

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 use e-mail I 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. 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.
- FOR ATTENTION** : Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441-6017 or Mr Thabo Ngwenya, Tel No: (012) 441-6108.
- CLOSING DATE** : 17 March 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) 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 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 08/100** : **DIRECTOR: ETD PRACTITIONER PROFESSIONALISATION REF NO: NSG 01/2023**
Job purpose: To manage the professionalisation of education, training, and development practitioners who deliver ETD interventions for or on behalf of the National School of Government.
- SALARY** : R1 105 383 per annum, (An inclusive remuneration package commencing) comprising basic salary (70% of package), contribution to the Government Employee Pension Fund (15% of basic salary level 13).
- CENTRE** : Pretoria.
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF level 7 in the field of Education, Training & Development, Management Studies, Human and Social Studies. A post-graduate qualification in, instructional design or capacity development related will be an added advantage. Registration with a relevant professional body will also be an added advantage. Pre-Entry Programme (Nyukela). Experience: 5 years'

experience at a middle/senior managerial level in curriculum development, instructional design, education, capacity development environment. Knowledge: In-depth knowledge of and experience in instructional methodologies and facilitation for online, virtual and face to face modes of delivery. Knowledge of decolonizing, transformational and participatory pedagogies. 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, Municipal Structures Act, Skills Development Act, Public Finance Management Act, Municipal Finance Management Act, National Qualifications Framework, Higher Education and Training Act, Further Education and Training Act). Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practice and cutting-edge ETD methodologies. Knowledge of a range of methodologies for training and learning. Good understanding of Project management cycle, methodologies and tools. Competencies/skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Facilitation skills for online, virtual and face to face courses. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills Expert research skills Advanced Computer skills in MS Office Suite and e-Facilitation, etc.) Creative and analytical skills. Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with finance 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 analyse 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 Directorate. Key Results Areas: Develop, manage, review, and monitor ETD Practitioner policy for the NSG. Manage the professionalisation philosophy and approach based on the values of the South African Constitution which focus on participatory, people-centred methodologies and indigenous techniques to enable a caring ethos and citizen-centred ETD practice. Manage the establishment and implementation of ETD practitioner professionalisation performance management system. Manage provision of inputs towards the recruitment criteria of ETD practitioners to be contracted by the NSG. Manage the successful completion of the compulsory courses and programmes by ETD practitioners. Constitute and implement collaborative teams for purposes of managing ETD practitioner professionalisation. Determine the professional development learning pathways towards professionalising ETD practitioners. Undertake research and development towards ETD practitioner professionalisation. Collaborate with business units and work in integrated teams to determine ETD practitioner assessment instruments to assess the implementation of the learning objectives. Participate in domestic and global partnerships with HEIs and other institutions to undertake joint projects. Effective Corporate Governance and Management. Manage the implementation of operations management within the business unit, 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. Preference will be given to Youth, African Females, Coloured Females, and people with disability in accordance with our employment equity requirements.

