



school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA



RUTANANG MA AFRIKA

CALL FOR AN EXPRESSION OF INTEREST FROM INDIVIDUALS AND ORGANISATIONS TO PARTNER WITH THE NATIONAL SCHOOL OF GOVERNMENT IN THE PROVISION OF TRAINING AND DEVELOPMENT SERVICES IN THE PUBLIC SECTOR

The National School of Government (NSG) is established in terms of the Public Service Act, with a legal mandate to provide and facilitate education, training and development in the public service. The NSG was officially launched by the Minister for Public Service and Administration on 21 October 2013 in line with the Presidential Proclamation Number 46 of 2013. The NSG aims to professionalise the public service in order to realise the national development objectives of the country, thereby supporting sustainable growth and quality service delivery. The NSG also collaborates with the South Africa Local Government Association (SALGA) on areas of capacity building in local government. The areas of collaboration include, among others, the induction of councillors and portfolio-based training to promote the narrative of back-to-basics in municipalities and public lectures and/or leadership platforms for reflection delivered by local and international experts to mayors, councillors and top leaders in local government.

The NSG implements a blended learning approach, blending face-to-face and technology mediated learning. The NSG partners with independent individual contractors (IICs) and higher education institutions (HEIs) to roll out courses and programmes. Individuals and/or institutions should be able to support learning and development irrespective of the mode of delivery. In February 2016, Cabinet granted approval for the utilisation of retired and in-service public servants to increase the training capacity of the NSG. The use of knowledgeable public servants further enables the NSG to provide quality education and learning to the public sector.

The NSG hereby invites suitably qualified and accredited education, training and development providers (individuals, organisations, consortia, and higher education institutions) with the requisite expertise and experience to send their expression of interest in one or more of the delivery fields listed below. Interested parties should have knowledge appropriate to the areas specified below, and experience as providers of training and development in the public sector at national, provincial, local, or parliamentary level. Individuals with a recognised qualification and registration as facilitator, assessor and/or moderator will receive preference. Retired and serving public servants should also indicate their interest to work with the NSG.

Leadership Development in Local Government (Ref. LDLG)

This field requires service providers which are competent in designing, developing and delivering leadership development programmes in the local government sphere. Suitable service providers in this field should have a good track record in delivering leadership programmes in a service delivery environment.



school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA



Executive Induction (Ref. EI)

Service providers to be considered in this field shall be competent in facilitating, coaching and mentoring of senior leaders in the public service and the local government sphere. The target audience for executive programmes includes Deputy Director Generals, Directors-General, Speakers, executive managers and mayors of municipalities. Excellent writing, research and presentation skills and experience in coaching and mentoring are essential.

Curriculum and Materials Development (Ref. CD)

Curriculum design and learning programme development; Instructional design; Assessment design; Graphic design; Needs analysis; Proofreading and language editing; Translation; Curriculum review; Monitoring and evaluation of training; Education, training and development (ETD) impact assessment design and Development of ETD Quality Management Systems.

Public Finance Training (Ref. PF)

Training in Supply Chain Management (SCM); Supply Chain Management for Municipalities; Standard Chart of Accounts (SCOA); Finance for Non-Financial Managers; Financial Management; Risk Management; Asset Management; Managing the Internal Audit Function; and Contract Management.

Human Resources Management and Development Training (Ref. HRM&D)

Training in Human Resource Planning and Administration; Job Evaluation; Performance Management; Labour Relations Management; Presentation and Facilitation Skills; Skills Development Facilitation; and Human Resource Development Strategies and Interventions; Training of Trainers; Training of Assessors and Moderators.

Management and Leadership Training (Ref. ML)

Programme development and delivery in Executive, Advanced, Emerging and Foundation Management Development Programmes; Leadership Development for Local Government, Mentorship; Project Management; Monitoring and Evaluation; Customised workshops and just-in-time interventions in a variety of leadership development and support areas; Facilitation of multi-sector leadership dialogues.

***Batho Pele* and Service Delivery Training (Ref. BP)**

The development of courses, training, assessment and moderation in areas related to service delivery improvement in the public sector, including, but not limited to Excellent Customer Service, the Batho Pele principles, Citizen Centered Service Delivery and Project Khaedu.

Induction Programmes (Ref. IND)

Training in the Compulsory Induction Programmes for salary levels 1-3, 4-5, 6-12, and 13-14; delivery of youth programmes aimed at internships in the public sector; training of unemployed youth; Breaking Barriers of Entry in the Public Service (BB2E)



school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA



Good Governance Training (Ref. GOV)

The development of courses, training, assessment and moderation in areas related to good governance in the public sector, including, but not limited to ethics and anti-corruption, gender mainstreaming, diversity management, government communications, the Promotion of Administrative Justice Act (PAJA) and the Protection of Personal Information Act (PoPI).

Coaching and Mentoring (Ref: COACH)

Mentoring and coaching for Public service managers.

APPLICATION PROCESS

An application form for this expression of interest can be obtained on the NSG website: www.thensg.gov.za or from the Reception Desk on the Ground Floor of NSG Offices: ZK Matthews Building. 70 Meintjes Street. Sunnyside, Pretoria. Applicants should clearly indicate the preferred delivery field. The NSG reserves the right to restrict the number of fields/areas for which the applicant could be appointed for.

Applications with incomplete forms and/or supporting documentation will not be considered. The application form together with the supporting documentation, can be submitted by hand: to the Reception Desk at NSG Offices or by post. NSG, Private Bag X759, Pretoria 0001 or by e-mail to rutanag@thensg.gov.za before Tuesday, **02 MAY 2017** at **16h00**. Late Applications will not be considered.

All applications must be marked for the attention of The Chief Director, Technical Support. The NSG will only engage with successful candidates. If an applicant does not receive a letter of engagement from the NSG by **31 JULY 2017**, then the application would have been not successful. Enquiries can be directed to the following officials: Mr Siphon Manana. Tel. (012) 441-6175 and/or Mr Albert Koloko, tel. (012) 441-6350 or Ms Denise Miller Tel (012) 441 6122.

REQUIRED DOCUMENTATION

Individuals should supply the following documents: • Comprehensive Curriculum Vitae including a minimum of three references. Certified copy of the Identity Document/Passport. Proof of registration with a SETA (where applicable),

Organisations should supply the following documents/information: • Company Profile including a minimum of three references • Company/Close Corporation/Entity Registration Documentation • Original and valid Tax Clearance Certificate • VAT Registration Certificate where applicable). Valid BEE Rating Certificate and any other supporting documents. Proof of registration with a SETA (where applicable), registration in the Central Supplier Database for National Treasury.

Note: The submission of an application for appointment as an individual or organisation or co-operative or consortium does not guarantee a contractual relationship with the NSG or



school of government

Department:
National School of Government
REPUBLIC OF SOUTH AFRICA



prospective business opportunities • All appointed training providers will be required to register on the National Treasury central supplier database (CSD) before deployment or work allocation by the NSG. The NSG is bound by the provisions of the Preferential Procurement Policy Framework Act of 2000, the Public Finance Management Act of 1999 and the Framework of Supply Chain Management• NSG reserves the right not to make any appointments as a result of this notice • NSG reserves the right to adjust time frames to this notice.

CLOSING DATE: 02 MAY 2017