

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.



<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	26 June 2023 at 16h00
<u>NOTE</u>	:	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). 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 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. 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.

OTHER POSTS

<u>POST 20/210</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL TRANSFORMATION REF NO: NSG 15/2023</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an inclusive remuneration package), 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 Psychology, Industrial and Organisational Psychology, Human Resources Development, Women and Gender Studies or Social Science. Registration with a relevant professional body will also be an added advantage. Experience: Four (4) to five (5) years' proven experience in organisational transformation, diversity and change management, of which 3 years is at supervisory/management level. Knowledge: Microsoft Office packages (Word, PowerPoint, Excel, Visio). In-depth theoretical and practical knowledge managing transformation, diversity and organisational change. In-depth knowledge and understanding of the Constitution of the Republic of South Africa and relevant public sector legislation (including Public Service Act, Public Administration Management Act). Theoretical and practical knowledge of best practice and cutting-edge initiatives. Policy development and implementation. Batho Pele principles. Manipulate data into meaningful, useable information. Competencies/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. Presentation skills. Digital skills. 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 transformation and change 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. Willingness to travel and work extended hours, including away from office, as and when required.

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: Develop, review and implement organisational transformation and change related policies and strategies for the NSG. Implement and monitor standards and guidelines for organisational transformation and change. Undertake research and development towards organisational transformation and change practices and methodologies. Manage internal and external compliance processes and reporting relating to organisational transformation and change. Liaise with business units and employees to determine organisational transformation challenges, needs and capacity building requirements (including leadership transformation). Provide technical advice and support to NSG, employees and external stakeholders. Oversee organisational transformation information and awareness within the NSG, including workshops and employee consultations. Manage organisational transformation documents and records, including providing secretariat support to established committee structures. Manage close working relations with internal business units (e.g., HRM&D, Organisational Design and Service Delivery Improvement) and external stakeholders (e.g., DPSA and DWYPD) to ensure effective organisational transformation. Forecast organisational transformation requirements through diagnosis, analysis, research and benchmarking. Assess risks associated with various change initiatives and projects and recommend actions to manage any risks. Facilitate change and transition efforts throughout the NSG to ensure identified goals are achieved, in line with change management strategies/ frameworks. Facilitate and implement change models and strategies, undertake assessments through climate and dipstick surveys to determine organisational health, culture and effectiveness. Facilitate diversity workshops and initiatives on change enablement, culture shaping and embedded organisational values. Conduct needs assessment, design processes and interventions to facilitate team building and organisational cohesion. Co-ordinate and facilitate advocacy programmes and awareness in promoting gender, youth and PWD sensitization and responsiveness. Co-ordinate the implementation of strategies that increase the participation of women, youth and PWD in capacity building programmes. Convene internal and external stakeholder engagements on issues of women, youth and PWD empowerment. Co-ordinate and report on the NSG's contribution and implementation of different tools, plans and frameworks for gender, youth and disability interventions. Develop, co-ordinate and monitor the implementation of the Employment Equity Plan. Manage the processes related to the efficient functioning of relevant committees/ management structures, including the Employment Equity Forum. 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 and African Females, Coloured Males, White Males, and people with disability in accordance with the NSG employment equity plan.

