NATIONAL SCHOOL OF GOVERNMENT (NSG)

It is the intention to promote representivity in the Department through the filling of this post. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.

APPLICATIONS
To the Director General: Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, Batho Pele House, 546 Edmund Street, Arcadia, Pretoria, 0083 E-mailed and faxed applications will not be accepted.

FOR ATTENTION: Ms Karien Beckers

CLOSING DATE: 04 November 2019

NOTE: Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certified copies of qualifications and identity document 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. E-mailed or faxed applications will not be accepted. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise a (2) generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records checks, qualification verification, and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract of five years and a performance agreement with the Minister for Public Service and Administration within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

MANAGEMENT ECHELON

POST 37/60: HEAD OF DEPARTMENT (PRINCIPAL): NATIONAL SCHOOL OF GOVERNMENT REF NO: NSG 09/2019
(5 Year Contract)
Re-advertisement and applicants who had previously applied are requested to re-apply.

SALARY: R1 976 533 per annum (Level 16), (An all-inclusive remuneration package) comprising basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.

CENTRE: Pretoria
REQUIREMENTS: Qualifications: A Senior Certificate, an undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration/ Education/Social Sciences or other relevant qualification as recognized by SAQA 8-10 years’ experience at a senior managerial level of which at least 3 years must have been with any organ of State, as defined in the Constitution, Act 108 of 1996). Knowledge and Experience: Knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014 (PAMA) Public Finance Management Act, 1999 (PFMA) and the Municipal Systems Act. Knowledge of the National Development Plan (NDP), Experience in leading and managing an institution or a program, Experience in leading in operating a trading entity, Knowledge and experience in research and policy analysis, Extensive knowledge of the South African training and development landscape, A

Core Competencies: Strategic capability and leadership, Programme and project management, advanced financial management skills, Change management, People Management and Empowerment.

**DUTIES**

Serve as the accounting officer of the department in line with the PFMA Public Financial Management Act which entails: ensuring that the NSG is adequately resourced, and that as a national department, operating a trading entity with a Vote and a Trade Account; the NSG adheres to the provisions of the PFMA and Treasury Regulations. Provide strategic leadership and management: which entails being responsible for the administration and management of the department, providing strategic vision and direction, leading the formulation, execution, monitoring and evaluation of the strategic and annual operational plans, Profiling and Marketing the programmes of the NSG, and creating a conducive environment to achieve higher levels of employee performance and engagement and provide strategic and administrative support to the Minister. Manage the development and delivery of quality education, training and capacity development programmes for the public service and administration: which entails leading the establishment of cutting-edge learning and development tools, quality driven curriculum and programmes that are aligned to Governments Human Resource Development (HRD) policies, strategies and frameworks, respond to the skills development needs of the Public Service and influenced by credible research, strategic diagnosis and monitoring and evaluation, mobilising and establishing partnerships with learning and development institutions and practitioners who can contribute to the development and delivery of quality education, training and development programmes. Strengthen the NSG’s governance, compliance and organizational capacity to deliver on its mandate: which entails ensuring that the NSG has the appropriate organizational structure to deliver on its plans, has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, National Treasury, DPME, etc, ensuring the resolution of audit findings and attainment of clean audit outcomes, and serving on structures established by the Minister and Cabinet. Establish and maintain strategic local and international bilateral and multi-lateral partnerships aimed at capacitating the public service: which entails working collaboratively with entities within the Portfolio of the Ministry for Public Service and Administration (MPSA) and other organs of state, sourcing donor funding/development aid to support the programmes of the NSG, Contributing to the strategic and intellectual discourse on capacity building in the public service domestically and internationally.

**ENQUIRIES**

Ms Linda Dludla Tel No: (012) 336 1282

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