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 POSTS

<u>POST 08/101</u>	:	<u>DEPUTY DIRECTOR: FOUNDATIONAL MANAGEMENT REF NO: NSG 02/2023</u> Job purpose: To champion, manage the facilitation of, and provide support for education, training and development (ETD) interventions in respect of foundation management in public sector. Build capacity in in public sector institutions in foundation management.
<u>SALARY</u>	:	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
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF Level 7 in the field of Management Studies, Human and Social Studies, Education, Training Development. Experience: 5 years' experience in an Education Training and Development environment, which 3 years must be at managing or supervising. Knowledge: 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. Education, Training and Development (ETD) environment, National Qualifications Framework, and adult and action learning principles and strategies. Knowledge of the South African Policy Framework for Women's Empowerment and Gender Equality, Domestic Violence Act, Maintenance Act, Social Assistance Act, Children's Act, Basic Conditions of Employment Act, Employment Equity Act. Adoption Matters Amendment Act, Promotion of Equality and Prevention of Unfair Discrimination Act. Extensive knowledge and experience in managing online course delivery. Competencies/skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Advanced proficiency in online and face to face facilitation, communication and presentation skills. Excellent project, time and people management skills. Proposal and report writing skills. Excellent organising and planning skills. ETD facilitation skills. Computer literacy in Microsoft Office Suite. 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. 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, including away from office.
<u>DUTIES</u>	:	Analyse ETD needs, engage clients and identify gaps and determine demand in relation to foundation management in the public sector. Contribute to the identification, selection and contracting of facilitators, moderators, and assessors for the delivery of foundation management interventions. Undertake orientation programmes with contracted facilitators, moderators and assessors, and provide timely updates pertinent to foundation management programmes. Liaise with Technical Support in managing the quality of facilitation, moderation, and assessment of ETD interventions, including individuals and higher education institutions. Promote the uptake of foundation management interventions in the public sector, and ensure product knowledge and awareness within the NSG (e.g. Contact Centre). Provide ongoing training and advisory services on foundation management. Manage the facilitation and support of foundation management ETD interventions, including programme and project management. Host capacity building workshops, seminars, webinars and forums as well as facilitate ETD interventions on foundation management, when required. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.). Liaise with Technical Support in managing the delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Contribute to the achievement of the annual ETD targets as determined. Provide ETD post-delivery support to learners/clients, including on the job support and advice. Assess the

monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Support Technical Support in the management of the case file for correct and timely capturing of case files onto the TMS and data management. Establish and manage stakeholders, networks and multi-sector relationships. Support the adherence to accreditation requirements, assessments and certification. Provide ETD post-delivery support to learners/clients, including on the job support and advice. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Support Technical Support in the management of the case file for correct and timely capturing of case files onto the TMS and data management. Establish and manage stakeholders, networks and multi-sector relationships. Support the adherence to accreditation requirements, assessments and certification. Develop appropriate strategies and plans for the achievements of performance targets. Preference will be given to Youth, African Males, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.

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POST 08/102 : **DEPUTY DIRECTOR: INTERGRITY MANAGEMENT REF NO: NSG 03/2023**
 Job purpose: To champion, manage the facilitation of, and provide support for education, training and development (ETD) interventions in respect of integrity management to improve ethical conduct and accountability in the public sector Building capacity in public sector institutions in preventing, detecting and investigating corruption.

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
 Pretoria

CENTRE :
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF Level 7 in the field of Business, Commerce, Management Studies, Human and Social Studies. Experience 5 years practical experience and developing / customising ETD content in the areas of integrity management, governance, internal preliminary investigations, auditing, and ethics/ fraud prevention/ investigations, of which 3 years' must be managing or supervising. Knowledge: Thorough understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks; the Government wide M&E Policy and the National Evaluation Policy Framework). Specialist theoretical and analytical techniques, including extensive applied knowledge in monitoring & evaluation of programmes, projects, training interventions, and demonstrated ability to present analytical findings to different audiences. Practical knowledge and experience of statistical analysis and interpretation of data. Selecting and /or defining indicators, evaluation methodologies, data collection methods and reporting formats. Total Quality Management Systems inclusive of monitoring and evaluation in the ETD environment. Advanced computer literacy and practical knowledge of the use of software for monitoring and evaluation of training interventions, webinars, etc. (e.g. Mentimeter, Google Forms, MURAL, SPSS, Atlas TI, Lime survey, Survey monkey etc.). competencies/skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Advanced proficiency in facilitation, communication and presentation skills. Excellent project, time and people management skills. Proposal and report writing skills . Excellent organising and planning skills. Computer literacy in Microsoft Office Suite. 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 behavior and sound judgement. Ability to establish and maintain effective

