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.

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

CLOSING DATE : 21 February 2020 at 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. Candidates are 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.

OTHER POSTS

POST 01/51 : DEPUTY DIRECTOR: RESEARCH/NSG 03/2020

SALARY : R733 257 per annum, (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 (salary 
level 11).

CENTRE : Pretoria.
 REQUIREMENTS : Appropriate 3 year degree and/or equivalent (NQF level 7). A post graduate 
degree with research methodology will be an added advantage. Six (6) to 
ten (10) years relevant experience with at least three years’ experience in 
research. Demonstrable skills thus presumed to provide proof of academic 
output(s). Knowledge: In-depth knowledge and understanding of the public 
sector and its key programmes. Deep (in-depth) knowledge of the wide 
technical scope of research as a discipline. In-depth knowledge of research 
and research methodology. Specialized knowledge to prepare datasets for 
quantitative and qualitative data analysis. 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. Competencies/skills: 
Advanced methodological proficiency. Capacity to write research proposals. 
Design research models and conduct independent research. Multi- and
trans-disciplinary. Competencies. Advanced analytic and problem solving skills. Research report writing. Academic communication skills (e.g. presentation of research and conferences). Ability to communicate at management level. Advance deductive and inductive reasoning skills. Information seeking skills (e.g. literature review). Operationalizing research. Advanced qualitative, quantitative and data synthesis skills. Advance numeracy skills. Advanced research project management (i.e. conceptual ability to plan, organize and effect change with reference to a research project). Technical skills. Skills to develop research tools/methods. Advanced computer literacy in the MS suite of products especially MS Excel and data analysis software (i.e. SPSS and Atlas T.I). Decision making skills. Advanced literacy. Intermediate language skills. Basic project management. Basic training skills (i.e. Research Capacity Building and Skills Audit Capacity Building). Basic statistical analysis skills Advanced operational planning skills. Personal Attributes: Emotional intelligence. Professionalism and work ethics. Honesty, trustworthiness and integrity. Innovative and energetic. Interpersonal skills. 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 stakeholder consultation to conceptualise the need for research. Compile research proposals. Conduct literature reviews for specific research projects. Describe the target population and draw the sample. Obtain permission to conduct identified research projects. Develop, pilot and refine research instrument(s). Draft an initial report on research instrument(s) and circulate for approval. Rollout of the data gathering phase. Code the instruments(s) and manage capturing of data. Clean and prepare dataset(s). Perform preliminary quantitative statistical analysis. Code qualitative data. Finalise and integrate findings obtained from the data reduction process. Report on findings. Conduct stakeholder consultation to conceptualize the need for TNA and or skills audit interventions. Customize/develop the TNA and or Skills Audit tool(s) to address client needs as identified during the consultation process. Conduct stakeholder consultation to finalize TNA and or Skills Audit tool(s) and to obtain buy-in. Upload the finalized TNA and or Skills Audit tool(s) on an electronic platform (i.e. lime survey). Distribute the electronic link to relevant stakeholders to pilot the electronic diagnostic tool(s). Implement TNA and or Skills Audit tool(s). Clean and prepare dataset(s). Perform preliminary quantitative statistical analysis. Code qualitative data. Finalise and integrate the findings obtained from data reduction process. Report on findings. Disseminate the findings to the client with recommendations. Disseminate the findings to the relevant NSG stakeholders. Undertake and present papers at either national and/or international conferences. Submit academic journal articles for publication to generate knowledge and enhance the reputation of the NSG. Edit journal articles in preparation for publication. Organise research colloquia or roundtable discussions to stimulate debate, insight and understanding. Disseminate research findings (research colloquia, conference papers, publications for accredited journals etc.) Provide inputs on matters pertaining to research. Provide specialized research related inputs on NSG task teams/committees/forums. Provide inputs to external stakeholders in the field of research and development. Collaborate with institutions of higher learning and other government departments on research matters. Provide research related capacity interventions as requested by departments.

**ENQUIRIES**

Dr J Pietersen, Tel No: (012) 441-6826

**POST 05/52**

Assistant Director: Human Resource Development and Performance Management and Development System /NSG 02/2020

**SALARY**

R376, 596. per annum (level 9) (plus competitive benefits cost to company).

