

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 : Email to Recruitment.admin03@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 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 Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108.

CLOSING DATE : 30 May 2025 @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 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.

OTHER POST

POST 16/253 : **ADMINISTRATOR: LEARNER RECORDS REF NO: NSG 13/2025**

SALARY : R269 499 per annum (Level 06), plus competitive benefits cost to company).

CENTRE : Pretoria

REQUIREMENTS : A tertiary qualification at (NQF level 6) in Office Administration. One (1) to two (2) years' relevant experience in office administration in an ETD environment. 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. Competencies/skills Good oral and written communication skills. Good interpersonal skills. Basic project management skills. Problem solving and analysis. Elementary research skills. Basic analytical skills. Ability to interpret policies and directives. 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. Travel and work with extended hours, including away from office.

DUTIES

: Provide administrative support towards the provision of examinations services provided by the NSG. Support the approval and registration of examination sites, in line with assessment and moderation standards. Update examination schedules and the Training Management System records. Provide administrative support towards the recruitment and deployment of invigilators, assessors, and moderators. Maintain records and undertake reporting of all examinations undertaken. Maintain learner records, database for assessments and ensure correct capturing onto the ETQA and NSG systems in accordance with approved certification policies. Prepare documentation for submission to relevant authorities. Check the completeness of assignments/POEs received from different stakeholders and ensure capturing onto TMS. Analyse reports received from assessment officers and prepare certificates for print. Prepare data for printing of NSG certificates of attendance, successful completion and competence. Respond to learner and client queries, requests and complaints. Communicate with clients on the submission due dates, and instances where submission extensions are granted. Compile monthly reports for reporting. Investigate client complaints and resolve by providing regular feedback. Update National database with correct learner achievements to enable external moderation. Liaise with learners and clients for delivery of certificates and dispatch NSG certificates and statements of results from external moderators. Coordinate venue finding for examinations and provide confirmation to the departmental coordinator(s). Facilitate the management, quality control and reproduction of examination/ learning material (stock level management). Manage the dispatching of examination/ learning material to venues. Ensure proper closing and safe keeping of case files. Analyse reports received from assessors and moderators and respond to requests raised. 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. 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. Create monthly files and send copies of all registers to the Learner Database Management.

ENQUIRIES

: Ms Nthabiseng Fuma Tel No: (012) 441-6011