

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 or use the e-mail address indicated for each post. Should you submit your application and CVs to the address not as specified, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system.
- FOR ATTENTION** : And Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441-6017 or Mr Thabo Ngwenya, (012) 441-6108.
- CLOSING DATE** : 11 April 2023 at 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 for non-SMS post might be subjected to a technical exercise for the post (s. Appointments are subject to personnel suitability 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 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 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 11/74** : **PROJECT MANAGER REF NO: NSG 09/2023**
(Twelve Months Contract)
Job purpose: To manage projects related to the planning, implementation and delivery of education, training, and development (ETD) interventions of the National School of Government
- SALARY** : R1 105 383 per annum, an inclusive remuneration package commencing at Salary Level 13.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and A bachelor's degree on (NQF level 7) in Project Management, Data Analytical/Science, Engineering. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience: 5 years' experience at a middle/senior managerial level in business administration, project management, education, capacity development environment. Knowledge: Knowledge of and experience in project management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic

of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Municipal Systems Act, Public Finance Management Act, Municipal Finance Management Act, Skills Development Act). Good understanding of Project management cycle, methodologies and tools. Competencies: Excellent project management skills. Strong writing skills, proofreading, editing, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Advanced Computer skills in MS Office Suite. Creative and analytical skills. Data analysis, interpretation and utilization. Stakeholder engagement and management. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with international relations trends. 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. International and domestic travel and work extended hours.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Develop, manage, review, and monitor ETD Practitioner policy for the NSG. Manage the Identify and incubate new ideas, interventions and project initiatives (such as partnerships and sponsorships) within the Branch to support ETD delivery. Liaise with relevant business units to plan and secure buy-in for identified projects. Undertake a feasibility study and due intelligence to develop a business case of projects to be incubated. Institutionalise project management methodologies, systems and practices for the NSG. Set project standards, specifications, objectives and service levels to ensure optimum operational availability. Develop a project plan and determine specific objectives, deliverables, milestones and project roadmap. Undertake assessment of incubated ideas, interventions and projects to determine sustainability, integration and management. Manage the execution of the project management strategy through the provision of appropriate structures, systems and resources. Co-ordinate design efforts of projects and integration across the branch/ organisation (such as the implementation of the National Framework towards the Professionalisation of the Public Sector). Undertake project management of identified projects, in line with relevant methodologies. Create and execute project work plans and revise as appropriate to meet changing needs and requirements of projects. Work with the project stakeholders to successfully implement and complete projects. Monitor project management efficiencies according to organizational goals. Convene project management meetings to monitor progress. Implement systems for monitoring and reporting on programmes (funded programmes, and pre-payment training). Identify, track and manage risks according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of projects related matters to minimise possible project risks. Prepare monthly and quarterly reporting to management on the implementation of projects. Facilitate public and private partnership engagements, related to specific identified projects to mobilise resources, in liaison with relevant business units. Network and collaborate with all internal business units and relevant external stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Manage a branch project calendar and plan. Support the DDG in project and other management structures on NSG activities. Monitor the implementation of joint projects with partners. Provide technical support to initiate recommendations/ proposals for projects. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and business unit requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans. Manage a team of

employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
: 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.MMSSMS@thensg.gov.za

OTHER POST

POST 11/75

: **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: NSG 10/2023**

SALARY

: R766 584 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
: A tertiary qualification on NQF Level 7 in Computer/Data Science or Informatics & Analytics. 3 years' proven experience in digital transformation, business process management and/or operations management at a supervisory/management (ASD) level. Knowledge: Organisational Development. Understanding Designing digital products and services. Knowledge in delivering digital technologies. Public sector legislation, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration Management Act; Public Finance Management Act, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Business process management tools and methodologies. Service improvement interventions. Competencies/skills. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Digital skills. Data analytics. Policy development and implementation. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. 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. Emotional intelligence, ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; detail oriented; ability to work under pressure. Travel and work with extended hours, including away from office. An innovative and creative mindset; constantly inquisitive about how the organisation operates and what new ways, systems or digital solutions can be utilised to improve efficiency.

DUTIES

: Develop, manage, review, and monitor the implementation of the NSG Operations Management Framework and Policy. Facilitate the design, improvement, and integration of NSG operations (including alignment of people, systems and processes). Develop, review, and update the NSG Service Delivery Model, Service Delivery Charter and Service Delivery Improvement Plan. Maintain close working relationships with the DPSA and other key stakeholders to ensure service delivery improvement. Participate in internal and external forums (e.g. quality management, service delivery improvement) and represent the National School of Government, where required. Undertake surveys to determine service delivery improvement initiatives. Manage and monitor the implementation of the NSG Digital Transformation strategy. Monitor the NSG's digital services and channels through online transformation, improved online customer experience and digital product range. Review internal business processes and identify areas of digital improvement. Identify digital-centric services and products that are aligned to NSG mandate. Develop and implement business process methodology and tools for the NSG. Work closely with the Organisational Design function to manage organisational structure and aligned business processes. Facilitate individual and business unit engagements to determine optimal business processes. Conduct Organisational Functionality Assessments (OFA) of internal systems and processes. Support in employee engagement and change management

interventions that will contribute to the organisational culture. Develop, implement and monitor total quality management in the National School of Government. Undertake research to inform the quality management standards and processes, to keep up with latest trends and innovations. Work closely with other internal business units to ensure implementation of total quality management. Maintain a database of all quality management standards and processes. 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. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES
APPLICATIONS

- : Thabo Ngwenya Tel No: (012) 441 6108
- : 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.MMS4@thensg.gov.za