors and moderators are managed. Overseer the learning and development of trainers, moderators and assessors. In terms of the employment equity targets, priority will be given to African Females and people with disability.

**ENQUIRIES**

Ms S Arendt Tel No: (012) 441 6131
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.

**POST 30/95**

CHIEF DIRECTOR: MARKETING REF NO: NSG 13/2019
Chief Directorate: Marketing

**SALARY**

R1 251 183 per annum (Level 14) (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 senior managerial level. Competencies/Skills: Expert technical and functional advice skills. Good strategic capability and leadership skills. Good people management and empowerment skills. Programme and project management skills, financial management skills, change management skills, knowledge management skills, service delivery innovation, problem solving and analysis, excellent communications skills. Good computer literacy skills. Knowledge: Good knowledge and understanding of the HRD and Capacity building environment. Must have the capacity to function as a senior manager, ideally including knowledge and
experience of Government or the wider public sector. Must have a thorough understanding of and practical experience in both the technical and interpersonal aspects of an effective call Centre. Knowledge of the Department’s mandate and its relationship with various stakeholders internationally, provincially and locally. Knowledge of strategic planning. In depth knowledge and understanding of sales and marketing principles. Knowledge of the PFMA and Treasury Regulations specifically with regard to a trading entity. Expert knowledge of marketing and sales, & the public service decision-making processes. Needs to understand the product and how it will address training needs of departments. Personal attributes: Independent, self-direction, a self-starter with client focused attitude. The ability to interact with persons in very senior positions in such a manner that they will want to support developmental change processes. Professional, Confident and assertive. High level of Integrity and ethical behaviour, Diplomacy.

DUTIES: Strategic management and leadership. Formulate, execute, report, monitor and evaluate the Chief Directorate’s strategic plan. Compile the budget for the chief directorate and ensure effective and economical use of allocated funds. Develop and manage key risks that may militate against achievement of objectives. Ensure good governance. Manage, empower and lead a team of senior managers, middle managers, service providers and administrative staff. Stimulate interest in the NSG service offerings, establish and structure partnerships with relevant institutions of learning, training providers and other external service providers thereby contributing to the NSG’s training delivery objectives. Support the Branch Head in his engagements with Cabinet and Parliamentary Committees, domestic and international management development institutions. Attend meetings on behalf of the Branch Head. Serve on various governance structures including but not limited to the Senior Management Committee, Risk Management, Performance Management and Audit Committees. Lead and manage the marketing/sales function. Ensure increased visibility of the NSG in the public service to ensure knowledge of its offerings on a wider scale. Manage the achievement of Training and revenue targets through effective marketing/sales initiatives of the NSG products and services. Manage the NSG’s participation in targeted training and development events to promote its products. Ensure uptake of NSG courses (sales) in line with the targets indicated in the Annual Performance Targets. Lead and manage the client relations support services. Ensure effective and reliable client relations and customer service. Manage the Contact Centre activities and relevant, infrastructure in order to provide a centralised order-taking service for the NSG. Ensure quotations and bookings for training is confirmed and issued within a set timeframe.

ENQUIRIES: Ms S Arendt Tel No: (012) 441 6131
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.