

## 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 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 and Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 15 May 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 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for appointment of the SMS posts. 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 14/87** : **CHIEF ECONOMIST AND HEAD OF RESEARCH REF NO: NSG 05/2025**  
Job Purpose: To lead, design, and oversee economic research, policy analysis, and market intelligence, as well as drive the implementation of the NSG's research agenda, capacity-building initiatives, and strategic representation in relevant government forums
- SALARY** : R1 436 022 - R1 716 933.per annum, an inclusive remuneration package commencing at (Level 14
- CENTRE REQUIREMENTS** : Pretoria.  
: A Bachelor's degree or equivalent qualification (NQF Level 7) in Economic Management, Data Sciences, or a related field with a specialization in Applied Economics, Behavioral Economics, Public Economics, Policy Analysis, Statistics, Development Economics, or another relevant discipline that demonstrates advanced knowledge and practical application of economics will

be considered. A post-graduate qualification (NQF level 9 or 10) with demonstrable research capability will be an added advantage. Faculty affiliation with senior lecturer or Associate Professor level will give candidates a competitive edge. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Extensive proven and relevant experience, of which five (5) years must be at a senior management level, in applied economic research, modelling, capacity building and project management. Experience in leading and managing research projects and teams, preferably in an academic, research or public sector context. Demonstrated ability to conduct high-level research and analysis, formulate policies based on research outcomes, and provide strategic advice to senior management. Experience in academic writing, publishing of papers, management of journals and presentation. Experience working in higher and further education environments. Knowledge: In-depth understanding of macroeconomic principles, fiscal policy, and public economics. Knowledge of relevant public sector legislation, including the Public Service Act, Public Finance Management Act, and other regulatory frameworks. Proficiency in both qualitative and quantitative research techniques, particularly in economic and policy-related studies. In-depth knowledge of and experience in research, knowledge, information and data management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). In-depth theoretical and practical knowledge of best practice and cutting-edge research methodologies. Skills: Advanced theoretical and practical knowledge of research as a discipline, preparing datasets for quantitative and qualitative data analysis. Knowledge of broad analytical techniques, such as statistics and econometrics, as well as mathematical and operations research tools. Ability to analyse and draw reasonable inferences from the analyses of financial and economic data. Advanced knowledge to develop and validate research instruments/methods. 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. Knowledge in skills assessments and identifying training needs. Proven advanced writing, proofreading and editing skills. Academic research and publications, use of plagiarism checking tools. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular 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. Domestic and international travel and work extended hours when required. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

**DUTIES**

: The incumbent will be responsible for the following Key Results Areas: Develop and implement the NSG's research agenda to address economic and public policy priorities. Represent the NSG in Economic Cluster forums, providing expert economic input and enhancing the institution's strategic positioning. Oversee the analysis of socio-economic policies and advise on capacity development interventions to improve public sector performance. Collaborate internally to support curriculum design with content, particularly in economics, based on research-driven insights. Produce high-quality research reports, policy briefs, and economic analyses for stakeholders. Manage and oversee collaborative research initiatives with academic institutions and government

departments. Lead the development and use of economic models to forecast fiscal trends, labour market shifts, and policy impacts globally and locally. Conduct scenario planning to inform the future of the South African public sector and the NSG's long-term strategy and public sector development initiatives. Monitor and report on economic indicators relevant to public governance and adjust strategies accordingly. Provide expert advice to senior leadership based on economic analyses and research findings. Identify strategic opportunities to align NSG's programmes with the government's economic development priorities. Build strategic partnerships with government bodies, universities, and think tanks to advance the NSG's research agenda. Represent the NSG at national and international economic forums to share insights and enhance institutional visibility. Facilitate information sharing through publications, conferences, and workshops to promote thought leadership. Oversee the establishment and implementation of knowledge management systems for effective research dissemination. Foster interdepartmental collaboration to support data-driven decision-making and learning within the NSG. Undertake market intelligence and data analysis across organs of state to identify and inform capacity-building interventions. Conduct skills gap analyses to address the evolving needs of public sector governance and administration. Develop frameworks for measuring the impact of capacity-building initiatives and learning programmes. Provide economic data and research insights to support curriculum development for public sector training. Provide strategic leadership and management for the Chief Directorate. Ensure resource optimisation and performance excellence within the research team. Develop frameworks for ethical data management and compliance with research standards. Monitor and evaluate research outputs to ensure alignment with institutional priorities. Promote professional development to build a high-performing team.

