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.

APPLICATIONS : Applications can be submitted in the following ways: (1) by email, using the relevant email address and quoting the reference number in the subject line, (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 : Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.

CLOSING DATE : 11 July 2025

NOTE : 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 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 Qualifications 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 verification. 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. 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(s). 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 of the SMS posts. Enrolment for the course should be made on the NSG's website at https://www.thensg.gov.za/training-course/sms-pre-entry-programme

MANAGEMENT ECHELON

POST 22/85 : **DIRECTOR: ACADEMIC AFFAIRS REF NO: NSG 14/2025**
(Three-year fixed term contract).
Job Purpose: To provide effective, efficient, and seamless services between faculties, academic partners, and non-faculty functions in designing and delivering academic programmes that align with academic and accreditation standards

SALARY : R1 216 824 – R1433 355 per annum, all-inclusive remuneration package at (Level 13)

CENTRE : Pretoria.

REQUIREMENTS : A minimum of bachelor's degree or equivalent (NQF level 7) in education, quality management or a related field. A master's degree or equivalent (NQF level 9) or a doctoral degree in education, quality management, or a related field will be an added advantage. 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: 5 years of experience at a middle/senior managerial level and proven relevant experience. Working experience in the academic environment and demonstrated experience developing academic programmes to meet specified requirements. Experience working in higher and further education environments. Knowledge: In-depth knowledge of and experience in academic affairs in a higher education institution. In-depth knowledge and experience of designing higher education programmes and qualifications and conducting

research. Expert knowledge of decolonizing, transformational and participatory pedagogies. In-depth knowledge of the education landscape and capacity-building needs. Expert knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including the Public Service Act, Public Administration Management Act, Skills Development Act, Public Finance Management Act, National Qualifications Framework Act, Higher Education and Training Act, and Further Education and Training Act). In-depth experience and knowledge of professional bodies/ associations and regulatory body requirements (“such as” South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practices, cutting-edge academic design, and delivery. Expert understanding of project management cycle, methodologies, and tools. Skills: Advanced research and project management skills. Digital skills for developing and facilitating digital programmes. Ability to conceptualize, design and develop academic programmes. Competencies Must be able to provide a vision, set the direction for the organisation and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor, and evaluate specific activities to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes by generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to implement new initiatives and deliver on service delivery commitments successfully. Must be able to promote the generation and sharing of knowledge and learning to enhance the organisation's collective knowledge. Must be able to explore and implement new ways of delivering services that contribute to improving organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions on time. Manage and encourage people, optimise their outputs, and effectively manage relationships to achieve organisational goals. Must be willing and able to deliver services effectively and efficiently to put the spirit of customer service (Batho Pele) into practice. Must be able to exchange information and ideas clearly and concisely, which is appropriate for the audience to explain, persuade, convince, and influence others to achieve the desired outcomes. Must be able to display and build the highest standards of ethical and moral conduct to promote confidence and trust in the Public Service. Personal Attributes: Lifelong learning in professional development growth activities is needed to maintain professional knowledge and stay current with academic trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. 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.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Lead innovative approaches to transform the faculty's core business/teaching and learning. Stay informed of current practices and standards relevant to the different fields of study to ensure that graduates develop relevant competencies. Stay informed of regulatory and accreditation requirements, such as SAQA, NQF, CHE, and QCTO, that apply to academic programmes. Evaluate information about program results, stakeholder input, and student performance. Write research reports and present the findings and offer data-driven for programme and policy enhancements. Benchmark with different peer institutions to compare academic programmes and identify successful practices and improvement areas to enhance the programmes' quality. Continuously monitor and research the public administration educational landscape to inform the academic content when designing programmes that will be competitive and attractive for the NSG target audiences. Manage the drafting and review of general and programme-specific Faculty policies and rules for consideration, managing the implementation of Faculty and general policies, rules, strategies, plans, and processes (Workload and allocation, programme and qualification design, recruitment for lecturing staff). Design appropriate policies and procedures for RPL, including the identification, documentation, assessment, evaluation, and transcription of prior learning against specified learning outcomes so that they can be articulated with current programmes and qualifications. Design assessment instruments for RPL following the institution’s policies on fair and transparent assessment. Support Faculty-specific policies and initiatives collaboratively with departments to promote access, throughput, curriculum, assessment and quality assurance.

