ANNEXURE I

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 using the link provided, should you submit your application and CVs to the incorrect link it will be regarded as lost and will not be considered.

CLOSING DATE : 04 December 2026

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). NB: Applicants are required to complete all the required sections once they access the link and submit Z83 and CV through the email address provided. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All appointments are subject to personnel suitability checks such as citizenship verification, financial records check, criminal record checks, reference checks 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. All successful candidates will be required to enter into a performance agreement within three (3) months of appointment and to undergo a security clearance within three (3) months of appointment 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 to the SMS posts. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme.

MANAGEMENT ECHELON

POST 42/91 : **DIRECTOR: COMMUNICATIONS AND MARKETING REF NO: NSG 21/2026**
Job Purpose: To manage and provide effective communication, marketing, media, public relations, public participation and events management in fulfilling the National School of Government mandate.

SALARY : R1 317 384 per annum (Level 13), all-inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : A minimum bachelor's degree or equivalent (NQF level 7) in communications, marketing, public relations, journalism or a related field. 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' experience at a middle/senior

managerial level in a communication or marketing environment. Knowledge: Knowledge in developing communication strategies tailored to different target audiences, platforms, and goals. Knowledge of branding principles, including creating a unique brand identity, developing a brand positioning strategy, and maintaining brand consistency. Understanding different advertising and communication channels, strategies, and tactic. Knowledge of online marketing channels such as social media, email marketing, search engine optimisation (SEO), pay-per-click advertising, and analytics tools. Understanding media relations management, social media platforms, their algorithms, engagement strategies, and tools for scheduling and monitoring. Basic design knowledge to create visually appealing and effective marketing materials. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Develop effective communication and marketing strategies and tactics to communicate and market the NSG brand and programmes. Manage and ensure proficient media and external stakeholder engagement. Create and disseminate messages that convey the NSG's values, mission, and strategic goals to internal and external audiences. Build relationships with media outlets to secure positive coverage and promote the NSG's activities and education, training and development programmes and offerings. Manage social media platforms to interact with clients, share updates, and address inquiries, fostering engagement and building a community. Produce engaging content such as articles, blog posts, videos, and social media posts to connect with the target audience and provide value. Lead the development of a unique brand identity and positioning in the market for the NSG (creating logos, taglines, and brand messaging that resonate with the target audience). Lead the design and execution of promotional campaigns including exhibitions to generate awareness and interest in the products and services of the NSG. Manage website content, public liaison, international communication strategies, plans and programmes. Participate in relevant internal NSG governance structures to be up to date with upcoming events. Participate in the national public liaison forums such as Government Communication and Information System (GCIS) structures and also engage with GCIS to utilize government platforms effectively. Manage the resources (people, finance, systems, assets) allocated within the directorate. Manage a team of employees and service providers who are expected to accomplish assigned duties efficiently, effectively, and competently and to strive for improvement and excellence in all work performed.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Apply Using This Link: APPLICATION FOR EMPLOYMENT D: COMMUNICATIONS & MARKETING, REF NO: NSG: 21/2026. – Fill out form

OTHER POSTS

POST 42/92 : **DEPUTY DIRECTOR: CURRICULUM DEVELOPMENT REF NO: NSG 22/2026**

SALARY : R932 292 per annum (Level 11), an inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : A recognised Bachelor's Degree or equivalent (NQF level 7) in Education, Training and Development, Instructional Design, Educational Technology, Curriculum Design and Development, Digital Learning, or a related field. Registration with a relevant professional body. Experience: A minimum of three (3) to five (5) years' of experience in curriculum development, instructional design, eLearning development, capacity development, education and training, digital learning, or a related field, of which three (3) years must be at the supervisory or equivalent level. A certificate in any online, blended, and technology-enabled learning programmes will be an added advantage. Knowledge: Knowledge of and experience in instructional methodologies and facilitation for online, virtual, and face-to-face modes of delivery. Knowledge of the public sector landscape and capacity building needs. Knowledge of instructional design principles, adult learning theories, curriculum architecture, and digital pedagogy. Knowledge of eLearning authoring tools, multimedia learning development, Learning Management Systems (LMS), and virtual learning technologies. Knowledge of online and virtual facilitation methodologies, learner engagement strategies, assessment design, and digital accessibility standards. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation. Knowledge of