**ENQUIRIES  
APPLICATIONS**

: Mpho Mugodo Tel No: (012) 441 6017  
 : E-mail to [Recruitment.MMSSMS@thensg.gov.za](mailto:Recruitment.MMSSMS@thensg.gov.za), or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

**POST 14/88**

: **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: NSG 06/2025**  
 Job Purpose: To manage and support the co-creation and the facilitation (through direct, influence, and/or referral approaches) of education, training and development interventions for capacity development and support for the public sector.

**SALARY**

: R1 216 824 – R1 433 355 per annum, an inclusive remuneration package commencing at (Level 13)

**CENTRE  
REQUIREMENTS**

: Pretoria.  
 : A minimum tertiary qualification at (NQF level 7) in Supply Chain Management, Business Administration in Logistics or Commerce. Post graduate qualification will be and added advantage. Registration with a relevant professional body will also be an added advantage. The successful applicant will be subjected to security vetting at an appropriate clearance level for senior managers. Experience: Five (5) years' proven experience at a middle/senior managerial level. Knowledge: In-depth knowledge of supply chain management, Public sector legislation, relevant policies and applicable legislative frameworks including but not limited to the Public Service Act; Public Administration Management Act; Government Immovable Asset Management Act; Public Finance Management Act; Treasury Regulations; Generally Recognised Accounting Principles (GRAP) and SCM Practice Notes. The candidate must have proven knowledge and application of Preferential Procurement Policy Framework Act; Broad-Based Black Economic Empowerment; Promotion of Access to Information Act; and Protection of Personal Information Act. Advanced Microsoft Office suite, especially Word, PowerPoint and Excel. Administration of LOGIS and BAS systems. Meetings management. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives.

Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs and effectively manage working relationships in order to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas in a clear and concise manner appropriate for the audience to explain, persuade, convince and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: 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 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. High level of integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. The incumbent will be required to travel domestic and international and to work extended hours when required. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

**DUTIES**

: The incumbent will be responsible for the following Key Results Areas: Manage the development and implementation of supply chain management policies, strategies and plans for the NSG. Manage the implementation of supply chain management frameworks, and practice notes, as issued by the National Treasury. Manage the development and implementation supply chain management norms and standards for the NSG. Manage the implementation of preferential procurement policy objectives towards procurement transformation. Lead in supply chain management audit and compliance processes. Lead in awareness and communication initiatives to empower NSG officials on SCM matters, as well as the NSG website (competitive bidding). Provide expert technical advice to NSG officials, service providers and clients on SCM matters. Lead in the management of SCM systems, including BAS and LOGIS. Lead in the development and implementation of asset needs assessment, asset acquisitions, operational and asset disposal plans. Lead in effective asset management, quarterly verification processes, accurate updating of the asset register, and monthly reconciliation. Lead in the management of obsolescence planning or depreciation rates, management of losses, write offs, redundant and disposal of assets, inventory and consumables. Manage the establishment and functioning of relevant committees related to asset management. Manage the development and implementation of procurement needs assessment (including future needs), acquisitions, and management. Assess the value of goods and services to be procured, determine optimal acquisition process, commodity and industry analysis, and request response from registered suppliers or activate a bidding response. Manage processes related to requests for quotations for procurement using the Central Supplier Database (CSD), undertake prescribed evaluation processes, conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Lead in the development of bidding documents in accordance with relevant policies, including briefing sessions. Manage the establishment and functioning of relevant committees related to acquisition and demand management. Lead in the contracting of service providers, including updating of contract register and liaise with relevant managers for contract management. Lead in the identification, determination and reporting of irregular, fruitless and wasteful expenditure. Lead in all aspects of warehouse management and stocktaking. Lead in the determination and maintenance of stock levels, available upon demand and that proper internal controls are in place. Lead in all aspects the verification of suppliers in line with applicable prescripts, accurate placement of orders and updating of systems. Manage the performance of vendors,

including addressing instances of under- or non-performance against pre-determined standards. Manage all processes related to payment of suppliers within 30 days. Manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, 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 directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the directorate, as well as mitigation plans, including business continuity plans. Manage a team of 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.

