

NATIONAL SCHOOL OF GOVERNMENT (NSG)

The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions.

- APPLICATIONS** : Applications can be submitted by email to the relevant email address indicated and by quoting the relevant reference number provided on the subject line or (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.
- FOR ATTENTION** : Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108
- CLOSING DATE** : 14 March 2025
- 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 test 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 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.

OTHER POSTS

- POST 08/09** : **DEPUTY DIRECTOR: RESEARCH REF NO: NSG 03/2025**
- SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree/Bachelor of Technology/ Advanced Diploma on NQF level 7 in Public Policy, Research Psychology, Statistics or Economics. A research-intensive post-graduate qualification will be an added advantage. Registration with a relevant professional body will give applicants the edge. At least 5 years' relevant experience of which 3 years' must involve managing or supervising in a research environment. Proven experience as a researcher, with verifiable technical skills required for both qualitative and quantitative research. Competencies/Skills: Applied Strategic Thinking. Ability to use statistical or data processing software/tools. Budgeting and Financial Management. Customer Focus and Responsiveness. Communication and Information Management. Continuous Improvement. Developing Others. Diversity Management. Team Leadership. Managing Interpersonal Conflict and Resolving Problems. Planning and Organising. Problem Solving and Decision Making; Project Management. Impact and influence: Networking and building bonds. Knowledge: Advanced theoretical and practical knowledge of research as a discipline, preparing datasets for quantitative and qualitative data analysis. Statistical data analysis techniques. Advanced knowledge of data warehousing, and mining. Advanced knowledge of multi-disciplinary research and research environments. Ability to integrate, interrogate and interpret knowledge and information. Advanced knowledge to develop and validate research instruments/methods. Advanced knowledge in skills assessments and identifying training needs. 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). 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. Personal attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with research 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

: Manage research projects to inform the design and delivery of education, training, and development (ETD) solutions, forecast trends and future needs for the National School of Government. Develop research proposals, conduct quantitative and qualitative research from inception to completion. Identify skills gaps and capacity building requirements relevant to public sector ETD. Manage the capturing of data, cleaning and preparation of datasets. Finalise and integrate findings obtained from the data reduction process and report on research findings/recommendations. Undertake market intelligence to inform the design and delivery of public sector ETD solutions, forecast trends and future needs for the National School of Government. Collect data on the public sector, NSG learners, partners, competitors and market environment and consolidate information into actionable items, reports, presentations and recommendations. Provide competitive analysis on various market offerings, identify market share and trends, best practices, pricing/business models, sales analysis, growth projections and methods of operation. Perform systematic analysis of key public sector trends as well as social economic and political environment; legal and regulatory issues; and technological advancements. Develop and maintain relationships with key internal (e.g. Business Development) and external stakeholders to identify emerging needs and business challenges. Create and disseminate knowledge to develop lifelong learning through workshops, colloquia, conferences, and publications. Undertake and present papers at national and/or international conferences. Submit, articles and edit academic journal for publication to generate knowledge and enhance the reputation of the NSG. Organise workshops, research colloquia, roundtable discussions and support the NSG seminar series to stimulate debate, insight and understanding on public sector issues. Collaborate with higher education institutions, organs of state, research institutes and professional bodies on research matters. Support internal capacity building on research and participate in internal committees and meetings. Develop new or review existing NSG research policies in line with relevant legislation and adopted research standards, including ethics and quality standards. Review research management systems, tools, process flows and procedures, in line with the NSG total quality management system. Contribute research services in line with the NSG total quality management system. Manage the allocated resources and personnel within the sub directorate. In terms of the employment equity targets, priority will be given to Coloured Males, African Males and persons with disability.

ENQUIRIES APPLICATIONS

: Mr Mpho Mugodo Tel No: (012) 441 6017
: Email to Recruitment.MM1@thensg.gov.za or hand delivery at ZK Matthews Building, 70 Meintjies Street, Sunnyside, Pretoria or use postal address: The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 08/10

: **DEPUTY DIRECTOR: ACCREDITATION MANAGEMENT REF NO: NSG 04/2025**

SALARY CENTRE REQUIREMENTS

: R849 702 per annum (Level 11), (all-inclusive salary package)
: Pretoria
: A minimum bachelor's degree or equivalent (NQF level 7) in education, development studies, quality management or related qualification in the field. A post-graduate quality in disciplines like education policy, curriculum development or quality management will be an added advantage. Registration with a relevant professional body will give applications a competitive advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Experience: At least five years of relevant experience, of which three years must be managing or supervising in an accreditation environment. Proven experience in managing accreditation of higher education programmes/ ETD programmes. Knowledge: Good knowledge of and experience in institutional and programme accreditation. Understanding of implementing the QCTO and CHE policies and procedures for programme accreditation and institutional audits/ accreditation. Demonstrate an understanding and implementation of the DHET PQM requirements and SAQA policy and criteria for registering qualifications on the NQF. In-depth understanding of the National Qualifications Framework Act, NQF Level Descriptors, National RPL Policy, HEQSF and OQSF Policy and the Skills Development Act. Knowledge of decolonising, transformational and participatory pedagogies. Knowledge of ETD landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act, Public Administration Management Act, Skills Development Act, and Public Finance Management Act). Knowledge of project management cycle, methodologies, and tools. Competencies: Proven advanced writing skills, proofreading, editing, and overwriting skills, including report writing, submissions and articles. Digital skills to work in environments with digital systems, management, and reporting tools. Good conflict management skills. Advanced computer skills. Creative and analytical skills. Project management skills. Personal Attributes: Participate in professional development growth activities to maintain professional knowledge and stay current with quality assurance and accreditation 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. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Travel and work extended hours when required.

DUTIES

: Facilitate consultation with internal and external stakeholders related to institutional accreditation processes. Identify occupational qualifications, part-qualifications and skills programmes from Quality Council for Trades and Occupation (QCTO) and the Council on Higher Education (CHE) lists that the NSG intends seeking accreditation against. Coordinate with relevant internal stakeholders to ensure that the NSG has sufficient capacity and capability of ETD practitioners to deliver on selected occupational qualifications, part-qualifications and skills programmes. Collect, secure evidence to support accreditation and submit to QCTO and CHE. Compile regular reports to external and internal stakeholders through the correct channels. Implement the accreditation process, including gathering data, preparing documentation, and coordinating site visits by accrediting agencies. Implement the standards set by the QCTO and the CHE for institutional accreditation (including assessment centres) for all qualifications, part-qualifications, and skills programmes in the Occupational Qualifications Sub-framework (OQSF). Support project and reference teams to manage and sustain institutional accreditation processes. Collect and analyse NSG performance and outcomes data to demonstrate compliance with accreditation standards. Implement the specific accreditation standards and requirements for the NSG and monitor changes and new developments related to institutional accreditation. Implement the management protocol of the HEQC/HEQSF online registration in line with DHET PQM clearance. Prepare and submit quality institution applications for the accreditation of programmes and ensure compliance with the Professional or Statutory Body's accreditation standards. Support the management of the database and Programme Qualifications Mix (PQM) as approved, accredited, and qualifications registered on the NQF, and ensure the maintenance and updating. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Participate in relevant internal curriculum and quality assurance committee structures. Participate in domestic and global partnerships with HEIs and other institutions to undertake joint design and accreditation processes. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Preference will be given to Youth, African Males, Coloured Females, Coloured Males, Indian Females and people with disability in accordance with our employment equity requirements.

ENQUIRIES

: Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS

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