**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.MMS1@thensg.gov.za.

<u>POST 20/211</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: NSG 16/2023</u>
<u>SALARY</u>	:	R811 560 per annum (Level 11), (an inclusive remuneration package) 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>	:	<p>Pretoria</p> <p>Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at (NQF level 7) in Human Resource Management, Human Resource Development or Public Administration. Training on PERSAL administration, PERSAL control, PERSAL leave, PERSAL Establishment, SCC system and other systems related to controller. Experience Four (4) to five (5) years' proven experience in human resource management, of which 3 years is at supervisory/management level. Knowledge: Knowledge of and experience in human resource 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, Public Finance Management Act, Public Service Regulations). Strategy development, analysis, and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Vulindlela and PERSAL reports and HR Information Systems. Batho Pele Principles. Competencies/skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Proficiency in communication and presentation skills. Excellent project, time, and people management skills. Proposal and report writing skills. Excellent organizing and planning skills. Computer literacy in Microsoft Office Suite. Digital skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with HRM business solutions 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. Travel and work extended hours, as required.</p>
<u>DUTIES</u>	:	<p>Develop, review, and implement human resource management policies, standard operating procedures, and strategies for the NSG, in line with relevant legislation, directives, and frameworks. Undertake research and development towards new human resource management practices and methodologies. Develop, review, monitor, and evaluate the implementation of the Departmental Human Resource (HR) Plan and strategies. Provide support to line managers in designing HR strategies that will support Organisational strategy and identify cost-saving approaches through administrative efficiency and innovative HR practices. Liaise with the Organisational Design business unit to plan for positions to be filled, in line with HR plan and NSG strategies. Develop advertisements for vacancies and manage the process of employee attraction, including use of DPSA Circular, mainstream, and social media. Manage the processes related to the capturing, verification, and shortlisting of candidates for vacant positions. Provide technical support and advice in the selection processes (including interviewing and headhunting) in the selection of ideal candidates for vacant positions. Manage processes related to the recruitment (including transfers and secondments), placement of successful candidates in the NSG, and capturing of information on PERSAL. Manage the vacancy rate of the NSG in line with predetermined standards and targets. Manage internal and external compliance processes and reporting (monthly, quarterly, and annually) relating to human resources management. Implement and monitor standards and guidelines for human resource management practices. Manage all employee service benefits (including leave, retirement, resignation, death, housing allowances, long service recognition, pension, and medical aid). Liaise with key stakeholders (including GEPP, DPSA and GEMS) to ensure efficient support to serving and exiting employees. Report on all HRM interventions which entail compliance with HR prescripts, compliance calendar, satisfying audit requirements. Manage all HRM problems and queries, including liaising with internal and external auditors. Provide advice and</p>

guidance in efforts to increase the employees' contribution to the NSG. Undertake advocacy and awareness on human resources support and benefits to NSG employees. Manage the HR information functions on Vulindlela and PERSAL, including authorisations of transactions related to post establishment and employee information. Serve as the NSG PERSAL Controller and coordinate user training. Support continuous transformation, shaping processes and culture to assist the NSG improve its capacity for change. Manage and implement digital HR functions, including HR practices, automating in recruitment and self-service functions (e.g. leave management). Undertake HRM analytics (including workforce and behavioural practices to inform decision making and strategic choices. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Manage HR records and registry in line with prescripts including protection of personal information. Implement operations management within the sub-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 sub-directorate requirements, including quarterly performance reporting. Manage the budget allocated to the sub-directorate, including expenditure reporting and forecasting. Identify and manage strategic and operational risks within the sub-directorate, 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. Preference will be given to Youth, African Males and African Females, Coloured Males, White Males, and people with disability in accordance with the NSG employment equity plan.

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POST 20/212

: **ASSISTANT DIRECTOR: BUSINESS & DATA INTELLIGENCE REF NO: NSG 17/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09), plus competitive benefits cost to company.
 : Pretoria
 : Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification (NQF level 6) recognised by SAQA in Statistics, Computer or Data Science, Business & Information Management or Marketing and Entrepreneurial Studies. Registration with a relevant professional association/body may be an added advantage. Experience: 3 – 4 years' experience in applying business intelligence, data analysis, statistical concepts, including supervisory experience. Knowledge: Demonstrated experience with statistical analysis packages. Knowledge and experience in using at least one statistical package (e.g., STATA/SAS) to analyse large datasets, data mining, report writing and the ability to data visualization. Theoretical and practical knowledge of the education, training, and development environment. Big data management, data analysis & modelling. Structured Query Language (SQL) to communicate with and manipulate databases. Knowledge of databases and structures, governance and meta data standards including data architecture. Good 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). Computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Competencies/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. Writing skills, including report writing and submissions. Digital skills to work in digital environments. Good conflict management skills. Creative and analytical skills. Data analysis, interpretation and utilization: Personal Attributes; Participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions 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

DUTIES

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.

: Support the implementation of business development strategies for Provincial, Local Government & Legislatures. Develop business cases and liaise with clients (individuals and institutions) to identify ETD needs and requirements. Support the dissemination and utilisation of ETD business intelligence information among the programme managers. Support and conduct targeted business development research, including design, data collection, management and analysis. Provide timely alerts on emerging trends influencing the public sector and skills requirements. Process, analyse and manage data and information relating to ETD and providers (e.g., private and public higher education institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Acquire, process, manage, and analyse data from a range of sources to generate trends, patterns and reports that inform planning and decision-making. Process, analyse and manage data and information relating to ETD and providers (e.g., private and public higher education institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Ensure relevant data is entered into the Training Management System to capture, analyse, and disseminate business and data intelligence. Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to business units and stakeholders. Use machine learning tools and statistical techniques to produce solutions to ETD problems. Mining large structured and unstructured datasets with different data structures. Monitor and evaluate business development interventions, especially the management of MOUs/MoAs and client support. Collect information from all clients and maintain a database to enable such information to be analysed in greater detail and format. Ensure product and service knowledge and awareness in liaison with internal business units. Support the implementation of innovative specialised programmes towards attracting new clients and building long-term relationships. Support opportunities towards increased market share in Provincial, Local Government & Legislatures (training uptake numbers and revenue generated). Participate in networks and multi-sector relationships that serve the interests of the NSG. Cultivate strategic relationships and alliances with internal and external stakeholders. Work with internal and external stakeholders to identify opportunities for leveraging business and data intelligence to drive business solutions and product development. Participate in strategic external and internal forums including NSG-led forums. Review policies and procedures and manage implementation. Manage allocated resources (people, finance, systems, assets, contracts). 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. Produce monthly and quarterly reports relating to business development and specialised programmes. Preference will be given to Youth, African Males and African Females, Coloured Males, White Males, and people with disability in accordance with the NSG employment equity plan.