professional bodies and regulatory body requirement. Excellent organising and planning skills, computer literacy in Microsoft Office Suite, and digital skills. eLearning content development and digital learning design skills. Learning technology integration and virtual facilitation skills. Multimedia scripting, storyboard development, and online assessment design skills. Data analysis and learning analytics interpretation skills. Preference will be given to African Females, Youth, African Males 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: Coordinate the conceptualisation, design, development, review, and updating of curriculum and learning programmes aligned to public sector capacity development needs. Develop and maintain curriculum development plans, project schedules, concept notes, business cases, and related implementation documentation. Conduct research, policy analysis, and benchmarking to inform the relevance, quality, and continuous improvement of curricula and learning programmes. Integrate innovative, African-centered, transformational, and participatory approaches into curriculum design and learning content. Coordinate the development and integration of face-to-face, blended, online, and digital learning solutions, including relevant instructional design methodologies and technologies. Ensure curriculum, learning materials, and digital content are learner-centered, accessible, outcomes-based, and aligned with applicable quality and instructional design standards. Coordinate curriculum quality assurance, programme evaluation, and moderation processes to ensure the quality and credibility of learning programmes. Establish and maintain effective partnerships with internal business units, government departments, higher education institutions, and relevant external stakeholders. Facilitate stakeholder consultations, reference group engagements, and project meetings to strengthen curriculum development and implementation. Develop procurement specifications, terms of reference, and related documentation for the appointment of curriculum development service providers. Coordinate the sourcing, appointment, and performance management of curriculum development service providers in accordance with quality and contractual requirements. Facilitate governance and management processes by presenting curriculum proposals, quality findings, stakeholder inputs, and improvement recommendations for consideration and approval. Coordinate the piloting, testing, and implementation of curriculum programmes to ensure their readiness, relevance, and fitness for purpose. Coordinate the implementation of online, blended, and technology-enabled learning programmes in collaboration with relevant digital learning and operational teams. Monitor curriculum development projects, implementation milestones, service delivery targets, budgets, and timelines to ensure effective delivery programme. Compile and present periodic and ad hoc reports on curriculum development activities, programme performance, implementation progress, and operational matters. Maintain accurate curriculum records, programme databases, and support documentation in accordance with governance, information management, and audit requirements. Monitor learner engagement, programme outcomes, and implementation feedback to identify operational improvements and support the continuous enhancement of learning programmes. Establish and maintain collaborative relationships with internal business units and external stakeholders to support Curriculum Development. Facilitate integrated planning and collaboration across business units to develop and implement curriculum development tools and frameworks. Participate in and support strategic partnerships with higher education institutions and other organisations to implement joint initiatives. Represent the organisation in relevant internal and external forums to strengthen collaboration and promote best practices. Identify and leverage partnership opportunities to enhance programme quality, innovation, and institutional impact. Manage the resources (people, finance, systems, assets) allocated within the directorate.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Apply Using This Link: APPLICATION FOR EMPLOYMENT DD: CURRICULUM DEVELOPMENT, REF NO: NSG: 22/2026. – Fill out form