Collaborate with other business units to provide comprehensive academic support, including academic guidance and policy interpretation, and work closely with programme managers to make faculty recruitment and evaluation decisions. Undertake annual updates to the relevant frameworks and SOPs to keep pace with change and new and innovative working methods. Manage quality standards and benchmarks for academic programmes, ensuring alignment with organisational goals and external accrediting bodies' requirements. Establish processes for continuously reviewing and evaluating academic qualifications to ensure the design and content are relevant and currency. Establish a system for interdisciplinary collaboration and integration across faculties to ensure a comprehensive programme mix. Contribute to the quality assurance process and standards to qualification development and application processes. Research and apply innovative andrological approaches and learning resources in designing and developing academic resources. Manage academic affairs for the faculty, including allocations of workload, leave, and support of relevant training. Manage and facilitate the academic programme reviews for re-accreditation and assessment standards and requirements to comply with the Quality Council's requirements. Lead the setting of the faculty academic programme calendar and development of class schedules, including academic orientation, class registration, semester timetable and final examination timetable. Provide advice and guidance on the standards and compliance set by Quality Councils (CHE & QCTO) for all academic programmes. Maintains targets, implementation plans, ways of monitoring progress and evaluating impact, and mechanisms for feedback and improvement. Lead project and reference teams to manage and sustain academic assessment compliance processes. Manage the internal assessment of student learning achievements by academic staff responsible for teaching a course/module of the programme in a system that includes internal moderation. Manage internal and external moderation of students' learning achievements by appropriately qualified personnel. Integrate new principles of teaching and learning to guide the development of contact, virtual and online academic programmes. Manage compliance with professional or statutory body accreditation standards during the delivery of programmes. Manage cross-faculty affairs as a focal point for internal services and external academic partners. Develop mechanisms to ensure that teaching and learning methods are appropriate for designing and using learning materials and instructional and learning technology. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Support the NSG leadership in establishing a reputation for excellence and provide advice on partnerships and changes in government or industry regulations affecting the academic provision. Participate in NSG internal quality assurance committee meetings and present programmes and qualifications for quality assurance and accreditation. Identify and foster partnerships or funding opportunities to support the academic design and delivery. Represent NSG in external academic forums and structures. Support and lead in domestic and global partnerships with HEIs and other institutions to undertake research and joint academic work. Keep thorough records of the qualifications' development process, including learning outcomes, curriculum maps, assessment schedules, and programme evaluations. Develop presentations and reports to inform senior leadership and stakeholders on developments, conclusions, and suggestions. Lead, direct and manage the resources (people, finance, systems, assets) allocated within the directorate. Implement operations management within the directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for achieving performance targets and directorate requirements, including quarterly performance reporting. Manage the budget allocated to the directorate, including expenditure reporting and forecasting. Identify and manage strategic and operational risks within the directorate and mitigation plans, including business continuity plans. Manage a team of employees expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work.

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

APPLICATIONS : E-mail to Recruitment.MMSSMS@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal address to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 22/86 : **DEPUTY DIRECTOR: DIGITAL INSTRUCTIONAL DESIGN REF NO: NSG 15/2025.**

(one-year fixed-term contract).

Job Purpose: To design and develop engaging and effective digital instructional materials to deliver education, training, and development (ETD) interventions by the National School of Government.

SALARY : R896 436 per annum (An inclusive remuneration package commencing at (Level 11)

CENTRE : Pretoria.

