ANNEXURE I

NATIONAL SCHOOL OF GOVERNMENT (NSG)

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 Team Assistant. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.

APPLICATIONS: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, National School of Government by hand at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or E-mail at NSG.Recruitment@thensg.gov.za Please note faxed applications or direct email to NSG officials will not be accepted.

FOR ATTENTION: Ms L Raseroka, HR Unit

CLOSING DATE: 26 March 2021 at 16h00.

NOTE: 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 may 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

POST 09/66: TEAM ASSISTANT REF NO: NSG01/2021

SALARY: R257 508 per annum. (Level 07)

CENTRE: Pretoria

REQUIREMENTS: An appropriate degree (NQF 7). Experience: 3 – 5 years prior experience in providing administrative support and team assistance at a higher operational level. Competencies/Skills: Strong organizational skills. Strong logistical and analytical thinker. Strong interpersonal skills. Advanced skills in the MS Office Suite, Outlook and internet application. Problem solving skills. The ability to work as part of a project team. Strong communication skills. Knowledge: Delivery of administrative/logistical/secretarial services that require some general knowledge and experience. Database Management. Programme and administrative knowledge. Demonstrate the knowledge of a particular expertise (e.g. MS Excel, Word, PowerPoint, Access and Project). Understanding in the field of training logistics environment. Sufficient understanding of the skills development legislation, SAQA, the NOF, etc. Sufficient understanding of NSG to liaise with clients in this regard. Sufficient understanding of the public sector as this is the environment in which NSG operates Personal attributes: Analytical. Systematic. Organised. Accurate. Attention to detail. Independent. Flexible. Willingness to learn. Keep up with trends. Engage in relevant debates. Possesses the ability to meet deadlines. Honest. Responsible. Professional with strong work ethics. A team Player. Self-driven and systematic. Innovative.

DUTIES: Provide administrative support to the team. Disseminate information to all stakeholders. Perform general administrative functions, including managing diary of the Chief Director and directors, typing, sending faxes, development and maintenance of a filing system and making photocopies. Provide administrative support and team assistance to the Chief Directorate, including but not limited to presentations, projects, packaging of marketing items and formatting of documents. Draft letters, memoranda and submissions. Establishing and maintaining an efficient database for the chief directorate. Design, develop, implement and update appropriate administrative systems. Maintain effective stakeholder relations and communication, both internal and external to NSG. Administer and monitor budget of the Chief Directorate. Manage petty cash for the Chief Directorate (this includes handling applications and use). Monitor Chief Directorate’s budget (matching expenses against budget line items and reporting
on discrepancies and status regarding availability). Process service provider's payments and clients invoices in compliance with NSG payment policies. Track payments in the chief directorate. Liaise with Finance to ensure proper implementation of financial and SCM policies. Provide events, logistic and travel support services. Assist with the maintenance and logistics of office accommodation. Ordering of stationary and other supplies and monitoring use of stationary in the chief directorate and making orders to replenish stock. Coordinate events, including logistics such as the sourcing of venues and catering as appropriate. Manage all travel and accommodation arrangements for the team. Provide secretarial services to meetings when required, including minute taking during meetings of the chief directorate. Coordination of follow-up on action list items. Prepare documents and refreshments for meetings. Filing and management of filing system. Conducting follow-up on returned submissions in respect of steps or decisions to be taken. Checking documents for correctness and compliance with policies (this includes proof reading, accuracy of information provided). Update and record keeping of all leave registers, performance agreements, payment advices and other relevant governance documents. Ensure all documents are correctly referenced to the approved file plan and forwarded to the Records Management Unit for filing or disposal.

ENQUIRIES: Mr. J Mmela Tel No: (012) 441 6483 In connection with the applications kindly contact Mr Thabo Ngwenya Tel No: (012) 441 6108 or Mr Mpho Mugodo, Tel No: (012) 441-6017.