POST 42/93 : **DEPUTY DIRECTOR: EDUCATION TRAINING & DEVELOPMENT (ETD) TRAINER PROFESSIONALISATION REF NO: NSG 23/2026**

SALARY : R932 292 per annum (Level 11), an inclusive remuneration package

CENTRE : Pretoria

REQUIREMENTS : A recognised Bachelor's Degree or equivalent (NQF level 7) in the field of Education, Training, Human Resource Development, or a related field. Registration with a relevant professional body. Experience: A minimum of Five (5) years' experience, of which (3) years must be at supervisory/ managerial level in curriculum development, systems management, instructional design, education, or capacity development or related field. Knowledge In-depth knowledge of and experience in instructional methodologies and facilitation for online, virtual, face-to-face modes of delivery and adult learning principles. In-depth knowledge of the public sector landscape and capacity building needs. Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation. Knowledge of professional bodies and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practice and cutting-edge ETD methodologies. Batho Pele principles. Proposal and report writing skills. Excellent organising and planning skills, computer literacy in Microsoft Office Suite, and digital skills.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Manage the implementation of the Education, Training and Development (ETD) Practitioner policy and the ETD Practitioner Professionalisation Framework for the NSG. Develop and implement norms and standards for ETD practitioner curriculum and professional development. Ensure that appropriate strategies and learning areas for ETD Practitioner professionalisation are cutting-edge and relevant. Serve in project teams for ETD Practitioner professionalisation interventions. Review and make recommendations for the update of existing learning material to ensure relevance and being current. Develop and improve an integrated ETD Practitioner Performance Management framework aligned to NSG objectives and quality standards. Establish and maintain facilitator performance, competency, service, and measurement standards for internal and contracted practitioners. Facilitate ETD Practitioner professional development interventions. Monitor facilitator performance, covering facilitation effectiveness, professional conduct, curriculum delivery, and learner satisfaction. Implement quality assurance mechanisms to standardise facilitation across programmes and delivery modes. Analyse performance and stakeholder feedback to identify trends, development needs and risks. Manage facilitator performance reporting, dashboards, and compliance with accreditation, professional body, and CPD requirements. Provide coaching, mentoring, and advisory support to improve facilitation, assessment, and moderation practices. Implement practitioner development pathways and capacity-building initiatives aligned to professionalisation requirements. Conduct practitioner performance and capability assessments to identify development needs and gaps. Implement development and remedial interventions to address practitioner performance and capability gaps. Analyse quality findings and monitor corrective actions to improve practitioner performance. Maintain approved facilitation methodologies, tools, and resources to promote consistency and continuous improvement. Establish and maintain collaborative relationships with internal business units and external stakeholders to support ETD practitioner development. Facilitate integrated planning and collaboration across business units to develop and implement ETD practitioner assessment tools and frameworks. Participate in and support strategic partnerships with higher education institutions and other organisations to implement joint initiatives. Represent the organisation in relevant internal and external forums to strengthen collaboration and promote best practices. Identify and leverage partnership opportunities to enhance programme quality, innovation, and institutional impact. Manage the resources (people, finance, systems, assets) allocated within the directorate. Travel extensively and work extended hours when required.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Apply Using This Link: APPLICATION FOR EMPLOYMENT DD: EDUCATION, TRAINING & DEVELOPMENT TRAIN, REF NNSG: 23/2026. – Fill out form

POST 42/94 : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT & SPECIALISED PROGRAMME- (PROVINCIAL GOVERNMENT & LEGISLATURES) REF NO: NSG 24/2026**

SALARY : R932 292 per annum (Level 11), an inclusive remuneration package

CENTRE : Pretoria.

REQUIREMENTS : A recognised Bachelor's degree or equivalent (NQF level 7) in Public Administration, Public Management, Public Affairs, Marketing or related field in stakeholder relations management and business development. Registration

with a relevant professional body will be an advantage. Experience: A minimum of Five (5) years' experience in a public affairs, stakeholder relations, intergovernmental relations, marketing, business development or related field of which (3) years must be at supervisory Assistant Director or equivalent level. Knowledge: Knowledge of various applicable legislative frameworks, including but not limited to the Public Service Act, Public Administration Management Act, Public/Municipal Finance Management Acts, National Qualifications Framework, Higher Education and Training Act, and Further Education and Training Act. Good theoretical and practical knowledge of the education, training, and development environment, in particular business development. Knowledge of professional bodies and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Strategy development, analysis and implementation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Knowledge on assessing the

