

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. 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** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.asd@thensg.gov.za
- CLOSING DATE** : 30 September 2022 @ 16h00
- NOTE** : 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). Shortlisted candidates might be subjected to a technical exercise for the post (s) All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications who do not comply with the above-mentioned requirements as well as applications received late, will not be considered. The selection process of the SMS post will be in line with the Senior Management Service requirements. 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 NSG Recruitment and Selection Policy and other prescripts. 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 is intended to promote representative through the filling of the post(s) and that the candidature of person whose transfer/appointment will promote representativeness, will receive preference. Preference will be given to youth, people with disability and women in accordance with the NSG employment equity on the SMS post(s). 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 this SMS post. 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 35/129** : **CHIEF DIRECTOR: CURRICULUM DEVELOPMENT REF NO: NSG 21/2022**
Job purpose: To lead and manage effective and efficient curriculum design, development, and support Chief Directorate. To lead and manage Education Training and Development (ETD) practitioner professionalisation for the public sector.
- SALARY** : R1 269 951 per annum (Level 14), (an inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary)
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of bachelor's degree or equivalent (NQF level 7) in education, capacity development or a related field. A post-graduate qualification in curriculum development, instructional design or capacity development will be an added advantage. Registration with a relevant professional body will also be an added advantage. Experience: Five years' proven experience at a senior managerial level. Working experience in capacity development and teaching and learning/academic administration/project management/short learning programmes. Demonstrated experience developing online, virtual and hard

copy study materials to meet design requirements. Experience of workflow processes and policy lifecycle management. Experience in working with higher and further education environment as well as in community education & development. Knowledge: Knowledge of the Constitution, social justice principles and development need of citizens. In-depth theoretical and practical knowledge of the education, training and development environment, in particular curriculum and quality management. In-depth knowledge of programme and curriculum design to submit new programme applications. Re-engineer curriculum processes and tools to meet increasing and changing demands. Knowledge of various applicable legislative frameworks including and not limited to: Public Service Act, Public Administration Management Act, Municipal Systems Act, Public/Municipal Finance Management Acts, National Qualifications Framework, Higher Education and Training Act, Further Education and Training Act. Knowledge of decolonisation theories and Africanising curriculum and delivery processes. Knowledge of professional bodies and regulatory body requirements. In-depth knowledge of public sector landscape and capacity building needs. Knowledge of research and statistical analysis preferred, including publication of academic papers. Core management competencies/skills. Honesty and integrity: Personal Attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work extended hours.

DUTIES

: The incumbent will be responsible for the strategic leadership of the Chief Directorate. Key Results Areas: Lead the development and implementation of curriculum policy. Lead the development and implementation of ETD practitioner professionalisation system for the NSG. Manage the curriculum philosophy and approach with the South African Constitution and a focus on participatory, people-centred methodologies and indigenous techniques to enable, a caring ethos and citizen-centred service delivery. Manage the development, implementation and maintenance of a curriculum framework for the NSG. Manage the development and implementation of the norms and standards for curriculum design and development. Integrate new principles of teaching and learning to guide the development of highly engaging and effective contact, virtual and online courses and programmes. Manage the development, implementation, and maintenance of trainer professionalisation framework and performance management system. Lead the design and development, of quality curricula for the NSG. Manage the development of curriculum in line with the NSG strategic vision, government priorities and citizen needs. Sustain the integrity of the curriculum management process by reviewing curriculum proposals and learning material. Manage the recruitment and work in collaboration with subject matter experts, content creators, moderators, editors, and curriculum designers for the development of learning materials. Lead and manage the support, of quality curricula for the NSG. Support the NSG learning pathways towards professionalising the public sector. Support the NSG in ensuring its accreditation status as an ETD provider. Support the maintenance of the NSG course matrix in liaison with relevant business units. Lead the design, management, implementation and maintenance of a trainer professionalization system. Lead in the trainer professionalisation programmes to ensure professional and highly competent ETD practitioners (including facilitators, moderators and assessors) throughout the public sector. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Support other public sector institutions in building capacity to develop curriculum. Chair/ oversee the relevant internal curriculum and programme committee structures. Lead, direct and manage the resources (people, finance, systems, assets) allocated within the chief directorate.