**ENQUIRIES** : Mpho Mugodo Tel No: (012) 441 6017  
**APPLICATIONS** : E-mail to [Recruitment.MMS3@thensg.gov.za](mailto:Recruitment.MMS3@thensg.gov.za) or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

#### OTHER POSTS

**POST 14/89** : **ASSISTANT DIRECTOR: ETD PRACTITIONER PROFESSIONALISATION: CHIEF DIRECTORATE CURRICUL SUPPORT AND TRAINER PROFESSIONALISATION, REF NO: NSG 07/2025**

**SALARY** : R468 459 per annum.(Level 9)  
**CENTRE** : Pretoria.  
**REQUIREMENTS** : A recognised National Diploma/ Bachelor's Degree or equivalent (NQF level 6) in Education, Training & Development, Management Studies, Human and Social Studies or a related field. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Three (3) years relevant experience including supervisory/management experience in education, training, and development (ETD) coordination or working in an ETD environment Knowledge: Good understanding of the education, training, and development (ETD) environment. Practical and proven knowledge of ETD coordination or client service coordination. Ability to work independently while contributing to a team environment. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Digital skills to work in digital environments with digital systems, management and reporting tools. Instructional design, e-learning development and learning management systems (LMS), online course platforms such as Moodle, Blackboard, Canvas amongst others. Platforms for online collaboration, content authoring tools, and instructional technology. Ability to handle questions and concerns from students, troubleshoot technical issues, and find solutions to challenges that come up in the online learning environment. Competencies/skills. Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Proven writing skills, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Creative and analytical skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with an attention to detail. Commitment to quality and continuous learning. Ability to analyse problems, identify solutions and take appropriate action. Resolve conflicts using independent judgment and decision-making processes. Ability to work under pressure. Willingness to work extended hours, as and when required.

**DUTIES** : Support projects related to ETD Practitioner Professionalisation interventions. Develop data collection instruments to support information management. Support project manager to administer data collection instruments from various sources for analysis. Support the project manager with the coordination of the policy implementation initiatives. Prepare the required documentation to facilitate communication of learning events. Prepare the required documentation to facilitate policy consultation and approval process. Provide event management support (including stakeholder engagement, travel, and accommodation arrangements). Collate and disseminate all materials

(documents) for any meetings pertaining to the engagements with internal and external stakeholders. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Coordinate admission registration. Manage the first levels of course enquiries. Provide support in the implementation and monitoring of performance management system for ETD Practitioners. Liaise with technical support and eLearning on the readiness for the intake of different cohorts. Facilitate student enrolment to workshops, seminars, course and coordinate attendance of ETD interventions. Support the directorate to comply with the monthly and quarterly reporting requirements. Participate and represent the NSG in integrated workshops, seminars, webinars, consultations, meetings, task teams and forums relevant to ETD Practitioner Professionalisation. Communicate information to support product knowledge and awareness within the NSG (e.g., Contact Centre). Communicate the annual calendar of delivery schedules with prospective participants. Liaise with Technical Support to ensure that ETD Practitioners in the onboarding sessions. Provide learner support with enrolment and navigation enquiries. Track participation of learners in digital learning programmes, for progress and completion monitoring. Keep a database of complaints and decisions. Respond to ETD Practitioner technical learner queries, requests, and complaints. Manage digital learner information in the NSG systems (e.g. Moodle & TMS). Provide support towards programme and project monitoring. Set up and maintain enrolment and completion database. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.). Manage logistical arrangements for all meetings, including venue, catering, and equipment. Assist with printing and overall material readiness for the face-to-face course delivery. Provide project management support to relevant related forums, i.e. PSTF, senior webinars amongst others. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Support the compilation of monthly reports on quality and performance. Supervision of allocated resources (people, finance, systems, assets, contracts) within the directorate. Provide inputs for the review of policies and procedures and support implementation. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation.