DUTIES : The incumbent will be responsible for the following Key Results Areas: Manage and implement business development strategies to source training partnerships for the NSG in Provincial Government and Legislatures, in alignment with the NSG strategy. Support new and existing business development initiatives with public and private sectors for the co-creation and facilitation of Education Training and Development (ETDs) interventions in line with the NSG strategic vision, government priorities and citizen needs. Undertake research to analyse strategic and policy documents, statutory reports and other mechanisms that provide market intelligence and diagnostic information to inform demand for new training product/ business development. Support marketing and visibility of NSG products and services in Provincial Government and Legislatures (advocacy programmes) as well as in piloting new products. Serve in integrated project teams in collaboration with other business units to determine ETD interventions. Provide inputs and recommendations for new and existing learning material. Support the initiation and conclusion of memoranda of understanding or agreements (MoUs or MoAs) with identified clients and partners. Implement project plans to manage signed MoUs/ MoAs in liaison with internal business units. Monitor ETD delivery and performance against signed MoUs/ MoAs, as well as post-delivery support. Undertake collaborative review and feedback sessions with clients and stakeholders. Support client loyalty and NSG brand through client support and liaison. Incubate and implement innovative and specialised programmes towards attracting new clients and building long-term relationships. Lead/Serve in integrated project teams in collaboration with other business units to implement specialised programmes. Support domestic and global partnerships with Higher Education Institutions (HEIs) and other public sector institutions to undertake joint specialised programmes. Provide support to curriculum formulation and content, including the identification of platforms and partners. Support opportunities towards increased market share in Provincial Government and Legislatures to boost training uptake numbers and revenue generated. Participate in networks and multi-sector relationships that serve the interests of the NSG. Support other public sector institutions through partnerships in building capacity. Participate in relevant internal business development committee structures. Participate in strategic external and internal forums including NSG-led forums. Participate in capacity building interventions, including facilitation of ETD interventions, publications and presentation of papers. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. 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 : Thabo Ngwenya Tel No: (012) 441 6108

APPLICATIONS : Apply Using This Link: DEPUTY DIRECTOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMME-(P & L REF NSG 24/2026)

POST 42/95 : **ASSISTANT DIRECTOR: WORKPLACE MANAGEMENT REF NO: NSG 25/2026**

SALARY : R487 197 per annum (Level 09), plus competitive benefits cost to company.

CENTRE : Pretoria.

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and recognised National Diploma / Bachelor's Degree or equivalent (NQF level 6) in Facilities Management, Built Environment, Engineering, Property Management, Safety

Management, Environmental Management, or a building related field. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. The job holder will be required to undertake functions that may be occasionally physically demanding, hazardous to health and potential danger. Experience: Three (3) years relevant experience, of which 2 years is at supervisory/management level. Proven experience in Property / Facilities / Accommodation Management Knowledge: In-depth theoretical and practical knowledge of workplace environment management and occupational health and safety. Theoretical and practical knowledge of disaster management (pandemics, natural disasters) Implement policies, protocols, norms, standards, procedures, strategies for facilities management. Implement accommodation plans in line with Government Immovable Asset Management Act (GIAMA). In depth understanding space norms and standards inclusive but not limited to: Preparation and allocation of office accommodation, allocation of office furniture, equipment, appliances and related resources, coordination of parking allocation and audits, supervise replacement, maintenance & movement of office furniture, equipment, and appliances and liaising with DPWI and landlords on leasing matters. In-depth theoretical and practical knowledge of project and contracts management. New developments around the workplace environment management and occupational health and safety. Various applicable legislative frameworks.

DUTIES : Allocate and manage space within facilities to meet the NSG's needs by ensuring that office layouts, seating arrangements, and optimizing space usage is achieved. Ensure the safety and security of occupants and assets by implementing security measures, fire safety protocols, and emergency response plans. monitor and control energy consumption to reduce costs and environmental impact. Implement sustainability initiatives to reduce the NSG's environmental footprint, such as waste reduction and recycling programs. Ensure that facilities adhere to local, state, and federal regulations and standards related to safety, accessibility, and environmental compliance. Develop and implement plans for the NSG to respond to emergencies, natural disasters, and other crises that could affect the facility and its occupants. Keep track of all physical assets, their condition, and their lifecycle. Ensure that facilities are accessible and inclusive for all individuals, including those with disabilities. Ensure that contracts are signed and executed in accordance with legal and procedural requirements. Establish a secure and organized system for storing and managing contract documents, making them readily accessible when needed. Monitor and enforce contract compliance to ensure that all parties fulfill their obligations as specified in the agreement. Identify potential risks associated with contracts and develop strategies to mitigate them. Track the performance throughout the contract's duration, ensuring that milestones and deliverables are met on time and within budget. Handle requests for contract changes, amendments, or extensions and ensure they are documented and executed in compliance with contract terms. Keep track of financial aspects of contracts, including payments, invoices, and penalties, to ensure financial obligations are met. Identify and assess workplace hazards, including physical, chemical, biological, ergonomic, and psychosocial factors that may pose risks to employee health and safety. Ensure compliance with local, national, and international OHS regulations and standards. Assist in the development and implementation comprehensive OHS policies and procedures that outline the NSG's commitment to safety, as well as specific guidelines for managing risks and ensuring employee well-being. Conduct regular inspections and audits of the workplace to identify and correct safety deficiencies and ensure ongoing compliance with safety protocols. Ensure that appropriate safety equipment and PPE are available and used by employees as needed to mitigate workplace risks. Maintain accurate records of safety-related incidents, training, inspections, and audits. Manage access control of the building. Manage visitor systems track and control access for non-employees into the building. Ensure that closed-circuit television (CCTV) cameras and video monitoring systems are used to observe and record activities in and around the facility. Establish and enforce security policies and procedures to ensure that security measures are consistently applied and that employees are aware of their responsibilities. Supervise the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Apply Using This Link: ASSISTANT DIRECTOR: WORKPLACE MANAGEMENT, REF NO: NSG 25/2026