ENQUIRIES

: Letty Raseroka Tel No: (012) 441 6626

OTHER POSTS

<u>POST 35/130</u>	:	<u>DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: NSG 22/2022</u> Job purpose: To develop and implement the quality assurance systems in line with relevant legislation to enhance the credibility of education, training and development provided by the National School of Government.
<u>SALARY</u>	:	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.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria A minimum bachelor's degree/ Bachelor of Technology/ Advanced Diploma (NQF level 7) in education, training and development. A post-graduate qualification in education with specialization in quality assurance will be an added advantage. Experience: At least 5 years' relevant experience in an academic, education or training environment of which 3 years' must be managing in this work environment Knowledge: In depth theoretical and practical knowledge of quality promotion and development within the ETD environment, inclusive of Total Quality Management Systems. Re-engineering of work processes to meet the challenges of quality capacity development. New developments around the quality promotion and development space and applying innovation, including the application of ICT for the function. Various applicable legislative frameworks including but not limited to: Skills Development Act; Public Administration and Management Act; Public Service Regulatory Frameworks; National Qualifications Framework; Higher Education and Training Act; Further Education and Training Act. Quality Councils Qualifications Sub-frameworks: GFETQSF, HEQSF, and OQSF. Relevant SETAs applicable in the public sector, quality councils and professional bodies. Learning Programme Evaluation tools/Instruments. Policy development, analysis and implementation. Government priorities as far as public sector education, training and development is concerned. Competencies/skills: Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Customer Focus and Responsiveness. Communication and Information Management. Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Personal Attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours. Batho Pele principles.
<u>DUTIES</u>	:	The incumbent will be responsible for: Liaise with relevant, programme managers, project teams and relevant stakeholders to develop a schedule for quality assurance sessions. Evaluate learning materials for compliance against a set of quality standards, complete quality assurance checklist and submit reports for approval. Manage scheduling of approval meetings and liaise with the project teams to ensure attendance. Prepare the materials for the approval meetings and for the approval forms to be signed by all relevant signatories. Manage the handover of the learning materials to the Branch: Learning & Professional Development. Manage and maintain accurate records, backup and storage for safe keeping and audit purposes. Provide relevant information and documents for updating the NSG course matrix. Facilitate the quality assurance of HEQSF, QCTO and SETA programmes and qualifications. Collaborate with internal stakeholders to identify programmes to be accredited through CHE and facilitate the quality assurance process according to relevant legislation and policies. Align evaluation tools/techniques/ instruments to be used in the evaluation of learning materials, including Learning Programme Evaluation (LPE), with the Quality Council's processes. Submit programmes requiring accreditation to the relevant quality council/delegated authority. Receive, analyse and provide input on the evaluation/status reports of externally accredited programmes. Communicate the final evaluation/status report to all relevant internal stakeholders for their attention and response if any. Monitor the implementation of NSG programmes, including providing quarterly progress reports. Develop new or review existing QMS policies and

facilitate approval. Review of quality assurance tools, process flows and procedures, in line with the NSG total quality management system. Implement, monitor and maintain QMS policies, quality assurance tools, process flows and procedures relating to quality assurance of learning materials. Facilitate and conduct periodic workshops with relevant internal and external stakeholders on QMS policies, quality assurance tools, process flows and procedures. Perform the function of the secretariat for the Total Quality Management Committee of the NSG. Manage the allocated resources (people, finance, systems, assets, contracts) within the sub directorate. Prepare reports on the performance of the sub directorate against performance plans, business requirements and performance targets. Implement operations management within the sub directorate, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks within the sub directorate, as well as mitigation plans, including business continuity plans.

ENQUIRIES

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Mpho Mugodo Tel No: (012) 441 6017

POST 35/131

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DEPUTY DIRECTOR: WORKPLACE ENVIRONMENT MANAGEMENT REF NO: NSG 23/2022

Job purpose: To provide a conducive and compliant workplace environment through the management of facilities and logistical services

SALARY

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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

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Pretoria

REQUIREMENTS

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A minimum qualification of Bachelor's Degree (NQF level 7) in Facilities Management, Built Environment, Engineering, Property Management. Safety Management, Environmental Management or a building related field. A post-graduate qualification will be an added advantage. Registration with a relevant professional body will also be an added advantage. The incumbent must be subjected to a security vetting, with a clearance to be determined (preferably Top Secret). Valid driver's license. Travel and work with extended hours, including emergency response after hours. The job holder will be required to undertake functions that may be occasionally physically demanding, hazardous to health and potential danger. Experience: At least 5 years' relevant experience of which 3 years' must be managing in workplace environment management. Proven experience as facilities manager or relevant position. Well-versed in technical/ engineering operations and facilities management best practices Knowledge: In-depth theoretical and practical knowledge of workplace environment management and occupational health and safety. Theoretical and practical knowledge of disaster management (pandemics and natural disasters). In-depth theoretical and practical knowledge of project and contracts management. New developments around the workplace environment management and occupational health and safety. Various applicable legislative frameworks including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks; Occupational Health and Safety Act; Government Immovable Asset Management Act. Policy development, analysis and implementation. Knowledge of the building maintenance. Excellent working knowledge of MS Office suite. Batho Pele principles. Knowledge of diversity, gender and disability priorities. First aid knowledge. Competencies/skills: Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Customer Focus and Responsiveness. Applied Strategic Thinking: Applying Technology and Innovation:) Budgeting and Financial Management: Customer Focus and Responsiveness: Communication and Information Management. Continuous Improvement. Developing Others. Diversity Management. Team Leadership. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising. Problem Solving and Decision Making: Project Management. Impact and influence: Networking and building bonds. Personal attributes: Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees,

stakeholders, and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure.

DUTIES

: Manage a conducive physical workplace environment for the NSG through effective provision of office accommodation, maintenance services, internal security and fleet management. Manage the protection and safeguarding of NSG property from damage or loss. Manage the implementation of the NSG office management plans, with due consideration to ergonomics, User Asset Management Plan and adherence to DPWI norms and standards. Inspect building structures to determine need for renovations and repairs, manage equipment, facilities and assets, including project management maintenance. Establish, maintain and ensure compliance to rules for opening and closing of NSG property during working hours, after hours admittance and security as well as security surveillance. Serve as the central point of contact for physical workplace environment to NSG employees, visitors, contracted service providers, relevant authorities, property owners, etc. Ensure effective information and physical security management services including raising awareness and promoting compliance with government security management prescripts. Effective transport and fleet management. Review utilities (electricity, water) consumption and strive to minimize costs, where possible. Effective management of service providers, procurement, contracts as well service level agreements. Establish and promote the maintenance of safe and healthy working conditions through formulating general safety, fire prevention and occupational health policies and measures. Support and participate in occupational health and safety committee activities. Manage the development of safety emergency plans and conduct awareness such as emergency evacuation drills. Workplace environment management policy development, management and implementation. Support the functioning of relevant committees/ management structures such as Occupational Health and Safety Committee. Managing staff and resources and knowledge of relevant management competencies.

ENQUIRIES

: Mpho Mugodo Tel No: (012) 441 6017