

## **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;