

**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** : Applications can be submitted by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line: E-mail to Recruitment.MMSSMS@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to apply via the e-recruitment system.
- FOR ATTENTION** : Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108
- CLOSING DATE** : 14 June 2024
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Use of the old Z83 Form will result in disqualification. Candidates should not attach the certified documents to the application. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be written on the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). 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](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. Shortlisted candidates will 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 that do not comply with the above-mentioned requirements as well as applications that are 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 where applicable to disclose particulars of all registrable financial interests within a month. 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 appointment of the SMS posts. 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 19/14** : **DIRECTOR: CURRICULUM SUPPORT REF NO: NSG 16/2024**  
Job Purpose: To provide curriculum support by enhancing the teaching and learning process through the provision of necessary tools and assistance for the NSG to effectively implement the ETD interventions.
- SALARY** : R1 162 200 per annum (Level 13), an inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : As a minimum, applicants must possess a tertiary qualification (NQF level 7) in Economics, Political Economy, Developmental Studies and/or Corporate Governance. A Masters qualification (NQF level 9) in any of these qualifications will be an added advantage. Applicants must demonstrate knowledge and experience of Curriculum and Instructional Design and Development for multiple modes of Education Training and Development (ETD) delivery at a tertiary education level. To demonstrate experience as writer and curriculum developer, applicants must submit two (2) samples of modules from a course

or programme they have developed, as well as one (1) peer-reviewed publication (journal article or book chapter) in any of their areas of specialisation. For co-published peer-reviewed work, more than one (1) publication must be attached to the application. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Appropriate experience in the Education Training and Development experience, preferable in the tertiary education sector. At least five (5) years of experience working at a middle management level. Knowledge: Knowledge of and experience in Curriculum Instructional Design for blended, virtual and face to face modes of delivery. Knowledge of decolonisation, transformational and participatory pedagogies. Knowledge and understanding of the Constitution, Public Service Legislation including the Skills Development Act, PFMA, MFMA and Treasury regulations. Knowledge of SAQA processes, NQF Act (2019) and other rules guiding accreditation and quality assurance in South Africa. A good theoretical and practical knowledge of best practice and cutting-edge curriculum and materials design, with some experience in the disciplines mentioned above. Knowledge of a range of methodologies for learning and development. Good understanding of project management and working to defined outcomes. Knowledge of the Batho-Pele principles and their importance in the implementation of public services. Competencies: Proven advanced writing research, analytical, proofreading and copy-editing skills. Instructional design skills for blended, virtual and face to face courses. Proven knowledge of the theory and practice applicable in the disciplines listed as core qualifications requirements for this position. Communication and liaison skills to work with different stakeholders, both internal and external to the public sector and internationally. Digital skills to work in technology enabled environments, management and reporting tools. Advanced relevant computer skills in the design and development of ETD materials. Personal Attributes: Engage in professional development activities to stay up to date and maintain professional knowledge. Ability to multi-task plan, prioritise and manage several projects through to completion. Capable to work autonomously and collaboratively within a team. Ability to analyse problems, identify solutions and take appropriate action as well as resolve conflicts through independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; attention to detail-creativity and innovative and the ability to work under pressure. Travel and work extended hours. Travel and work extended hours when required. Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

**DUTIES**

: The incumbent will be responsible for the following Key Results Areas: Research and curate relevant content to inform NSG curriculum and ensure its alignment with Constitutional values and principles. Design and develop compelling course content based on applicable international and national standards and policy to mediate capacity building interventions. Write learning materials for multiple modes of delivery. Determine the appropriate instructional methodologies for face-to-face (synchronous) and (asynchronous) online delivery. Utilize multimedia resources to enhance learning effectiveness. Ensure that the course materials and activities comply with legal and ethical standards, including copyright and intellectual property rights requirements. Critically review the course content, teaching materials, and resources to ensure they are up-to-date and relevant. Implement a structured review and approval workflow for curriculum changes to maintain consistency and quality. Review data related to student performance as well as evaluation reports to identify trends and areas for improvement. Design course content and materials cognisant of principles and values of inclusivity and social justice. Interpret macro policies for translation into learning content and segments. Provide guidance and advice to curriculum developers on the interpretation of government policy to develop learning content. Write clear, concise, and comprehensive policy documents outlining objectives, strategies, guidelines, and procedures for implementation. Collaborate with international programmes and initiatives to incorporate international and global perspectives into the curriculum. Compose and write scholarly articles and position papers to influence NSG's curriculum content. Develop and implement NSG curriculum design and delivery policy in line with the objectives of the National Framework towards the Professionalisation of the Public Sector. Establish a

system for ongoing policy monitoring to inform NSG curriculum content and development processes. Assess the curriculum's compliance with external accreditation, regulatory, and Total Quality Management System (TQMS) standards. Communicate TQMS policies and quality standards to all relevant stakeholders to ensure a shared understanding. Implement a structured review and approval workflow for curriculum changes to maintain consistency and quality. Identify the specific needs and goals of learners and facilitators to tailor the curriculum learning pathways. Define the educational goals and outcomes that the learning pathways are intended to achieve. Evaluate the quality, credibility and relevance of NSG's courses towards structuring learning pathways. Organize learning content into a logical sequence to progress from foundation to advanced competency levels. Curate the learning pathways into manageable learning units. Provide specifications for the institutional Learner Management System (LMS) to enable the implementation of skills programmes, short learning programmes and qualifications. Ensure that the learning pathways accommodate the diverse learning and professional progression needs of the NSG's target audiences. Establish quality control measures to ensure that the courses and materials within the pathway are up-to-date and of high quality. Update and improve the learning pathway based on feedback, changes in the field, and evolving educational goals. Foster a collaborative networking relationship with internal and external faculty to elicit inputs from subject matter experts into the learning content and ensure continuous improvement of learning material. Liaise with quality assurance and accreditation to ensure consistency with quality standards and accreditation requirements. Present reviewed courses to Quality Assurance (QA) meetings. Provide the materials developers with feedback from stakeholder consultations and quality assurance and ensure the implementation of these recommendations. Facilitate internal working sessions on the latest effective teaching, facilitation methods and curriculum innovations. Explore in collaboration with eLearning Unit innovative tools and platforms to enhance online learner experiences. Review the technology tools, and online resources used in the courses to ensure they remain current, relevant, and effective. Curate and update digital content and resources to keep them current and relevant. Apply principles of instructional design to create engaging and effective online learning experiences. Evaluate the effectiveness of the eLearning curriculum, make necessary adjustments, and stay current with evolving eLearning trends and technologies Manage cross-functional projects to advance capacity development support initiatives. Participate in capacity development interventions, including facilitation of offerings, publications and presentation at conferences. Identify potential risks in the curriculum design and delivery process and develop mitigation strategies. Management of people and resources.

**ENQUIRIES**

: Mpho Mugodo Tel No: (012) 441 6017