**ENQUIRIES  
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108  
 : E-mail at [Recruitment.MMS4@thensg.gov.za](mailto:Recruitment.MMS4@thensg.gov.za), postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria,

**POST 14/90**

: **ETD PRACTITIONER: CADET & YOUTH DEVELOPMENT: CHIEF  
DIRECTORATE, CADET AND FOUNDATIONAL MANAGEMENT, REF NO:  
NSG 08/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 per annum (Level 8) plus competitive benefits.  
 : Pretoria.  
 : A recognised National Diploma or equivalent (NQF level 6) in Management Studies, Human and Social Studies, Management Studies, Human and Social Studies, Education, Training Development or related field. Experience: Three (3) years relevant experience in education, training, and development environment. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures relevant to the job. Minimum Information Security Standards (MISS). Protocol, etiquette and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Basic programme and project management skills. Problem solving and analysis. Basic analytical skills. 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. Required to travel and work extended hours, when required.

**DUTIES**

: Plan, organize and control administrative activities pertaining to the chief directorate. Source information which may be of importance to the chief directorate (e.g. articles, circulars, reports, and documents). Collate and disseminate all materials (documents) for any meetings pertaining to the engagements with internal and external stakeholders. Support in project teams for new capacity development interventions. Liaise with clients (individuals and institutions) to identify capacity development needs as well as participation in pilot interventions. Update a database for the panel of experts competence profiles based on capacity development content and delivery requirements. Provide administrative support in the review and update of curriculum content, including customisation of content. Develop information to support product knowledge and awareness within the NSG (e.g. Contact Centre). Monitor and update the annual calendar of delivery schedules to ensure uptake of the programme that inform contact centre and business development engagements with potential clients. Provide administrative support towards programme and project monitoring. Ensure quality of learning material prior to distribution for capacity development interventions. Liaise with Technical Support for logistics (learning material, venue, travel, facilitators, etc.) Provide administrative support in the management of delivery schedules and programme resources for contact sessions, virtual delivery and eLearning. Maintain all required documents and records. Follow up on assessment and certification, including timely issuing of certificates. Monitor the implementation of monitoring and evaluation recommendations, post-programme delivery for quality management and improvements. Support the case file management (correctness and timely capturing onto the TMS) and data management. Respond to learner and client queries, requests and complaints. Support the compilation of monthly reports on quality and performance. Co-ordinate funding requirements and procurement planning for the directorate. Maintain records of expenditure commitments, and track expenditure, including BAS correlation. Support compliance and management reporting to ensure timeliness and accuracy. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Assist with supervision of administrative personnel.

**ENQUIRIES  
APPLICATIONS**

: Mr Thabo Ngwenya Tel No: 012 441 6018  
: Email to [Recruitment.ASD1@thensg.gov.za](mailto:Recruitment.ASD1@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 14/91**

: **DIGITAL LEARNING PRACTITIONER: DESIGN & DEVELOPMENT: CHIEF DIRECTORATE, e-LEARNING, REF NO: NSG 09/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 per annum (Level 8) plus competitive benefits cost to company).  
: Pretoria.  
: A recognised National Diploma or equivalent (NQF level 6) in Instructional Design, Multimedia Design, Educational Technology, Education, or a related field. Certifications related to ODeL will be an advantage, e.g., Moodle Course Creator Certificate. Experience: Three (3) years relevant experience in instructional design and developing online learning content, preferably using Moodle or other learning management systems within the digital learning or educational environment. 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, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite (Word, Excel and PowerPoint). ODeL principles. Instructional design principles and assessment design. Adult learning principles. Multimedia design principles and tools for creating engaging and interactive ODeL content. Accessibility standards to ensure inclusive learning experiences. In-depth understanding of Learning Management Systems (e.g. Moodle). Competencies/skills Proficiency in using a Learning Management System (e.g., Moodle) for course creation, management, and delivery. Competence in using multimedia tools for content creation. Ability to design and develop learning materials and activities that align with learning objectives and the needs of diverse learners. Skills in creating interactive and engaging learning activities. Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem-solving and analytical skills. Operations

management skills Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to handle challenging situations calmly and effectively. Ability to work independently while contributing to a team environment. Commitment to quality and continuous learning. Professional behaviour and sound judgement. Integrity and honesty; detail-oriented; creative and innovative; ability to work under pressure. Required to travel and work extended hours, when required.