POST 42/96 : **CONTACT CENTRE AGENT REF NO: NSG 26/2026 (X3 POSTS)**

SALARY : R280 027 per annum (Level 06), plus competitive benefits cost to company.
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification at (NQF level 6) in Contact/Call Centre Management, Business Administration, Public Management, Public Administration or related qualification. Knowledge: Good knowledge of client relations (how to engage and relate to clients). Understanding of the Public Sector. Computer literacy (MS Office Suite, call logging and Training Management Systems). Reasonable expertise in the field of contact center operations. 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. Questioning and listening skills to support telephone communication
DUTIES : Provide contact centre services through receipt of telephones calls, emails and faxes. Respond to all incoming communication and enquiries within stipulated timeframes and service standards. Provide professional and effective telephone services to handle tasks like call transfers, taking messages, callback, call hold, interruptions and unintentional disconnections. Use the most appropriate way and proper telephone etiquette to communicate with different behaviour types on the telephone. Undertake follow-up with clients where necessary. Capture and record all contact centre interactions for reporting purposes. Furnishing of Standard Binding Documents (SBD) and Request for Quotation (RFQ) forms. Maintain up-to date knowledge of NSG products and new developments such as webinars, international programmes. Participate in product knowledge training sessions. Liaise with relevant officials to gather information on products. Promote product awareness to public sector organizations (national government, provincial government, local government and state-owned entities). Undertake requests by clients for quotations and bookings. Request the authorization of quotations and confirm bookings according to set time frames and in compliance with the standard prescripts. Create files and forward to management within the prescribed time frames. Prepare files for ETD events and link to calendar IDs on the Training Management System. Investigate clients' complaints and resolve by providing regular feedback. Identify and escalate priority issues. Attend client requests (telephone, fax, email, walk- ins and referrals) and ensure enquiries logged are resolved within three working days. Capture learner requirements on Education and Training Quality Assurance (ETQA) system and ensure accurate completion of applications, including the required supporting documents. Provide guidance and recommendations to learners or prospective candidates and provide feedback on their application. Generate quotations according to the required norms and standards. Process invoice requests and submit for processing. Create files for confirmed courses and generate calendar ID and link to the relevant course event. Add course venue on the Training Management System by capturing client details. Maintain the NSG training calendar. Capture the list of leaners on the enrolment system as provided by the client before commencement of the course.
ENQUIRIES : Ms. Nthabiseng Fuma Tel No: (012) 441 6011
APPLICATIONS : Apply Using This Link: APPLICATION FOR EMPLOYMENT CONTACT CENTRE AGENT X3 : NSG 26/2026) – Fill out form

POST 42/97 : **ADMINISTRATOR: ETD SUPPORT: CADET AND FOUNDATIONAL MANAGEMENT REF NO: NSG 27/2026 (X3 POSTS)**

SALARY : R237 437 per annum (Level 05), plus competitive benefits cost to company.
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate. No work experience necessary for this post. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Knowledge of procedures related to information and records management. Basic knowledge of finance and supply chain management. Virtual meetings (organize, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Public service legislation, policies, prescripts and procedures. Office administration. Document management. Batho Pele principles. Good oral and written communication skills.
DUTIES : Provide administrative support in determining capacity development needs for Cadet and Foundational programmes (including stakeholder meetings).

