



Media statement

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National School of Government announces two new occupational qualifications for public servants

The National School of Government has introduced two new qualifications designed to develop practical skills, administrative capability and management capacity across all three spheres of government for serving public servants.

The two qualifications, the Occupational Certificate: Public Service Administrator NQF level 5 and the Occupational Certificate: General Manager Public Service NQF Level 6 provide structured pathways for public servants to develop the knowledge, practical skills and workplace competencies required to perform effectively in the Public Service.

Both qualifications are accredited by the Quality Council for Trades and Occupations (QCTO), with the Public Sector Education and Training Authority (PSETA) serving as the Quality Partner.

“We are excited about this development and the offerings as the NSG. The qualifications contribute to professionalising the public service by strengthening the capabilities required at both administrative and management levels. They also provide a clear developmental pathway for public servants”, said Ms Phindile Mkwana, Acting Principal of the NSG.

Applicants should be employed as public servants.

Occupational Certificate: Public Service Administrator

The Occupational Certificate: Public Service Administrator, at NQF Level 5, is designed to develop public servants who can provide effective administrative support aligned with government policies and service-delivery objectives. The 120-credit qualification is designed for completion over twelve months and requires an NQF Level 4 entry qualification. Delivered through a blended model with block-release sessions, the programme focuses on government systems, human resource administration, programme and project management, public service communication and administration, ethics and integrity, financial and supply chain administration, and effective use of technology. The qualification combines knowledge with practical and workplace experience. It provides an important foundation for strengthening administrative capacity, improving coordination and communication, and supporting more effective service delivery.

The Occupational Certificate: General Manager Public Service,

The Occupational Certificate: General Manager Public Service, at NQF Level 6, is designed to prepare learners for junior and middle-management responsibilities within the Public Service. The qualification carries 150 credits, is designed for completion over twelve months, and requires an NQF Level 5 entry qualification. It is delivered through a blended model with block-release sessions.

The programme develops managerial, leadership, strategic and analytical competencies required to promote administrative efficiency and support the implementation of government policies within departments.

It focuses on strengthening operational management, coordination, and service delivery capabilities, while preparing officials to manage functions such as finance, human resources, information, communication, and technology at the unit level. The qualification is particularly relevant to supervisors and administrative officials transitioning into junior and middle-management roles.

Enrolment for the two qualifications and enquiries should be sent to: Contactcentre@thensg.gov.za and 0861008326.

Issued by the National School of Government

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