**DUTIES**

: Collaborate with subject matter experts and other stakeholders to identify and understand the learning needs and objectives of ODeL interventions. Support in project teams for conceptualising new ODeL solutions to address identified learning needs and achieve objectives. Develop course strategies, including defining intended outcomes, proposing activities and identifying the necessary resources. Develop a course matrix. Create a structured online learning path, including modules, units, and assessments, in collaboration with subject matter experts. Develop basic multimedia elements (e.g., animations, audio, and images). Integrate multimedia elements. Develop interactive activities (e.g., flashcards, quizzes, and assignments) in collaboration with subject matter experts to engage learners and reinforce learning. Upload course elements into the NSG LMS, ensuring they are well-organised, accessible, and adhere to best practices in instructional design. Stay updated with the latest trends and best practices in ODeL and instructional design to enhance the overall learning experience. Develop information to support product knowledge and awareness within the NSG. Manage ODeL course environments, including configuring settings. Set up and manage assessments, including quizzes, assignments, and gradebook configuration. Monitor learner progress and performance, generating reports and analytics to inform continuous improvement. Perform thorough reviews of ODeL materials to ensure they meet quality standards and comply with ODeL standards, accessibility guidelines, and copyright regulations. Review and update course materials to ensure relevance and accuracy. Analyse end-user feedback to continuously improve ODeL quality. Support the implementation of ODeL strategies, policies and procedures related to ODeL and support the implementation thereof. Supervise allocated resources (people, finance, systems, assets, contracts) as may be required. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks, as well as mitigation plans, including business continuity plans. Provide regular updates on project status, milestones, and any potential issues to stakeholders. Identify potential risks and develop mitigation strategies to ensure project success. Provide monthly, quarterly, and annual statistics for courses offered on the NSG eLearning platform.

**ENQUIRIES  
APPLICATIONS**

: Ms Nthabiseng Fuma Tel No: (012) 441-6011  
 : Email to [Recruitment.ASD2@thensg.gov.za](mailto:Recruitment.ASD2@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 14/92**

: **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY  
DIRECTOR-GENERAL: ADMINISTRATION LEARNING & PROFESSIONAL  
DEVELOPMENT; REF NO: NSG 10/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R397 116 per annum (Level 8) plus competitive benefits.  
 : Pretoria.  
 : 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



**DUTIES**

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.

: 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.

**ENQUIRIES  
APPLICATIONS**

: Mr Thabo Ngwenya Tel No: 012 441 6018  
: Email to [Recruitment.asd@thensg.gov.za](mailto:Recruitment.asd@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 14/93**

: **TEAM ASSISTANT: CADET & FOUNDATIONAL MANAGEMENT: REF NSG 11/2025**

**SALARY  
CENTRE  
REQUIREMENTS**

: R325 101 per annum (Level 7) plus competitive benefits cost to company).  
: Pretoria.  
: A recognised National Diploma or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Project Management. Experience: Two (2) to three (3) years' relevant experience in the administration field. 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, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements. Document management. Protocol, etiquette, and diplomacy. Batho Pele. Principles. Competencies/skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with 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. Be prepared to travel and work extended hours, when required.

**DUTIES**

: Plan, organize and monitor administrative activities pertaining to the Chief Directorate, including aiding in the identification of appropriate strategies to meet capacity development needs. Implement appropriate systems to monitor the provision of high-quality capacity development through formal courses, programmes, workshops and seminars, just-in-time interventions, and follow-

