

### 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](http://www.thensg.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) for information on the requirements and duties of the position.*



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at [Recruitment.Admin02@thensg.gov.za](mailto:Recruitment.Admin02@thensg.gov.za)
- FOR ATTENTION** : Kindly contact Mr Thabo Ngwenya Tel No: (012) 441 6108 or Mr Mpho Mugodo, (012) 441-6017.
- CLOSING DATE** : 21 October 2022 at 16h00
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV only containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates might 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 who do not comply with the above-mentioned requirements as well as applications received late, will not be considered. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The selection process will be in line with the NSG Recruitment and Selection Policy and other prescripts. 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 is intended to promote representative through the filling of the post(s) and that the candidature of person whose transfer/appointment will promote representativeness, will receive preference. Preference will be given to youth, people with disability and women in accordance with the NSG employment equity). The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only.

### OTHER POST

- POST 38/29** : **ADMINISTRATIVE OFFICER: EXECUTIVE OFFICE SUPPORT REF NO: NSG 24/2022**  
 Job purpose: To provide executive administrative support services to the Office of the Principal to fulfil the National School of Government mandate of delivering education, training and development.
- SALARY** : R261 372 per annum (Level 07), plus competitive benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : National diploma (NQF level 6) in Business Administration, Public Management, Finance, Economics or relevant field. Experience: One (1) to two (2) years relevant experience in office administration including undertaking research. 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, Financial and supply chain management, Office management. Document management, Protocol, etiquette and diplomacy: Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Strong planning and organizing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Basic analytical skills. Basic research skills, Basic financial management skills.

Presentation skills. Basic Numeracy skills. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team. Trustworthy and Honest. Maintain very high levels of confidentiality. Good grooming and presentation, Willing to work long hours and outside working hours.

**DUTIES**

: The incumbent will be responsible for: Design and implement appropriate systems for the Office of the Principal in line with departmental policies and standard operating procedures. Provide administrative support including packaging, scanning, and processing of documents. Conduct elementary research as required to support the Principal. Disseminate information to stakeholders. Draft letters, memoranda, reports, and submissions as may be required. Provide administrative support to managers in the Office of the Principal. Manage filing of documents in line with the departmental records management policy and filing system, as well as electronic document management. Handle confidential documents and file accordingly. Receive, acknowledge, and record correspondence in the Office of the Principal. Follow up on correspondence sent to Branches for responses. Liaise with other managers in the Office of the Principal to ensure efficient document management. Develop an annual schedule for the meetings of the NSG governance and management structures. Manage logistical arrangements for all meetings, including venue, catering, and equipment. Manage agenda setting, documents distribution and provide secretariat support. Communicate meeting resolutions and follow up on the implementation of these resolutions. Maintain an up-to-date stakeholder database for the Office of the Principal. Monitor and manage the inventory and stock in the Office of the Principal. Manage the procurement of goods and services and petty cash and process payments to service providers. Liaise with Finance to ensure proper implementation of financial and SCM policies. Manage all travel and accommodation arrangements for the Office of the Principal.

**ENQUIRIES**

: Thabo Ngwenya Tel No: (012) 441 6108