

**NATIONAL SCHOOL OF GOVERNMENT (NSG)**

*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 development, sustainable growth and service delivery. The purpose of the NSG is to contribute to the building of an effective and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.*



- APPLICATIONS** : Principal: National School of Government, Private Bag X759, Pretoria, 0001 by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or E-mail at NSG.Recruitment@thensg.gov.za. Faxed applications will not be accepted. Applicant are requested to visit the NSG's website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for full information on the requirements and duties of the position.
- FOR ATTENTION** : Ms L Raseroka, HR Unit, National School of Government
- CLOSING DATE** : 26 June 2020
- 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. The selection process will entail competence testing and profiling in line with the Senior Management System requirements. During the interview the shortlisted candidates might be required to write a technical exercise test that is relevant to the post. By applying for this position, shortlisted candidates gives the NSG the inalienable right to verification of their criminal records, citizenship, financial/asset records, educational qualifications and security vetting in advance of the scheduled interview. Preference will be given to individuals whose appointment will enhance employment equity in line with the NSG Employment Equity Plan. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. The National School of Government reserves the right not to make an appointment. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required before the appointment can be made and can be done on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

**MANAGEMENT ECHELON**

- POST 15/10** : **CHIEF DIRECTOR: QUALITY ASSURANCE & ACCREDITATION**  
**MANAGEMENT REF NO: NSG 05/2020**
- SALARY** : R1 251 183 per annum (Level 14), (An inclusive remuneration package) comprising basic salary (70%), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.
- CENTRE** : Pretoria
- REQUIREMENTS** : Possess a recognized an undergraduate qualification (NQF Level 7 from an accredited tertiary institution as recognized by SAQA. A postgraduate qualification in Business Sciences, Natural Sciences, Engineering or Quality Management would be an added advantage; Preference will be given to people with senior degrees. At least 10 - 15 years' experience in an Academic, Educational or Training environment of which 5 years' must be at a senior management level. Knowledge: In depth theoretical and practical of the functional area of Quality Promotion and Development, Total Quality Management Systems inclusive of Accreditation and Quality Assurance in the ETD environment. Re-engineering of work processes to meet the challenges of quality capacity development for government; New developments around the quality promotion and development space and applying innovation, including the application of IT for the function. Various applicable legislative frameworks (Skills Development Act; Public Administration and Management

Act (PAMA); Public Service Regulatory Frameworks; National Qualifications Framework; Higher Education and Training Act; Further Education and Training Act.). Relevant SETAs applicable in the public service; Statistical analysis and interpretation; Quality Councils; Learning Programme Evaluation tools/Instruments; Policy development, analysis and implementation and Government priorities as far as public sector education and development is concerned. Competencies/Skills: Ability to provide strategic leadership and development; Implement the National Development Plan imperatives in relation to collaboration, outsourcing, and monitoring; Set, achieve and sustain standards of quality and excellence. Conduct and apply in depth research and report writing; Apply generic editing and proof-reading skills; Collaborate with bodies operating in the NQF (SAQA, Quality Councils, Department of Higher Education and Training, Higher Education Institutions and relevant SETAs); Interpret and apply relevant legislation and policies within the ETDP environment; Apply flexible problem solving & decision making by applying quantitative and qualitative information; Implement re-engineered work processes and technology to address operational challenges; Work across functional and departmental boundaries towards integrated service delivery; Implement innovation to the function; Prepare and deliver presentations on functional areas. Communicate excellently, both verbally and in writing. Personal attributes: Lead, inspire, coach and mentor staff at a strategic level; Select, develop, and performance-manage staff to deliver rapid, responsive and reliable service from their components; Interface vigorously at executive/strategic levels within and outside the organisation; Negotiate and manage effective service levels in respect of the function with clients (internal and external) and service providers to ensure sustained quality service delivery. Resolve conflicts decisively; Travel and work extended hours; Work under pressure to meet deadlines. Apply honesty and Integrity in the area of work.

**DUTIES**

: Leading, overseeing and directing the maintenance status of accreditation of the NSG which entails ensuring that the Status of NSG as an accredited training provider is continuously maintained. Facilitate the submission of application form/s and documents to quality assurance bodies as requested or as determined by relevant quality assurance bodies. Lead advocacy sessions/workshops to ensure understanding of policies from relevant quality councils/delegated authority/PSETA. Lead and ensure the site visit/s by quality assurance bodies as requested. Lead the coordination and communication reports (Learning Programme Evaluation Report and NSG Response Report) from/to relevant quality assurance bodies: Lead and manage workshops with relevant quality assurance bodies and relevant internal staff on the evaluation report/s. Lead and manage the communication of the final result of the evaluation by quality assurance bodies to internal employees and relevant external stakeholders. Leading, overseeing and directing of Quality Assurance Systems of the NSG which entails ensuring the development, implementation and review of accreditation and quality assurance systems, processes and procedures. Ensure continuous monitoring, evaluation and improvement of quality assurance strategies, systems and activities in different learning programmes. Ensure the development and review of policies, procedures and Service Level Agreements. Liaise with Programme Managers and the Project Team to develop quality assurance schedule for quality assurance sessions. Lead the review and implementation of Quality Management System Standard Operating Procedures (SOPs). Ensure the development and the review evaluation tools/techniques/instruments to be used in the evaluation of learning materials including Learning Programme Evaluation (LPE) processes. Leading, overseeing and directing the accreditation of NSG programmes and Qualification/s which entails leading the identification of credit bearing programmes and oversee the approval according to relevant legislation and policies. Ensure the evaluation of programmes in accordance with criteria/standards of the Quality Council/delegated authority/ETQA and QMS and respond accordingly. Ensure and monitor the submission of programmes requiring accreditation to the relevant quality council/delegated authority. Lead and manage the preparation of status reports of externally accredited programmes. Communicate final evaluation results to all relevant internal employees. Ensure the evaluation of programmes in accordance with criteria/standards of the Quality Council/delegated authority/ETQA and QMS and respond accordingly. Ensure and monitor the submission of programmes requiring accreditation to the relevant quality. Lead the identification of an

appropriate and relevant approach to the development of the qualification. Ensure the development of a MOU for Leadership qualifications with a relevant HEI to develop the .qualification and roll out programme. Ensure the monitoring of implementation of NSG programmes. Ensure preparation of quarterly progress reports. Networking, collaborating with relevant stakeholders to secure mutually beneficial relationships that serve the interests of the NSG. Participate in transformation imperatives e.g, collaboration, outsourcing and monitoring. Liaise with relevant ETQAs and Quality Councils on matters related to quality assurance, policies, criteria & guidelines. Liaise and provide support to internal and external auditors with regards to the Chief Directorate's function. Participation in the corporate governance of the NSG through effective control and utilisation of allocated resources. Lead, direct and manage the resources (Human, Financial and Physical) within the unit. Report on the performance of the unit against the operational plan, business requirements and targets. Schedule, assign and follow up on work.

**ENQUIRIES**

: Mr Botshabelo Maja Tel No: (012) 441 6733  
In connection with the applications kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017