

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 by email to the relevant email address indicated by quoting the relevant reference number provided on the subject line or use the link provided, (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. Email to Recruitment.MMS2@thensg.gov.za, or use the link here 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 For Attention and Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 13 December 2024
- 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.

OTHER POST

- POST 44/40** : **ASSISTANT DIRECTOR: DEBTORS MANAGEMENT REF NO: NSG 20/2024**
- SALARY** : R444 036 per annum (Level 09), plus competitive benefits cost to company
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised National Diploma/ Bachelor's degree or equivalent (NQF level 6) in the field of Financial Accounting or Management Accounting. Experience: Minimum of three (3) years relevant experience in financial management, including supervisory experience. 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. In-depth knowledge of public finance landscape. Advanced computer literacy, including excellent working

knowledge of MS Office suite and relevant software for data analysis. Administration of LOGIS, PERSAL, BAS and other financial systems. Strategy development, analysis, and implementation. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Document management. Competencies/skills: Financial management and reporting skills. Strong analytical skills. Strong interpersonal skills, including written and verbal communication. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Strong writing and presentation skills. Digital skills with digital systems, management and reporting tools. Conflict management skills. Personal Attributes: professional knowledge and staying current with curricular 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. Willingness work extended hours, as and when required.

DUTIES

: Implement and monitor debtors' management related policies, standard operating procedures, directives, and frameworks for the NSG. Support the development of a debtor's management strategy and implementation plan for the NSG. Monitor the implementation of debtor's management standards, practices, and guidelines. Manage debtor's management compliance reporting in line with policies and frameworks. Undertake research and benchmarking of new management accounting practices and methodologies. Develop and maintain strategies to minimize overdue accounts and bad debts. Coordinate and ensure prompt invoicing and follow-up on receivables. Oversee efficient debtor collection procedures, including negotiation of repayment terms where necessary. Institute legal or collection agency intervention where standard recovery procedures fail. Prepare reports on debt recovery efforts and their effectiveness for senior management. Coordinate debtor billing cycles to ensure timely and accurate invoicing. Oversee collection processes and implement strategies to reduce days sales outstanding (DSO) and improve cash flow. Manage communications with debtors to negotiate payment terms and resolve billing disputes. Supervise the maintenance of debtor accounts to ensure accurate and up-to-date information. Implement effective recovery procedures for overdue accounts, including the coordination of legal action where necessary. Oversee the regular analysis of debtor accounts to ensure timely collections. Develop and implement procedures for continuous debtor account monitoring and reporting. Generate accurate and timely debtor reports to inform management decision-making. Provide critical insights into debtor trends and recommend improvements to debt collection strategies. Coordinate the reconciliation of debtor statements with the general ledger. Provide reports that contributes to the preparation of the Financial Statements. Manage the resources (people, finance, systems, assets) allocated within the business unit. Training and upskilling the team under supervision. Implement operations management within the business unit, 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 business unit requirements, including quarterly performance reporting. Manage 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. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans.

ENQUIRIES

: Mpho Mugodo Tel No: (012) 441 6017