

**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 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** : Mr Thabo Ngwenya or Mr Mpho Mugodo
- CLOSING DATE** : 03 November 2023 @ 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 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. 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](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position. 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 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 (submitted prior to appointment). 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 38/93** : **DIRECTOR: PROGRAMME MANAGER: ECONOMIC SCIENCE REF NO: NSG 21/2023**  
Duration: (Twelve Months Contract)  
Job Purpose: To manage co-ordination and facilitation of education, training and development (ETD) interventions relating to economic science, for capacity development and support for the public sector
- SALARY** : R1 162 200 per annum (Level 13), an inclusive remuneration package.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and A bachelor's degree on (NQF level 7) in Economic Development, Economics or Business Science. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience Five (5) years' experience at a middle/senior managerial level in economic management or related field, education, capacity development environment or

related field. Knowledge: Advanced 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, Public Finance Management Act, Municipal Finance Management Act, Skills Development Act). Good understanding of economic cycle, methodologies and tools. In-depth theoretical and practical knowledge of macro- and micro-economics. Advanced knowledge of decolonising, transformational and participatory pedagogies. Theoretical and practical knowledge of best practice and cutting-edge curriculum and materials design. Advanced knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Batho Pele Principles. Competencies: Experience combining data from multiple sources and in assessing data quality, consistency, and completeness. Expert quantitative skills, including data analysis using spreadsheets and statistical packages. Ability to understand and apply advanced economic and statistical concepts. Ability to analyse complex data and communicate findings and recommendations in clear manner and concise. Strong writing skills, proofreading, editing, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Advanced computer skills in MS Office Suite. Creative and analytical skills. Stakeholder engagement and management. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with international relations trends. Ability to multi-task and organise, prioritise, 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. International and domestic travel and work extended hours.

**DUTIES**

: The incumbent will be responsible for the following Key Results Areas: Lead in economic research and market intelligence that contributes to the design and delivery of ETD interventions and skills gaps identification. Analyse underlying factors affecting economic growth, development and transformation in South Africa and advise the NSG on ETD interventions to support economic activities. Conduct research (including qualitative, quantitative, and inter/cross-disciplinary research) to inform sound policy advice and on macroeconomic and microeconomic issues and related decision making. Analyse strategic and policy documents, statutory reports and other mechanisms to identify capacity development priorities. Undertake economic research of local and international best practices to identify cutting edge ETD interventions. Manage the conceptualisation, design and development of new economic and related programmes, in consultation with internal and external stakeholders. Constitute and chair project and reference teams in developing new economic and related curriculum. Develop programme strategies and instructional materials for online, virtual, and/or face-to-face delivery. Manage the development of case studies, video-clips, screencasts, animations and digital graphics. Oversee the pilot and testing of the programmes with facilitators, assessors and moderators for fit of purpose. Co-facilitate the delivery of economic programmes to local and international participants. Support the recruitment and/or contracting of panel of experts, partners and HEIs pertinent to economic capacity development intervention(s). Provide collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Establish sector and subject matter partnerships with stakeholders such as higher education institutions (HEIs), research institutes, private sector and international institutions. Manage cross-functional projects to advance capacity development support initiatives. Participate in capacity development interventions, including facilitation of offerings, publications and presentation of papers.

**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.MMSSMS@thensg.gov.za](mailto:Recruitment.MMSSMS@thensg.gov.za)

**OTHER POST**

**POST 38/94** : **DEPUTY DIRECTOR: DIGITAL CONTENT CREATOR REF NO: NSG 22/2023**

Duration: (Twelve Months Contract)

**SALARY** : 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.

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and A bachelor's degree on (NQF level 7) in the field of Instructional Design, Education, Graphic Design or Information Design. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Experience: 5 years proven experience in a graphic design/ digital content creation/ information design/ digital technology environment, of which 3 years must be at supervisory management level. Proven experience in instructional design, preferably in a corporate or educational setting. Knowledge: Extensive theoretical and practical knowledge of digital design or graphic design, social media management and web content management. Extensive knowledge of instructional design methodologies, adult learning principles, and learning theories (e.g., ADDIE, SAM, Bloom's Taxonomy, Gagne's Nine Events of Instruction). Extensive knowledge of different digital design or graphic design tools and best practices. Knowledge of website analytics tools (e.g., Google Analytics, Net Insight, Omniture, Web Trends). Knowledge of Photoshop, Final Cut Pro, and other media editing software. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software. Knowledge of the education, training, and development environment and related public sector policies and applicable legislative frameworks. Strategy development, analysis and implementation. Batho Pele principles. Competencies: Proficiency in using instructional design software, multimedia tools, and learning management systems. Digital content creation skills. Strong interpersonal skills. Problem solving skills. Research and analysis skills. Proficiency in communication and presentation skills. Excellent project, time and people management skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other software. Digital skills, including photo and video editing skills. Analytical skills and data-driven thinking.

**DUTIES** : Design and create innovative digital learning content for various ETD programmes. Collaborate with subject matter experts, stakeholders, and multimedia developers to create engaging and impactful instructional materials. Create innovative and interactive learning experiences that cater to diverse learning styles, incorporating a variety of instructional methods such as simulations, scenarios, case studies, multimedia, and gamification. Utilize instructional design tools and software to create and enhance learning materials, including learning management systems (LMS), authoring tools, multimedia editing software, and virtual/augmented reality platforms. Manage multiple instructional design projects simultaneously, ensuring timely delivery and adherence to project scope, budget, and quality standards. Conduct formative and summative evaluations of instructional materials to assess effectiveness, making data-driven improvements based on learner feedback and performance metrics. Conceptualise ideas for graphics. Interpret a concept brief and create an appropriate design. Recommend the best technical approaches to achieve the intended learning outcome/s of requested graphics and infographics. Create expressive cartoon characters. Create prototypes. Give and receive constructive feedback in a cross-functional design and development team. Create high-quality graphics and infographics that meet curriculum design and development requirements and specifications. Interpret a concept brief and create an appropriate video animation. Recommend the best technical approaches to achieve the intended learning outcome/s of requested video animations. Create expressive character animations portraying a range of emotions and motions. Give and

receive constructive feedback in a cross-functional design and development team. Create high-quality animated video animations that meet curriculum design and development requirements and specifications.

**ENQUIRIES**  
**APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108  
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