Provide administrative support in project teams for new capacity development interventions. Collate and disseminate all materials (documents) for meetings about the engagements with internal and external stakeholders. Liaise with clients (individuals and institutions) to identify capacity development needs and participate in pilot interventions. Coordinate and implement appropriate systems for the directorate that align with departmental policies and SOPs. Provide administrative support in reviewing and updating curriculum content, including customising content. Conduct elementary research as required to support capacity development content and enablement. Provide information to support product knowledge and awareness within the NSG for example to the Contact Centre. Support implementation of annual calendar of delivery schedules to ensure uptake of the Cadet and Youth Development programmes. Provide administrative support towards programme and project monitoring. Manage filing of documents in line with the departmental records management policy and filing system, as well as electronic document management. Liaise with Technical Support for logistics (learning material, venue, travel and facilitators). Manage logistical arrangements for all meetings, including venue, catering, and equipment. Draft letters, memoranda, reports, and submissions as may be required. 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 on the TMS) and data management. Respond to learner and client queries, requests and complaints. Support the compilation of monthly reports on quality and performance. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Support travel and accommodation arrangements as required. 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.

ENQUIRIES : Christopher Chokwe Tel No: (012) 441 6133
APPLICATIONS : Apply Online Via This Link**:** APPLICATION FOR EMPLOYMENT ADMINISTRATOR: ETD SUPPORT X3 : NSG 27/2026) – Fill out form

POST 42/98 : **REGISTRY CLERK: WORLPLACE ENVIRONMENT MANAGEMENT, REF NO: NSG 28/2026**

SALARY : R237 453 per annum (Level 05), plus competitive benefits cost to company).
CENTRE : Pretoria
REQUIREMENTS : Grade 12 certificate. No work experience required for this post. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Knowledge of procedures related to information and records management, basic knowledge of finance and supply chain management, and hosting of virtual meetings will be an added advantage. 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 work extended hours and travel, as and when required.
DUTIES : Attend to walk-in clients and official visitors. Handle telephonic, and in-person enquiries. Receive and register hand-delivered mail and files. Provide first-line support and escalate technical issues to ICT or service providers (Helpdesk). Receive all departmental mail. Sort, register and dispatch correspondence timeously. Ensure delivery and acknowledgment of notices and official documents. Maintain registers for incoming and outgoing mail. Monitor system usage and report non-compliance or irregularities to Records Manager. Open and close files according to the approved classification system. File, trace and retrieve documents (manual and electronic). Maintain index cards and ensure files are properly referenced. Ensure compliance with records management prescripts (National Archives). Assist in digitisation processes, including scanning, indexing, and archiving. Operate franking machine and maintain franking register. Frank and dispatch post according to standards. Conduct spot checks to prevent misuse of mail system. Maintain remittance register and track valuable articles. Hand over remittances to Finance and return incorrect items via registered post. Electronically scan and archive files in line with file plan. Sort and package records for offsite storage or disposal. Maintain archived records register. Submit lists of documents for archiving to supervisor. Comply with NSG and National Archives disposal directives. Support file plan implementation and adherence across all Branches.