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POST 20/213

: **SUPPLY CHAIN MANAGEMENT (SCM) PRACTITIONER REF NO: 18/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum (Level 07), plus competitive benefits cost to company.
: Pretoria
: Applicants must be in possession of a Grade 12 Certificate and a tertiary qualification at (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management or Commerce. Experience; Three (3) to five (5) years relevant experience in supply chain management.

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, Treasury Regulations, and SCM Practice Notes. Preferential Procurement Policy Framework Act and Broad-Based Black Economic Empowerment. Microsoft Office suite, especially Word, PowerPoint, and Excel. Administration of LOGIS and BAS systems. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Document management. Batho Pele principles. Competencies/ Skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Financial management skills. Personal Attribute: 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. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office, may be required.

DUTIES

: Provide administrative support in the development, implementation and monitoring of supply chain management policies, frameworks, and practice notes. Support supply chain management audit and compliance processes. Conduct elementary research as required by the Director to support the implementation and monitoring of supply chain policies, frameworks, and practice notes. Support awareness and communication initiatives to empower NSG officials on SCM matters. Provide general technical and administrative advice to NSG officials, service providers and clients on SCM matters. Provide support in the development and implementation of asset needs assessment, asset acquisitions, operational and asset disposal plans. Ensure the implementation of preferential procurement policy objectives. Ensure that received assets are barcoded, accurate updating of the asset register and monthly reconciliation with supporting documents. Plan and undertake the assets verification, instock counts, investigate and report on variances, make necessary recommendation to resolve discrepancies. Provide support to obsolescence planning or depreciation rates, management of losses, write offs, redundant and disposal of assets, inventory, and consumables. Provide administrative and secretariat support to the relevant committees related to asset management, as may be required. Provide support in the development and implementation of procurement needs assessment (including future needs), acquisitions, and management. Assess the value of goods and services to be procured, determine optimal acquisition process, commodity and industry analysis, and request response from registered suppliers or activate a bidding response. Compile and source requests for quotations for procurement using the Central Supplier Database (CSD), undertake prescribed evaluation processes, conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Check completeness of documentation and compliance against supply chain management principles and thresholds. Provide support in the development of bidding documents in accordance with relevant policies, including briefing sessions. Provide administrative and secretariat support to the relevant committees related to acquisition and demand management, including the Bid Committees, as may be required. Prepare appointment letters, maintain, and update contract register and liaise with relevant managers for contract management. Assist in the identification and determination of irregular, fruitless and wasteful expenditure. Undertake all aspects of warehouse management, stocktaking, including submission of stocktaking reports per sub-inventory, compilation and updating of stock inventories. Ensure that stock levels are determined, maintained, available upon demand and that proper internal controls are in place. Undertake verification of suppliers in line with applicable prescripts, accurate placement of orders and updating of systems. Manage the performance of vendors, including addressing instances of under- or non-performance against pre-determined standards. Receive invoices from centralised system and forward to relevant line managers. Ensure accurate and verified placement of orders, and payment of suppliers within 30 days. Implement an effective document control and filing systems. Ensure fair and equitable distribution of goods across the NSG. Implement effective and efficient supply chain management systems, including daily capturing, verification, and management on the LOGIS and BAS systems. Ensure the effective monitoring and evaluation of supply

chain practices and processes. Maintain close working relationships with other relevant units in the NSG and other key external stakeholders to ensure efficient supply chain management. Administer project accounts (e.g., courier and travel services) as may be determined. Implement effective operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Provide monthly and quarterly inputs on financial and non-financial performance of the Directorate. Preference will be given to Youth, African Males and African Females, Coloured Males, White Males, and people with disability in accordance with the NSG employment equity plan.

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