- working relationships with management, employees, stakeholders, and the public.
- DUTIES** : Analyse ETD needs, engage clients and identify gaps and determine demand in relation to integrity management in the public sector. Provide support in appropriate strategies and learning areas by ensuring that integrity management ETD interventions are cutting edge and relevant. Serve in project teams for conceptualisation of new ETD interventions. Support the pilot and iteration of organisational learning strategies that contribute to service impact. Update existing learning material to ensure relevance and adapt existing material to remain current. Undertake annual high-level review of existing learning material and make recommendations for improvement. Undertake orientation programmes with contracted facilitators, moderators and assessors and provide timely updates pertinent to integrity management programmes. Manage the facilitation and support of integrity management ETD interventions, including programme and project management. Assess the monitoring and evaluation reports, post programme delivery, for quality management and improvements. Lead, direct and manage the resources (people, finance, systems, assets allocated within the sub-directorate. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.
- ENQUIRIES** : Mpho Mugodo Tel No: (012) 441 6017
- 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.MMS2@thensg.gov.za
- POST 08/103** : **DEPUTY DIRECTOR: GENDER AND DIVERSITY MANAGEMENT REF NO: NSG 04/2023**
 Job Purpose: To champion, manage the facilitation of, and provide support for education, training and development (ETD) interventions in respect of gender and diversity management Build capacity in public sector institutions in gender and diversity management.
- 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** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF Level 7 in the field of Business, Commerce, Management Studies, Human and Social Studies. 5 years' practical experience and developing / customising ETD content in the areas of gender, diversity management, governance, monitoring & evaluation, of which 3 years' must be managing or supervising. Knowledge. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Advanced proficiency in facilitation, communication and presentation skills. Excellent project, time and people management skills. Proposal and report writing skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite management skills. Applied Strategic Thinking. Applying Technology and Innovation: Identify and use appropriate technologies in the workplace to enhance productivity, efficiency, responsiveness and the quality of service provided in order to aid the achievement of the organisation's goals and objectives). Customer Focus and Responsiveness:). Be able to collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies. Personal Attributes: while contributing to a team environment. Commitment to quality and 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 continuous learning. Professional behaviour and sound judgement. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public.
- DUTIES** : Analyse ETD needs, engage clients and identify gaps and determine demand in relation to gender and diversity management in the public sector. Provide support in appropriate strategies and learning areas by ensuring that gender

and diversity management ETD interventions are cutting edge and relevant. Serve in project teams for conceptualisation of new ETD interventions. Support the pilot and iteration of organisational learning strategies that contribute to service impact. Update existing learning material to ensure relevance and adapt existing material to remain current. Undertake annual high-level review of existing learning material and make recommendations for improvement. Promote the uptake of gender and diversity management interventions in the public sector, and ensure product knowledge and awareness Within the NSG (e.g. Contact Centre). Manage the facilitation and support of gender and diversity management ETD interventions, including programme and project management. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.) Liaise with Technical Support in managing the delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Contribute to the achievement of the annual ETD targets as determined. Host capacity building workshops, seminars, webinars and forums as well as facilitate ETD interventions on gender and diversity management, when required. Participate and represent the NSG in integrated workshops, seminars, webinars, consultations, meetings, task teams and forums relevant to gender and diversity management. Provide ETD post-delivery support to learners/clients, including on the job support and advice. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Support Technical Support in the management of the case file for correct and timely capturing of case files onto the TMS and data management. Establish and manage integrity management stakeholders, networks and multi-sector relationships. Support the adherence to accreditation requirements, assessments and certification. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES
APPLICATIONS

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POST 08/104

: **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT REF NO: NSG 05/2023**

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
: Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF Level 7 in Organizational Development, Organizational Psychology, Business and Management Studies. Registration with a relevant professional body maybe an added advantage. 5 years' relevant experience of which 3 years' must be managing or supervising. Knowledge: 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 Education, Training and Development environment. Business process mapping software. Applied and/or operationalizable change management knowledge and ability; to enable effective and efficient institutionalisation of organisational service delivery improvement interventions. 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: Customer Focus and Responsiveness: Communication and Information Management: Continuous Improvement: Managing Interpersonal Conflict and Resolving Problems: Planning and Organising: Problem Solving and Decision Making: Project Management: 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