**CENTRE**

Pretoria

**REQUIREMENTS**

Appropriate B degree or equivalent in Human Resource Management/Development. Appropriate relevant 1 – 2 years functional
specialist experience. Knowledge: Knowledge of the Performance Management and Development System and Training and Development environment. Knowledge of the Public Service Act, Public Service Regulations and applicable Determinations. Knowledge of Public Service policies, directives and collective agreements. Good knowledge of the Skills Development Act, Skills Levy Act, NQF, SAQA, PSETA, etc. Thorough knowledge of the principles, procedures and practices of performance management incentive calculations and transaction. Exceptional knowledge of Departmental HRD & PMDS policies and practices. Good understanding on how to implement performance management incentives on the system. Good understanding of HR & Payroll Systems in depth knowledge of the Public Service Act & Regulations, Labour Relations Act. Competencies/skills: Proven ability to utilize information technology (database systems, spreadsheets, MS Word). Good communication skills (literacy/writing and structuring of reports and submissions). Basic financial management skills. Human Resource Management skills. Supervisory Skills. Planning and execution quality of work. Policy interpretation and analytical thinking skills. Good Technical skills. Personal Attributes: Flexible. Ability to achieve results through teamwork; Good interpersonal and negotiation skills. Honesty and Integrity. Must take initiative. Open minded. Accepting of responsibility. Professional demeanour. Ability to maintain a high level of confidentiality. Facilitate and present training and development interventions for all department staff. Conduct training needs analysis for all employees in the Department. Plan, organize and implement an internal induction programme. Develop Branch training plans. Categorise and analyse the PDPs. Develop and implement training schedule/calendar. Advice and input on all HRD policies and governmental skills programmes. Compile the Departmental WSP and Quarterly QMR and Expenditure reports to PSETA. Facilitate the implementation of skills audit results. Identify training interventions in line with skills audit needs. Implement training and development programmes to close the skills audit gaps. Provide accurate training and expenditure reports. Implement in-house training programmes. Organise and facilitate training workshops for employees including induction. Identify accredited training providers and maintain a service provider database. Conduct advocacy sessions on the training and development implementation plan. Match Personal Development Plans to Organisational competency Framework. Co-ordinate procurement of service providers and training material for the delivery of programmes. Identify employees trained per quarter in line with identified competencies & skills gap. Draft up to date and accurate statistic of trainings attended monthly and quarterly. Co-ordinate and arrange Quarterly Induction Programme for newly appointees at the NSG within 3 months of appointment. Co-ordinate the Skills Audit for the department. Prepare guideline for the selection of learners/interns. Procurement and liaison with external service providers and training materials for the delivery of programmes. Prepare and submit internship/learnership information to SDF for the PSETA and DPSA quarterly and annual reporting. Facilitate interviews and placements of learners/interns. Provide secretarial support for the Selection Committee. Prepare presentation, reports and packs for Selection Committee. Implement action list from the Committee meetings and compile the minutes. Maintain internship/learnership databases. Provide support and advice including training on the administrative/application of the PMDS systems in general and particularly during the workplan development, performance appraisals and processing of performance incentives. Analyse trends on Performance Management, including data/statistics on gender, race, disability, salary levels and etc. Compile probation reports of qualifying employees. Track agreements and follow up on all outstanding agreements/appraisals. Effective record keeping of records. Compile database and submit monthly and quarterly statistics of PMDS documents received. Provide secretarial and technical advisory support to the Branch Moderating Committees (BPMC). Prepare PMDS calculators by using DPSA prescribed calculator and capture on spreadsheet. Conduct quality checks.
of Performance Agreements and Appraisals against approved check lists. Prepare performance rewards submission and outcome letters for approval. Ensure Performance Agreements and probation reviews are captured on PERSAL and approve the relevant transactions. Quality assure captured performance rewards payments and pay progressions for approval on PERSAL. Provide annual statistics on performance awards paid for HR Oversight Report and other compliance reports. Ensure effective record keeping. Co-ordinate the training programmes throughout the lifespan of allocated training in line with the requirements of the approved NSG Policy. Prepare guideline for bursary awards. Provide secretarial support for the Departmental Bursary/Training Committees. Prepare presentation, reports and packs for Committee Meetings. Implement action list from the Committee meetings and compile the minutes. Audit of bursary files. Provide accurate expenditure reports. Provide support to bursary holders and ABET learners when need arises. Maintain ABET and bursary awards databases. Implement the process for recognition of improved qualifications relevant to the NSG. Update database of all qualifications and training. Supervise the resources (Human, Financial and Physical) within the sub unit. Provide reports on the performance of the sub unit against the operational plan, business requirements and targets. Schedule, assign and follow up on work.

ENQUIRIES
Ms Z Lamati, Tel No: (012) 441-6019