

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes.



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or E-mail at Recruitment.MMSSMS@thensg.gov.za
- FOR ATTENTION** : Ms Letty Raseroka Tel No: (012) 441 6626 or Mr Mpho Mugodo Tel No: (012) 441-6017
- CLOSING DATE** : 22 June 2022
- NOTE** : Suitably qualified, dynamic, passionate and experienced persons are invited to apply for the vacant permanent positions. 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 must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. 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). All shortlisted candidates for SMS posts will be subjected to a technical exercise as well as personnel suitability checks such as security vetting, citizen verification, financial records check and qualifications verifications. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the Senior Management System requirements. 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for the SMS post(s). Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 20/91** **DIRECTOR: LEARNER RECORDS REF NO: NSG: 07/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive package) consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum relevant undergraduate qualification (NQF level 7) as recognized by SAQA in Archives and Records Management/Information Management/Management Information Systems/ Statistics/computer science or related field. A post graduate qualification will serve as an added advantage. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Travel and work extended hours. Experience: Five to ten years proven experience in the management of records and provision of post-learning support including the management of learner records and the certification of learners at a middle/senior managerial level. Knowledge: Theoretical and practical knowledge of the functional area of Quality Assurance of Learner Achievement and Learner Records Management. Training management and administration systems and user support and software used for learner records of Education, Training and Development (ETC) interventions. Total Quality Management Systems inclusive of learner and records management within an ETD environment. New developments around

the management of learner records and applying innovation, including the application of digital solutions. Various applicable legislative frameworks such as Skills Development Act; Public Administration and Management Act; Public Service Regulatory Frameworks; National Qualifications Framework; South African Quality Assurance, Higher Education and Training Act and Further Education and Training Act. Sector education and training. Learning Programme Evaluation tools/Instruments. Policy initiation, development, implementation and analysis. Government priorities as far as public sector ETD initiatives. Competencies/skills: Ability to use data processing software to process large-scale data. Proven writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Conduct and apply in depth research. Communicate excellently, both verbally and in writing. Proven statistical, analytical and research skills. Strategic leadership and development skills. Apply flexible problem solving and decision making by applying quantitative and qualitative information. Presentation skills. Client focused approach, strategic analysis skills, financial management skills, people management skills, project and programme management skills, strategic capability and excellent interpersonal skills. Personal Attributes: Lead, inspire, coach and mentor staff at a strategic level. Select, develop and performance-manage staff to deliver quality, rapid, responsive and reliable services. Interface 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. Work under pressure to meet deadlines. Apply ethics and integrity in the area of work.

DUTIES : The successful candidate will be responsible for leading and managing the post-learning support, learner records and certification of learners enrolled with the National School of Government. Verification of education, training and development (ETD) and revenue information. Quality assurance of learner achievements for internal assessments and moderations. Manage the examinations conducted by the National School of Government. Manage the learner complaints, compliments and enquiries. Operational management of the Training Management System (TMS). Manage the performance of the Directorate.

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

OTHER POST

POST 20/92 **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: NSG: 09/2022**

SALARY : R744 255 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 REQUIREMENTS : Pretoria
 : Minimum relevant qualification (NQF level 7) as recognized by SAQA in Organizational Development/Organizational Psychology/Human Resources/Business Administration/ Public Administration/or other relevant social sciences. Postgraduate degree or equivalent in Organisational Design/Development will be an added advantage. Experience: 5-10 years' proven experience in organizational design and development (which includes job evaluation and work method studies). Knowledge: Theoretical and practical knowledge of the functional area of Organizational Design and Development. Knowledge of new developments in organizational design/development and job profiling. In depth knowledge of various applicable legislative frameworks such as the Public Service Act and public service regulations. Relevant Department of Public Service and Administration guidelines and directives. Formulation and management of organisational design/development policies, plans and reports. Develop and implement systems and controls to ensure sound organizational design and job evaluation reporting. Sound knowledge of business process management (including mapping, improvement, re-engineering and change management). Budget monitoring and management in respect of personnel costs. Computer Literacy in MS Office, JE Systems, Visio, Access, Excel. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and OD business case compilation. Applied strategic thinking.

Applying technology. Budgeting and financial management. Communication and information management. Continuous improvement. Customer focus and responsiveness. Developing others. Diversity management. Impact and influence. Networking and building bonds. Planning and organizing. Problem solving and decision making. Project management. Team leadership. Personal Attributes: Confidentiality. Resolve conflicts decisively. Work under pressure to meet deadlines. Apply ethics and integrity in the area of work. Reliability. Innovative and creative. Flexibility. Teamwork. Planning and execution.

DUTIES

: The incumbent will provide organisational design (OD) and development functions to ensure organisational effectiveness. Develop OD frameworks. Design the organisational structure aligned to strategic functions, systems, service delivery model and budget allocations, in line with the Public Service Act and relevant prescripts and directives. Determine posts, roles and responsibilities, functions and span of control. Develop and manage effective and efficient job evaluation services including policies, procedures and reporting. Undertake job analysis and ensure post levels are correct through job evaluation and facilitate the compilation of job descriptions. Maintain the NSG establishment (designation, salaries and status of posts). Manage ongoing change processes associated with organisational design and ensure that organisational transition is planned prior to implementation. Serve on relevant structures such as the Job Evaluation Panel and Employment Equity Forum. Develop Standard Operating Procedures on the establishment of governance structures. Assess business processes for improvement and efficiency. Identify and manage strategic and operational risks that may militate against achievement of objectives. Provide effective and efficient management of resources, operations and performance by implementing digital transformation, business continuity management and total quality management.

ENQUIRIES

: Letty Raseroka Tel No: (012) 441 6626