: Manage research projects to inform the efficient operations of education, training, and development (ETD) solutions, forecast trends and future needs for the National School of Government. Develop, manage, review, and monitor the implementation of the National School of Government 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. Facilitate and monitor the implementation of the National School of Government Service Delivery Model. Develop and monitor the implementation of templates for the development of service standards and standard operating procedures for all services. Develop, review, and update the NSG Service Delivery Charter. Facilitate and monitor the implementation of the NSG Service Delivery Charter and Service Delivery Improvement Plan. Facilitate the design, improvement, and integration of NSG operations (including alignment of people, systems and processes). Manage Batho Pele implementation and institutionalisation within the National School of Government. Create Batho Pele awareness through internal communication (e.g., articles), advocacy campaigns and training. Monitor compliance to *Batho Pele* standards and Public Service Charter (e.g., use of name tags). Implement the Batho Pele Revitalization Strategy. Oversee the management of complaints handlings and compliments management. Develop, implement, and monitor business process methodology for efficient, economic and effective business processes. Maintain a database of all mapped 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 quality management in ETD solutions. Maintain a database of all quality management standards and processes. Facilitate individual and business unit engagements to determine optimal business processes. Maintain close working relationships with the DPSA and other key stakeholders to ensure service delivery improvement. Participate in relevant forums (e.g. quality management, service delivery improvement) and represent the National School of Government. Collaborate with identified internal service delivery champions to drive service improvement initiatives. Networking and Collaboration. Manage allocated resources within the Service Delivery Improvement. Implement operations management within the sub directorate. Identify and manage operational risks within the Service Delivery Improvement as well as mitigation 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**

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POST 08/105

: **ASSISTANT DIRECTOR: COMPETENCY PROGRAMMES AND PROFESSIONALISATION REF NO: 06/2023**

Job Purpose: To provide management support in the facilitation of ETD interventions for capacity development for the public sector.

**SALARY
CENTRE**

: R393 711 per annum (Level 09), plus competitive benefits cost to company.
 : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF level 6 in the field of Business, 3 years' experience in education, training, and development environment. Knowledge: Knowledge of national priorities, statutory prescripts, and governance practices pertaining to the public service specifically and the public sector broadly. Theoretical and practical perspectives of the education, training and development environment. Client relations management. Training/ Learner information management and systems. Microsoft Office suite. Competencies/ Skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Project management and operations management skills. Personal Attribute: 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 behavior 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, including away from office.

DUTIES : Develop and maintain a database of contacts in all spheres of government, state entities and legislatures to enable information gathering. Provide administrative support in strategies and learning areas to meet capacity development needs. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Co-ordinate inputs (e.g., policy departments) towards conceptualisation of new capacity development interventions. Maintain a database of panel of experts competence profiles based on capacity development content and delivery requirements. Liaise with Technical Support for the availability of panel of experts and HEIs. Provide administrative support in the review and update of curriculum content, including customisation of content. Ensure product knowledge and awareness within the NSG (e.g. Contact Centre). Develop the annual calendar of delivery schedules to ensure uptake of the programme that inform contact center and business development engagements with potential clients. Provide administrative support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.). Provide administrative support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Maintain all required documents and records. Follow up on assessment and certification, including timely issuing of certificates. Follow up on the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Respond to learner and client queries, requests and complaints. Compile monthly reports on quality and performance and advise on areas of improvement. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108
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POST 08/106 : **ASSISTANT DIRECTOR: FUNCTIONAL COMPETENCY REF NO: 07/2023**
Job Purpose: To provide management support in the facilitation of ETD interventions for capacity development for the public sector.

SALARY : R393 711 per annum (Level 09), plus competitive benefits cost to company.
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at NQF level 6 in the field of Business, Management Studies. 3 years' experience in public finance or supply chain management. Experience in education, training and development environment will be an added

advantage Knowledge Theoretical and practical knowledge of public finance and public supply chain management. Knowledge of national priorities, statutory prescripts, and governance practices pertaining to the public service specifically and the public sector broadly. Theoretical and practical perspectives of the education, training, and development environment. Client relations management. Training/ Learner information management and systems. Microsoft Office suite. Competencies/ Skills Financial analysis and reporting. Oral and written communication skills Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Project management and operations management skills. Personal Attribute: 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. 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, including away from office.

