

NATIONAL SCHOOL OF GOVERNMENT

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 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 Tel No: (012) 441-6108.
- CLOSING DATE** : 07 March 2025 at 16h00
- NOTE** : Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. In terms of the employment equity targets, preference will be given to African Males, Coloured Males and people with disabilities. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution. 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 07/92** : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: ADMINISTRATION REF NO: NSG 01/2025**
- SALARY** : R376 413 per annum (Level 08), plus competitive benefits.
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum National Diploma (NQF level 6) as recognized by SAQA in office administration, business administration, public management, or any relevant field. Experience: Two (2) to three (3) years relevant experience in office administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management. Public service legislation, policies, prescripts, and procedures relevant to the job. Protocol, etiquette, and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal, writing, planning, and organizing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team. Trustworthy and honest and ability to maintain

		high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours.
<u>DUTIES</u>	:	Administrative Services: Manage the diary of the DDG. Screen telephone calls and respond to inquiries efficiently. Provide secretariat services. Arrange meetings and events. Identify venues, invite role players, and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meeting and distribute to relevant stakeholders. Take and compile minutes during meetings. Order and maintain stationery and equipment supplies. Make travel arrangements. Branch coordination: Communicate with clients, stakeholders and service providers to enhance service delivery. Convene branch/ management/ bilateral meetings, as determined by the DDG. Co-ordinate effective records management within the Branch and Office of the DDG, including filing, safekeeping and archiving. Compliance and Management Reporting: Manage Branch compliance calendar, obtain inputs, collate and compile reports such as progress, monthly and management reports and do quality checks. Plan, organize and control activities pertaining to the Office and prioritised programmes of the Branch. Source information which may be of importance to the Branch or the DDG such as newspaper and internet articles, circulars, reports, Cabinet and Parliamentary related documents. Quality check all documentation received before submission to the DDG. Prepare documentation such as letters, submissions, meeting briefing notes and reports as may be required by the DDG. Budget Administration: Management of the budget of the Branch and office, assist the DDG in determining funding requirements and procurement planning, maintain records of expenditure commitments, track branch expenditure and all related financial management functions.
<u>APPLICATIONS</u>	:	Email to Recruitment.admin03@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.
<u>ENQUIRIES</u>	:	Mr Thabo Ngwenya Tel No: (012) 441 6018
<u>POST 07/93</u>	:	<u>ADMINISTRATOR: LOGISTICS REF NO: NSG 02/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R255 450 per annum (Level 06), plus competitive benefits cost to company Pretoria A tertiary qualification at (NQF level 6) in Office Administration, Business Administration, Public Administration. One (1) to two (2) years' relevant experience in office administration in an ETD environment. Knowledge: General knowledge of logistical support. Knowledge of supply chain management procedures. Understanding of the public sector. General knowledge of client relationship management. Financial administration systems. Practical knowledge of MS Office suite. Batho Pele principles. Competencies/skills: Good verbal and written communication skills. Proficient in relevant computer applications. Excellent interpersonal skills. Problem solving skills. Time management skills. Ability to work efficiently and effectively at all times. Personal Attributes: Systematic, self-driven and organized, Accurate, attention to detail, Dynamic, independent, flexible, Willingness to learn, Ability to meet deadlines, Honest, responsible with a strong work ethic and integrity. Team player. Ability to maintain high level of confidentiality.
<u>DUTIES</u>	:	Liaise with clients and service providers to confirm bookings with venue, dates, and facilitator details at least 5 working days before commencement of the event. Provide confirmation through the TMS to facilitators, departmental coordinators and undertake follow up. Undertake training event coordination and address any challenges. Maintain up-to date knowledge of NSG products and new developments (e.g. webinars, international programmes). Participate in product knowledge training sessions. Liaise with relevant officials to gather information on products. Update training schedules and the Training Management System records daily. Capture all relevant training related data on the Training Management System. Compile SCM and other documents including quotations obtained from service providers for procurement of catering, venues, facilitators and other related purposes. Compile, submit and keep accurate training and non-training related statistical reports. Capture and update late registration of additional learners on the Training Management System, where necessary. Maintain daily record of spread sheets for transactions with purchase order numbers, cost of sale transactions. Coordinate venue finding for training and provide confirmation to the

departmental coordinator. Process procurement of venues and catering for training events. Facilitate the management and reproduction (internal and external) of learning material (stock level management) in liaison with relevant business units. Undertake quality control of reproduction of learning material. Manage the dispatching of learning material to training venues (pre-course materials dispatched at least ten days before the event and resources and all workbooks dispatched at least three days before the event). Follow-up on timeous delivery and receipt of learning materials. Support e-learning co-ordination.

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ENQUIRIES

: Ms Nthabiseng Fuma Tel No: (012) 441-6011