

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** : Applications can be submitted in the following ways: (1) by email, using the relevant email address and quoting the reference number in the subject line, (2) hand-delivered to the ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria, or (3) via postal mail to: The Principal: National School of Government, Private Bag X759, Pretoria, 0001. Applicants are encouraged to submit their applications electronically.
- CLOSING DATE** : 11 October 2024 at 16h00
- ENQUIRIES** : Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- 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 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). 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 35/47** : **DIRECTOR: GOVERNANCE COMPETENCIES NO: NSG 17/2024**
Job Purpose: To manage and support the co-creation and the facilitation (through direct, influence, and/or referral approaches) of education, training and development interventions for capacity development and support for the public sector.
- SALARY** : R1 216 824 per annum (Level 13), an inclusive remuneration package commencing
- CENTRE** : Pretoria
- REQUIREMENTS** : As a minimum, applicants must possess bachelor's degree or equivalent (NQF level 7) in human science, social sciences, or law, or a related field. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years of proven relevant experience at a middle/senior managerial level in the areas of gender, diversity management, governance, integrity management, internal preliminary investigations, auditing, and ethics/ fraud prevention/ investigations. Knowledge: Advanced theoretical and practical knowledge of the education, training, and development environment.

Advanced 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). Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Advanced knowledge of the South African Policy Framework for Women's Empowerment and Gender Equality, Domestic Violence Act, Maintenance Act, Children's Act, Basic Conditions of Employment Act, Employment Equity Act. Promotion of Equality and Prevention of Unfair Discrimination Act, Criminal Procedure Act, Prevention and Combatting Corruption Activities Act, POCA, Protected Disclosure Act. Advanced knowledge on ethics, anti-corruption, investigating corruption gender mainstreaming, sexual harassment, gender-based violence, diversity management and administrative justice. Extensive knowledge and experience in managing online course delivery. Advanced knowledge of policy development, analysis and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the effects of projects, applying new developments and innovation. *Batho Pele* principles. Competencies: Must be able to provide a vision, give direction and inspire others to deliver on the organizational mandate. Must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (*Batho Pele*) into practice. Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Ability to 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 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. Required to travel and work extended hours, as required. 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: Analyse strategic and policy documents, statutory reports and other mechanisms to identify capacity development needs and delivery modalities. Undertake research of local and international best practices to identify cutting edge capacity development interventions. Identify appropriate strategies and learning areas to meet capacity development needs. Manage the provision of high-quality capacity development through formal courses, programmes, workshops and seminars, just-in-time interventions, and follow-up institutional support. Manage the pilot and iteration of organisational learning strategies that contribute to service impact. Inform project plans, budget plans and concept notes to guide learning strategies. Support curriculum formulation and content, including the identification of digital learning approaches, platforms and partners as well as critical reading and analysis. Serve on project teams for new curriculum development. Manage the development and/or

enhancement of facilitator, moderator and assessor competence profiles based on capacity development content and delivery requirements. Determine the requirements and capabilities for the appointment and/or contracting of a panel of experts, partners, and HEIs. Manage the review and update of curriculum content, including customisation of content and delivery modalities. Oversee the orientation of capacity development offerings. Provide effective and efficient programme and project monitoring and management. Participate in capacity development interventions, including facilitation of offerings, publications and presentation of papers. Support the recruitment and/or contracting of the panel of experts, partners and HEIs pertinent to the capacity development intervention(s). Provide collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Ensure adherence to accreditation requirements, support assessment and certification, including timely issuing of certificates. Determine and provide post-delivery support to individuals and institutions and case file and data management. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Establish and manage public and private sector networks and multi-sector relationships relevant to the subject matter area located within the delivery bands. Manage cross-functional projects to advance capacity development support initiatives. Participate in NSG internal quality assurance committee meetings and present programmes and qualifications for quality assurance and accreditation. Identify and foster partnerships or funding opportunities to support the creation and delivery. Represent NSG in external ETD and related forums and structures. Participate in domestic and global partnerships with HEIs and other institutions to undertake research, co-creation and delivery of identified ETD interventions. Direct and manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and directorate requirements, including quarterly performance reporting. Manage the budget allocated to the directorate, including expenditure reporting and forecasting. Identify and manage strategic and operational risks within the directorate, as well as mitigation plans, including business continuity plans. Manage a team of employees and contracted service providers, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017
 : E-mail to Recruitment.MMSSMS@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

