ANNEXURE G

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
Acting Principal: National School of Government, Private Bag X759, Pretoria, 0001 HR Unit, National School of Government 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

CLOSING DATE: 13 December 2019 @15h00

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. 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 43/28: DEPUTY DIRECTOR: LEADERSHIP TRAINING REF NO: NSG 18/2019

Chief Directorate: Leadership Training

SALARY: R733 257 per annum (Level 11). (An inclusive remuneration package commencing) 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 and Development, Public Administration/Leadership. Competencies/Skills: 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. Knowledge: A good theoretical and practical knowledge of leadership 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 procedures, Computer literacy in Microsoft Office suite. Knowledge of curriculum design and development. Personal attributes: Professionalism, Confidence, Integrity, Ethical, Diplomacy, Assertiveness, resilience, Flexibility and zeal.

DUTIES: Manage individual and organisational training providers that deliver leadership training and development programmes in national and provincial departments and collaboratively with local government. Ensure that capacity exists for the delivery of leadership training interventions. Make recommendations on the
quality of training material, scheduling. Train trainers who are tasked with the
delivery of leadership 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 leadership training and
keep them abreast of policy and process developments. Conduct research on
appropriate training methodologies and advise accordingly. Conduct
continuous professional developmental and support online community of
practice or training learning networks with stakeholders and trainers. Manage
the sub-directorate in terms of human resources and financial responsibilities,
managing memorandum of agreement.

ENQUIRIES

Dr AM Paile Tel No: (012) 441 6202
In connection with the applications kindly contact Ms Letty Raseroka (012) 441
6626 or Mr Mpho Mugodo Tel No: (012) 441-6017.