ENQUIRIES	:	Ms Nthabiseng Fuma Tel No: (012) 441-6011
APPLICATIONS	:	Apply Using This Link: REGISTRY CLERK: WORLPLACE ENVIRONMENT MANAGEMENT, REF NO: NSG 28/2026 – Fill out form
POST 42/99	:	**ADMINISTRATOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMMES REF NO: NSG 29/2026**
SALARY	:	R237 453 per annum (Level 05), plus competitive benefits cost to company.
CENTRE	:	Pretoria
REQUIREMENTS	:	Grade 12 certificate. A diploma/higher certificate at (NQF level 5 or 6) in public administration, public affairs, public management, marketing or public relations will be an added advantage. No work experience required. Knowledge: Microsoft Office suite, especially Word, PowerPoint and Excel. Ability to organize virtual meetings and general management of meetings such as scheduling, agenda setting, recording, minute taking and preparing action plans will be an added advantage.
DUTIES	:	Provide administrative support towards the implementation of business development strategies for National and State-Owned Entities, to source training opportunities and partnerships for the NSG. Monitor and update a database of contacts in National and State-Owned Entities to enable information gathering. Collate and disseminate materials for any meetings pertaining to business development engagements with internal and external stakeholders. Manage filing of documents in line with the departmental records management policy and filing system, as well as electronic document management. Provide administrative support towards project plans to manage signed Memoranda of Understanding. Agreement in liaison with internal business units. Collate data on Education, Training and Development (ETD) delivery and performance against signed agreements. Ensure product and service knowledge and awareness in liaison with internal business units. Monitor and update an annual calendar of delivery schedule to inform internal business units, clients and stakeholders. Draft letters, memoranda, reports, and submissions as may be required. Provide administrative support to the implementation of innovative specialised programmes to attract new clients and building long-term relationships. Provide administrative support towards domestic and global partnerships with higher education institutions and other public sector institutions to undertake joint specialised programmes. Provide administrative support towards increased market share in National, and State-Owned Entities (training uptake numbers and revenue generated). Compile monthly reports on business development and performance. Provide secretariat support to internal business development committee structures and strategic external and internal forums including NSG-led forums. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Manage travel and accommodation arrangements as required. Implement operations management, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Manage logistical arrangements for all meetings, including venues, catering, and equipment.
ENQUIRIES	:	Nthabiseng Fuma Tel No: (012) 441 6011
APPLICATIONS	:	Apply Using This Link: **APPLICATION FOR EMPLOYMENT ADMINISTRATOR: BUSINESS DEVELOPMENT, REF NO; NSG29/2026 . – Fill out form**
POST 42/100	:	**ADMINISTRATOR: INTERNATIONAL RELATIONS AND PARTNERSHIPS REF NO: NSG 30/2026**
SALARY	:	R237 453 per annum (Level 05), plus competitive benefits cost to company.
CENTRE	:	Pretoria
REQUIREMENTS	:	Senior Certificate/National Certificate (Vocational) on (NQF level 4). No previous experience required. Knowledge: Basic knowledge of international relations, global politics, resource mobilisation and partnership management will be an added advantage. Basic knowledge of public sector landscape and capacity building needs. Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript). Knowledge of meetings management (scheduling, agenda setting, recording, minute taking, action plans and public service legislation, policies, prescripts and procedures relevant to the job will be an advantage.
DUTIES	:	Provide administrative support in implementing an International Relations policy, strategy as well as norms and standards for the NSG. Maintain a

repository and filing system of the Directorate for all international papers, presentations and publications developed by the NSG in line with national norms and standards. Provide administrative support towards an international relations and diplomacy programme of the NSG, including education and awareness, Education, Training and Development (ETD) opportunities and official travels (assistance with official passports and visas). Provide administrative support on the monitoring of NSG membership, participation and progress reporting to international bodies. Collate and disseminate materials for any meetings pertaining to international relations engagements with internal and external stakeholders. Provide project-related and administrative support in implementing the NSG international development assistance programme through showcasing NSG, exhibitions, roundtable and other forms of customised engagement. Provide administrative support to market NSG programmes internationally to generate income. Provide administrative support on the engagements with external stakeholders such as embassies, universities, research facilities, science councils, and relevant agencies to mobilise resources. Provide administrative support on the engagements of public and private partnerships to support the mandate of the NSG. Undertake activities with internal business units and relevant external stakeholders to ensure mutually beneficial relationships. Monitor and track a global exchange calendar. Support the NSG with documentation for inter-governmental structures and compliance reporting. Provide support on the NSG's participation in binational commissions and joint ministerial commissions, including state visits, where the NSG is required. Manage the procurement of goods and services, as well as petty cash. Process payments to service providers in compliance with NSG policies. Manage all travel and accommodation arrangements as required. Manage logistical arrangements for all meetings, including venue, catering, and equipment.

ENQUIRIES : Nthabiseng Fuma Tel No: (012) 441 6011

APPLICATIONS : Apply Using This Link: **APPLICATION FOR EMPLOYMENT ADMINISTRATOR: INTERENATIONAL RELAT, REF NO; NSG30/2026 . (2) – Fill out form**