OTHER POST

POST 35/48

: **DEPUTY DIRECTOR: OPEN DISTANCE ELEARNING REF NO: NSG 18/2024**

**SALARY
CENTRE
REQUIREMENTS**

: R849 5702 per annum (Level 11), an inclusive remuneration package commencing
 : Pretoria
 : A bachelor's degree or equivalent (NQF level 7) in curriculum development, instructional design, education, capacity development or a related field. A relevant credential in digital learning or a related field. Registration with a relevant professional body will also be an advantage. Experience: At least five (5) years' experience of which three years must be at a supervisory level within a digital learning content development and delivery environment. Working experience in digital learning content development and delivery, capacity development, and teaching and learning. Knowledge: Knowledge of the Constitution, social justice principles and development needs of citizens. In-depth theoretical and practical knowledge of the education, training and development environment, particularly curriculum and quality management. Knowledge of learning theory and instructional design principles that enable ODeL. In-depth knowledge of the standards for accessible, usable and engaging ODeL materials and activities. Extensive theoretical and practical knowledge of standards for graphic design, audio and video production, social media use, and web content management to optimise ODeL. Ability to re-engineer curriculum processes and use tools to meet increasing and changing ODeL demands. Knowledge of various applicable legislative frameworks, including but not limited to the Public Service Act, Public

Administration Management Act, Municipal Systems Act, Public/ Municipal Finance Management Acts, National Qualifications Framework, Higher Education and Training Act, and Further Education and Training Act. Knowledge of decolonising theories and Africanising curriculum and delivery processes. Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education) In-depth knowledge of the public sector landscape and capacity-building needs. Knowledge of research and statistical analysis preferred, including publication of academic papers. 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 curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Pay attention to detail. Be creative and innovative. Integrity and honesty. Ability to work under pressure. Travel and work extended hours when required.

DUTIES

: Use educational technologies to create high-quality ODeL materials in a variety of formats (e.g., text, graphics, animation, audio, and video). Implement strategies to enhance interaction (e.g, quizzes, scenarios, simulations, case studies, and gamification). Implement varied formative assessment types (e.g, quizzes, flashcards, and crossword puzzles) and include authentic assessments that reflect real-life scenarios and tasks relevant to the subject field. Develop programme strategies to ensure the development of cohesive and effective ODeL solutions that align with intended goals and objectives. Implement identified technologies to uphold the integrity of ODeL, such as plagiarism checks and proctoring where appropriate. Implement strategies to meet target audience needs, considering contextual factors influencing learning outcomes. Implement strategies to promote meaningful, memorable, and motivational user experiences. Develop clear and intuitive online learning navigation structures, ensuring alignment with overarching user experience goals and learning objectives. Implement standards and quality assurance processes to assess the visual appeal and technical integrity of ODeL solutions. Implement standards to promote the accessibility and inclusivity of ODeL solutions. Promote the development of custom learning experiences tailored to meet learners' diverse needs, leveraging insights from data analytics and user feedback. Implement strategies and procedures to improve the quality and efficiency of learner support. Monitor the eLearning Helpdesk and support tools, ensuring their functionality and availability. Monitor and evaluate learner support quality, ensuring comprehensive reporting on the support provided to maintain and enhance service standards. Implement assessment instruments such as surveys, questionnaires, and polls to gather data on ODeL materials (e.g., accessibility and usability of learning materials, as well as learner engagement). Generate and disseminate reports to track ODeL enrolments and learner progress, identify trends, and make data-driven decisions regarding ODeL solutions. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Collaborate with subject matter experts, facilitators, and other stakeholders to develop relevant and engaging ODeL materials and activities. Identify and foster partnerships or funding opportunities to support ODeL. Support in domestic and global partnerships with HEIs and other institutions to undertake research and joint ODeL development. Conduct benchmarking activities to compare the performance of NSG ODeL against best practices and industry standards to determine their relative effectiveness and quality. Disseminate insights, lessons learned, and recommendations. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determining service standards, standard operating procedures, business process management, total quality management, and digital transformation. Develop appropriate strategies and plans for achieving 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 and mitigation plans, including business continuity plans. Manage direct reports and service providers expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work.

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APPLICATIONS

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