DUTIES

: Develop and maintain a database of contacts in all spheres of government, state entities and legislatures to enable information gathering. Provide administrative support in strategies and learning areas to meet capacity development needs. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Co-ordinate inputs (e.g., policy departments) towards conceptualisation of new capacity development interventions. Maintain a database of panel of experts competence profiles based on capacity development content and delivery requirements. Liaise with Technical Support for the availability of panel of experts and HEIs. Provide administrative support in the review and update of curriculum content, including customisation of content on course offerings. Ensure product knowledge and awareness within the NSG (Contact Centre and Business Development). Develop the annual calendar of delivery schedules to ensure uptake of the programme that inform contact centre and business development engagements with potential clients. Provide administrative support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.) Provide administrative support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Follow up on assessment and certification, including timely issuing of certificates. Follow up on the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Respond to learner and client queries, requests and complaints. Compile monthly reports on quality, performance, and advise on areas of improvement. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, 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**

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POST 08/107

: **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS & POLICY CO-ORDINATION REF NO: NSG 08/2023**

**SALARY
CENTRE**

: R393 711 per annum (Level 09), plus competitive benefits cost to company).
 : Pretoria

REQUIREMENTS

: National three-year Diploma in Labour Relations/ Industrial Relations/LLB/ Labour Law or equivalent at (NQF level 06). Three-five years' experience in Labour Relations with one year on a supervisory level. Knowledge: In depth knowledge of the Public Service Act & Regulations, Labour Relations Act, and relevant MPSA Directives and Determinations. Advanced knowledge of the legislative frameworks in the public service. Advanced knowledge of Departmental Policies and procedures. Advanced knowledge of policy development practices. Ability to understand, interpret and apply policy initiatives emanating from government and linking it to Labour Relations. Competencies/skills: Basic Numeracy. Good analytical skills. Good written and verbal communication skills. Listening skills. Planning, organizing and execution skills. Investigation skills. Interest based conflict resolution skills. Conciliation and Mediation skills. Presentation and facilitation skills. Good report writing skills. Critical thinking skills. Negotiation and influencing skills. People skills. Good computer literacy skills in the MS Office Suite. Interpersonal proficiency. Language proficiency. Good time management skills. Technical skills: Coaching and mentoring skills. Quality of work. Delegation and empowerment. Research, analysis, and interpretation skills. Policy formulation and implementation skills. Personal Attributes: Acceptance of responsibility, sense of judgement, reliability, client focused, trustworthy, enthusiastic, confident, attention to detail, innovative, creative and proactive, flexibility, ability to work independently and as part of a team, ability to maintain high levels of confidentiality as well as demonstrated ability to maintain objectivity.

DUTIES

: Facilitate the provision of employee/labour relations services and to implement related support systems. Facilitate the development of departmental policy and guidelines related to labour matters, disputes, grievances, and disciplinary processes. Render unbiased and specialised advisory service in the organisation on all labour related policies, agreements, strategies, procedures and legislation. Facilitate collective bargaining and labour dispute resolution and prevention matters. Conduct preliminary investigations, resolutions and referral of complaints, grievances and misconduct cases. Facilitate processes to build capacity on Labour Relations in the department. Conduct advocacy and awareness campaigns on labour relations matters. Co-ordinate the development, review, and implementation of NSG policies, standard operating procedures, and strategies in accordance with specific relevant legislative prescripts. Provide advice and support to internal units on policy development and approval matters. Ensure compliance with relevant legislative frameworks, directives applicable to labour relations. Manage labour relations records and ensure records are captured, archived, and correctly recorded. Generic junior management functions: Planning, organise and reporting processes in the unit including preparation of inputs to the Directorate and departmental reports. Management of the activities of the section including performance and development of personnel within the unit. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES

: Thabo Ngwenya Tel No: (012) 441 6108

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