

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** : Enquiries: Kindly contact Mr Mpho Mugodo, (012) 441-6017 or Mr Thabo Ngwenya, (012) 441-6108.
- CLOSING DATE** : 19 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 posts (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.

OTHER POSTS

- POST 12/74** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN REF NO: NSG 11/2023**
- SALARY** : R393 711.per annum (Level 9) plus competitive benefits cost to company).
- CENTRE** : Pretoria.
- REQUIREMENTS** : A tertiary qualification on (NQF 6) in Organisational Design/ Work study, Human Resource Management, or Human Resource Development. Training on PERSAL administration may be an advantage. Three (3) years relevant organisational design experience, including supervisory experience. Experience to include job analysis, job evaluation and job re-engineering. Knowledge: Microsoft Office packages (Word, PowerPoint, Excel, Visio). In-depth theoretical and practical knowledge of the organisational design, particularly job evaluation. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act). Policy development and implementation. Batho Pele principles. Manipulate data into meaningful, useable information. skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Proven writing skills, including report writing, submissions and articles. Good conflict management skills. Creative and analytical skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with organisational design 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. Willingness to travel and work with extended hours, including away from office, as and when required.
- DUTIES** : Implement and monitor organisational design and related policies, directives and frameworks for the NSG. Implement an organisational design governance framework for the NSG. Monitor the standards and guidelines for organisational design (such as quality and integrity). Support research towards organisational design. Manage the alignment

of data and information management to knowledge management. Manage compliance reporting relating to organisational design. Liaise with business units and employees to determine organisational design needs and functional analysis. Provide organisation design support to NSG management, employees and stakeholders, including on the job support and advice. Support the accessibility and flow of information within the organization and to external Manage organisational design documents and records, including submissions and approved job profiles. Support close working relations with internal business units and the Department of Public Service and Administration (DPSA) to ensure effective organisational design and development. Forecast organisational design requirements through diagnosis, analysis, research and benchmarking. Provide support in designing the organisational structure aligned to strategic functions, systems, service delivery model, budget allocations, etc. Support in the development of the functional and post structure as outlined in legislative and policy frameworks as well as directives. Determine roles & responsibilities, functions, posts, span of control and management structures. Undertake monthly monitoring and evaluation of the organisational structure and job profiles for efficiency and effectiveness. Support in the development of business case, organisational structures, migration strategy and consultation as outlined in the OD Directive. Maintain the establishment (designation, salaries and status of posts). Undertake job analysis and ensure post levels are correct through job evaluation. Facilitate the engagements with business units and individuals towards the compilation of job profiles, including evaluation questionnaires. Maintain and update database for job profiles, salary bands and designations. Maintain and update database for job evaluations, minutes of meetings, recommendations and approvals. Monitor implementation of new processes and refine as required. Support in the development and implementation of service delivery improvement initiatives, including norms and standards. Provide secretariat support to relevant committees/ management structures, including the Job Evaluation Panel. Manage allocated resources (people, finance, systems, assets, contracts) within the sub directorate. 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, White Males, Coloured Males, 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.asd1@thensg.gov.za

POST 12/75

: **ADMINISTRATOR: LEARNER RECORDS REF NO: NSG 12/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R218 064. per annum (Level 6) plus competitive benefits cost to company.
 : Pretoria.
 : A tertiary qualification at (NQF level 6) in Office Administration, Business Administration,
 Public Administration will be an added advantage. Experience: One (1) to two (2) years'
 relevant experience in office administration in an ETD environment.
 Competencies/Skills: Good oral and written communication skills. Good interpersonal
 skills. Basic project management skills. Problem solving and analysis. Elementary
 research skills. Basic analytical skills. Ability to interpret policies and directives.
 Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Knowledge
 of procedures related to information and records management. Basic knowledge of
 finance and supply chain management. Virtual meetings (organize, host, record,
 transcript). Meetings management (scheduling, agenda setting, recording, minute
 taking, action plans). Public service legislation, policies, prescripts and procedures.
 Office administration. Document management. Batho Pele principles. 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.

DUTIES

: Provide administrative support towards the provision of examinations services provided
 by the NSG. Support the approval and registration of examination sites, in line with
 assessment and moderation standards. Update examination schedules and the Training

Management System records. Provide administrative support towards the recruitment and deployment of invigilators, assessors, and moderators. Maintain records and undertake reporting of all examinations undertaken. Maintain learner records, database for assessments and ensure correct capturing onto the ETQA and NSG systems in accordance with approved certification policies. Prepare documentation for submission to relevant authorities. Check the completeness of assignments/POEs received from different stakeholders and ensure capturing onto TMS. Analyse reports received from assessment officers and prepare certificates for print. Prepare data for printing of NSG certificates of attendance, successful completion and competence. Respond to learner and client queries, requests and complaints. Communicate with clients on the submission due dates, and instances where submission extensions are granted. Compile monthly reports for reporting. Investigate client complaints and resolve by providing regular feedback. Update National database with correct learner achievements to enable external moderation. Liaise with learners and clients for delivery of certificates and dispatch NSG certificates and statements of results from external moderators. Coordinate venue finding for examinations and provide confirmation to the departmental coordinator(s). Facilitate the management, quality control and reproduction of examination/ learning material (stock level management). Manage the dispatching of examination/ learning material to venues. Ensure proper closing and safe keeping of case files. Analyse reports received from assessors and moderators and respond to requests raised. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Manage travel and accommodation arrangements as required. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Create monthly files and send copies of all registers to the Learner Database. 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**