up institutional support, as required. Conduct elementary research as required to support the strategic advice that is provided to ensure the appropriate context and transformational curricular decisions, progressive content choices, and digitally responsive delivery modalities. Draft letters, memoranda, reports, and submissions as may be required as well as dissemination of information to stakeholders. Assist the Chief Director to provide support in curriculum formulation and content, including the identification of platforms and partners. Assist the Chief Director to support the development and/or enhancement of facilitator, moderator and assessor competence profiles based on capacity development content and delivery requirements. Support the Chief Director to determine requirements and capabilities towards the appointment and/or contracting of panel of experts, partners and HEIs. Assist the Chief Director to provide support to management of the conclusion of MoUs and/MoAs with identified partners for capacity development content and enablement. Assist the Chief Director to support the review and update of curriculum content. Support the Chief Director to lead in the orientation of capacity development offerings. Implement appropriate systems to monitor capacity development delivery performance (training numbers and revenue generation). Assist the Chief Director to manage collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Manage the calendar of the Chief Director, including discretion on acceptance of meetings, adequate preparations for meetings and secretariat support. Co-ordinate all documentation relevant to budget management of the chief directorate, including funding requirements, procurement planning, payments to service providers and petty cash. Co-ordinate all documentation relevant to human resource management and development of the chief directorate, including leave management, performance management and skills development. Plan and co-ordinate domestic and international travel, including approval, itineraries, and claims. Manage a compliance and management reporting calendar for the chief directorate to ensure timely and accurate reporting. Manage logistical arrangements for all meetings, including venue, catering, and equipment.

**ENQUIRIES**  
**APPLICATIONS**

: Ms Nthabiseng Fuma Tel No: (012) 441-6011  
: Email to [Recruitment.admin01@thensg.gov.za](mailto:Recruitment.admin01@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 14/94**

: **TEAM ASSISTANT: QUALITY ASSURANCE & ACCREDITATION: REF NO: NSG 12/2025**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R325 101 per annum (Level 7) plus competitive benefits cost to company).  
: Pretoria.  
: A recognised National Diploma or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Information Science, Project Management or related field. Experience: Two (2) to three (3) years relevant experience in administration field. 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, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript) Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Ability to manage events, including venue identification, accommodation, logistics, catering, transportation, and cash disbursements. Document management. Protocol, etiquette, and diplomacy. Batho Pele. Principles. Competencies/skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with 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;

**DUTIES**

creative and innovative; ability to work under pressure. Required to travel and work extended hours, when required.

: Providing administrative support for the team in the implementation of the Accreditation Sub-Directorate processes. Plan, organize and monitor administrative activities pertaining to the Accreditation Management Directorate. Schedule accreditation stakeholder meetings, workshops, and forums. Draft letters, memoranda, reports, and submissions as may be required as well as dissemination of information to stakeholders. Manage the electronic filing system for the accreditation management data. Provide general administrative support in the implementation of quality assurance system. Schedule quality assurance committee meetings, workshops, and forums. Prepare accurate minutes of the quality assurance committee meetings according to set deadlines and the dissemination thereof. Provide administrative support to the Quality Assurance Sub-Directorate, including updating the tracking grid, packaging and dissemination of documents to the committee members and processing and management of documentation (electronic document management). Support the Chief Directorate in managing quality assurance data, adherence to SOP, processing all quality assurance documents for approval by the Chief Director. Schedule quality assurance approval meetings with the office of the Deputy Director General. Prepare accurate approval minutes and decision lists and ensure proper follow up of the Committees decisions. Provide administrative support to the Chief Directorate for approval meetings, including updating the tracking grid, packaging, dissemination of documents to the committee members and processing and management of documentation (electronic document management). Process documents and arrange meetings for the handover meeting with the relevant Chief Directorates. Support the Chief Directorate in manage and maintain approved qualifications, courses, and programmes, and accurate backup and electronic filling of the documents. Provide administrative and project management support to professionalisation project and other relevant forums. Set up preplanning meetings, webinars, disseminate invitations to internal and external stakeholders. Manage the webinars and track attendance and keep accurate records for meetings and webinars. Maintain working relationships with key stakeholders (public sector institutions, higher education institutions, professional associations national and provincial departments, and private sector). Network and collaborate with all internal business units to ensure mutually beneficial relationships that serve the interests of the NSG. Manage the calendar of the Chief Director, including discretion on acceptance of meetings, adequate preparations for meetings and secretariat support. Co-ordinate all documentation relevant to budget management of the chief directorate, including funding requirements, procurement planning, payments to service providers and petty cash. Co-ordinate all documentation relevant to human resource management and development of the chief directorate, including leave management, performance management and skills development. Plan and co-ordinate domestic and international travel, including approval, itineraries, and claims. Manage a compliance and management reporting calendar for the chief directorate to Ensure timely and accurate reporting. Manage logistical arrangements for all meetings, including venue, catering, and equipment.

**ENQUIRIES**  
**APPLICATIONS**

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