

**NATIONAL SCHOOL OF GOVERNMENT (NSG)**

*The National School of Government (NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent position of Assistant Director: Training Logistics. Applicants are requested to visit the NSG website at [www.thensg.gov.za](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.*



<b><u>APPLICATIONS FOR ATTENTION</u></b>	:	The Principal: National School of Government, Private Bag X759, Pretoria, 0001 Ms L Raseroka, HR Unit , National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or E-mail at <a href="mailto:NSG.Recruitment@thensg.gov.za">NSG.Recruitment@thensg.gov.za</a> Please note faxed applications or direct email to NSG officials will not be accepted.
<b><u>CLOSING DATE</u></b>	:	23 October 2020 @ 16h00
<b><u>NOTE</u></b>	:	Applications must consist of: A fully completed and signed Z83 form with a comprehensive CV containing contactable references as well as certified copies of qualifications and identity document. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be expected to sign a performance agreement within three months from the date of assumption. During the interview the shortlisted candidates will be required to write a technical exercise test that is relevant to the post. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

**OTHER POST**

<b><u>POST 23/13</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRAINING LOGISTICS REF NO: NSG 07/2020</u></b> Branch: Professional Support Services
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Appropriate relevant three year Degree/National Diploma or equivalent qualification (NQF level 7).1-2 years' experience in training and development logistical support services. Knowledge: Knowledge of the Education, Training and Development (ETD) environment, National Qualifications Framework, and adult and action learning principles and strategies. Good understanding of the interface with other functional areas and ability to ingrate effectively. A good theoretical and practical knowledge of delivery of training projects on a large scale. Knowledge of statutory prescripts and national priorities pertaining to the Public Service, Knowledge of a range of methodologies for training and learning, Knowledge of financial management procurement procedures. Problem solving as well as to specify, design or evaluate, and implement re-engineered work process and technology. Competencies/Skills: Excellent organising and planning skills, good administrative skills, training event management /coordination skills, good communication and presentation skills; proven ability to apply qualitative and quantitative information towards decision taking; basic project proposal and report writing skills, ability to work as a team, ability to track training projects and computer literacy in Microsoft Office Site, TMS system and Visio and Excel. Personal Attributes: Innovative, Service oriented work ethic, Confidence, Integrity, Diverse Management and culture sensitivity, Assertiveness and Resilience.
<b><u>DUTIES</u></b>	:	Co-ordination of course nomination and registration of leaners. Receive and ensure that the case file from the Contact Centre contains all required documents before proceeding with the coordination activities. Monitor and verify that minimum stock levels of material are available at all times. Ensure adherence of venues and catering to NSG standards. Prepare accurate and up-to-date statistics on the number of events organised and officials trained on a weekly basis. Manage the planning scheduling of course and provision of learning material for all training events, Manage records related to training events and ensure submission of REQ'S to M&E and assessment to Leaners Records,. Facilitate the completion of Reaction Evaluation Questionnaires, Facilitator feedback forms and assessment

and submit to the relevant unit for report purposes. Ensure attendance registers are submitted on the last day of the course. Initiate and process service provider's payments and invoice to clients and follow-up on payments. Ensure that training providers paid within 30 days from the day of receiving the invoices as per Public Finance prescripts. Consolidate training programmes in the event of pre-payment. Manage printing of learning materials in consultation with suppliers and relevant units. Sourcing of quotations timeously in line with PFMA requirements. Verify submitted Tax clearance, BEE certificates and ensure that SBD forms are completed correctly before submission to SCM unit. Assist in dissemination of information to all stakeholders and reporting on activities. Promote the good image of the NSG at all times by providing quality training logistical services. Compile monthly and quarterly reports. Support in supervision of sub-ordinates and other participants in sub-component activities.

**ENQUIRIES**

:

Mr A Koloko Tel No: (012) 441 6016

Kindly contact Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo, Tel No: (012) 441-6017.