: 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.admin01@thensg.gov.za

POST 12/76

: **ADMINISTRATOR: EXECUTIVE SUPPORT REF NO: NSG 13/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R181 599.per annum (Level 5) plus competitive benefits cost to company.
 : Pretoria.
 : Grade 12. A tertiary qualification at (NQF level 5) in Office Administration, Business
 Administration, Public Administration will be an added advantage. Experience: No
 experience. Competencies/Skills: Strong computer literacy. Strong oral and written
 communication skills. Strong interpersonal skills. Strong planning and organizing skills.
 Writing skills. Basic programme and project management skills. Problem solving and
 analysis. Client orientation and customer focus. Basic analytical skills. Basic financial
 management skills. Presentation skills. Basic Numeracy skills. Knowledge: Microsoft
 Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host,
 record, transcript). Meetings management (scheduling, agenda setting, recording,
 minute taking, action plans). Public service legislation, policies, prescripts and
 procedures relevant to the job. Minimum Information Security Standards (MISS).
 Protocol, etiquette and diplomacy. Batho Pele principles. Personal attributes: High level
 of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team,
 Trustworthy and Honest. Maintain very high levels of confidentiality. Good grooming and
 presentation. Willing to work long hours and outside working hours.

DUTIES

: Coordinate the interface between the Principal's Office in Cape Town and the Ministry.
 Implement the Standard Operating Procedures for the Office of the Principal. Draft
 reports on personnel and material movements and other operational issues. Maintain
 record management system of the Office of the Principal. Process requests for the
 procurement of goods and services for the Office. Prepare submissions and other
 documents for the Office of the Principal. Participate in long-range planning meetings
 with regard to upcoming events. Make arrangements, included but not limited to sending
 out invites, venue confirmations, rsvp, parking and catering arrangements. Scan and
 record submissions to the Director-General and the Minister. Coordinate meetings with
 the NSG stakeholders. Provide administrative and logistical support for Principal
 meetings, seminars, conferences, workshops, etc. Support the Office in the
 arrangement of meetings of the governance structures. Maintain concise, accurate
 records for the meetings. Develop office plans for scheduled Cabinet and Parliament

interface. Support coordination of Parliamentary engagements and working groups' activities. Coordinate the Department's reports to FOSAD Clusters, Cabinet and Parliament. Document Parliamentary questions Coordinate the documentation of Parliamentary questions responses from Branches. Prepares and maintains administrative documentation with respect to Parliamentary and Cabinet events including preparation of post-events reports. Coordinate stakeholder forums and scheduling of stakeholder meetings. Draft responses to stakeholder queries and requests with required evidence for submission to Director 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

: Thabo Ngwenya Tel No: (012) 441 6108
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mail at Recruitment.admin02@thensg.gov.za

POST 12/77

: **DRIVER REF NO: NSG 14/2023**

SALARY
CENTRE
REQUIREMENTS

: R151 884.per annum (Level 4) plus competitive benefits cost to company).
: Pretoria.
: A grade 10 qualification/ standard 8 and valid code 08 driver's license (manual transmission). 7-12 months relevant experience. A professional driving permit (PrDP) will be an added advantage. Knowledge: Procedures to operate the motor vehicle e.g., obtain trip authorities, complete the logbooks, obtain consumables (e.g. petrol). Basic motor vehicle functions (e.g. fixing a flat tyre, checking oil and water levels, etc.). Knowledge of the prescripts for the correct utilisation and proper maintenance of the motor vehicle. General geographic knowledge. Competencies/skills. Excellent driving skills. Good organisational and logistics skills. Interpersonal skills. Basic understanding of MS Office Suite, Outlook and internet application. Problem solving skills. Verbal and written communication skills. Telephone etiquette. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy and Honest. Maintain very high levels of confidentiality. Good grooming and presentation.

DUTIES

: Safely transport passengers and deliver items (mail and documents) to and from various destinations. Transport NSG employees to and from the airport and other destinations. Undertake proper pre-trip planning, including traffic, construction and weather conditions. Collect, distribute and control movement of internal and external mail and documents, including to and from the Post Office. Conduct routine maintenance, including proper fueling, on the allocated vehicle and ensure roadworthiness. Conduct pre and post inspection to the allocated vehicle. Report any identified defects to the Transport Officer immediately. Obtain relevant approval before undertaking official trips. Complete all the required and prescribed records and logbooks regarding the vehicle and the documents handled. Maintain accurate mileage and repair records, including month-end reconciliations. Assist with loading and offloading of goods when needed. Photocopying and fax services. Provide messenger services in the collection and delivery of documentation in the Department. Ensure the rerouting of traffic fines, and follow-up. Undertake registry functions, when required. Filing of transport related documents. 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.

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