REQUIREMENTS : Applicants must be in possession of a Bachelor's degree or equivalent (NQF level 7) in Digital Content Creation, Digital Media or Graphic Design or fields directly related. A relevant credential in digital learning or related. Registration with a relevant professional body will be an advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Experience: At least five (5) years of proven experience in a graphic design/ digital content creation/delivery/ information design/ digital technology environment or related. Experience working in higher and further education environment with three (3) years at the supervisory/ management (ASD) level will be an advantage. Knowledge: Knowledge of the Constitution, social justice principles, and citizens' development needs. In-depth theoretical and practical knowledge of the education, training, and development environment, particularly curriculum and quality management. In-depth knowledge of online curriculum design and ability to re-engineer curriculum processes and tools to meet increasing and changing demands. Extensive theoretical and practical knowledge of digital or graphic design, social media and web content management, and tools. Extensive knowledge of instructional design methodologies, adult learning principles, and learning theories ("such as" ADDIE, SAM, Bloom's Taxonomy, Gagne's Nine Events of Instruction). Ability to apply e-learning standards and accessibility guidelines ("such as" SCORM, WCAG). Ability to use Photoshop, Articulate Rise, Canva, Final Cut Pro, and other media editing software. Must be competent and highly experienced in building online learning content on platforms such as Moodle and similar LMS systems. Knowledge of educational regulations and standards, including those related to privacy, data security, and intellectual property. 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. Knowledge of professional bodies and regulatory body requirements (("such as" South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software. Batho Pele principles. Competencies: Applied Strategic Thinking. Applying Technology and Innovation. Customer Focus and Responsiveness: Communication and Information Management. Continuous Improvement. Managing Interpersonal Conflict and Resolving Problems: Planning and Organising. Problem Solving and Decision Making: Project Management: Impact and influence: Networking and building bonds. Personal Attributes Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions, take appropriate action, and resolve conflicts using independent judgment and decision-making. 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 extended hours when required.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Plan and implement a design plan for the design, development, and deployment of digital learning initiatives including modules, instructional videos, and digital materials. Design innovative and engaging digital learning experiences, utilising a blend of instructional design theories, practices, and video editing tools. Evaluate and enhance the effectiveness of digital learning content, instructional videos, and digital materials through systematic feedback and analytics-driven improvements. Identify and adopt emerging trends and technologies in digital learning to ensure cutting-edge instructional design. Use educational technologies to create interactive content for a variety of learning objects (quizzes, scenarios, videos, case studies, interactive simulations and gamification). Use plagiarism checks where appropriate. Create and produce of instructional materials, ensuring alignment with educational goals and learner engagement. Prioritise the integration of interactive elements and gamification techniques to maximize user engagement and knowledge

retention. Design and develop high-quality simulations and digital learning resources, meeting the needs of diverse learners. Apply a variety of digital learning software in developing online learning content and interactive activities. Employ advanced simulation and digital material design software to produce realistic and impactful learning environments. Facilitate the development of video production and game design to create immersive instructional videos and learning games that support a variety of instructional strategies. Participate in cross-functional teams in the design processes to enhance the educational experience. Ensure that all digital learning resources are user-friendly, accessible, and meet the highest standards of educational effectiveness. Foster a culture of continuous learning and improvement by incorporating feedback and latest instructional design research into the creation of interactive learning resources. Implement robust evaluation methods for all digital learning interventions to measure success and identify areas for improvement. Maintain a proactive approach to staying abreast of the latest instructional technologies and learning science research to inform digital learning strategies. Collaborate effectively with technology teams to enhance digital learning platforms with new features and capabilities. Apply data-driven insights to refine gamification elements and simulation scenarios for optimal user engagement. Provide guidance in the adoption and scaling of educational technologies that can support adaptive and personalized learning experiences. Cultivate expertise in digital learning analytics to guide strategic decisions and foster a culture of evidence-based instructional design. Participate in cross-functional teams in the design processes to enhance the educational experience such as collaboration with subject matter experts, facilitators, and other stakeholders to develop relevant and engaging digital learning content. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Develop appropriate strategies and plans for achieving performance targets and sub-directorate requirements, including quarterly performance reporting.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017
APPLICATIONS : E-mail to Recruitment.MMS1@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 22/87 : **DEPUTY DIRECTOR: SENIOR MANAGEMENT PROFESSIONALISATION: EXECUTIVE DEVELOPMENT PROGRAMME REF NO: NSG 16/2025.**
(one-year fixed term contract).
Job Purpose: To review the course content of the Executive Development Programme (EDP) and project manage the development into formal qualification(s) that support senior management's Professionalisation.

SALARY : R896 436 per annum (An inclusive remuneration package commencing at (Level 11)
CENTRE : Pretoria.
REQUIREMENTS : A bachelor's degree (NQF Level 7) in the field of Curriculum Development, instructional design, Education, Capacity Development, or a 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. Experience: 5 years' practical experience in roles such as programme manager, curriculum developer, faculty member, or consultant in executive education programmes. Knowledge: Good knowledge of and experience in programme accreditation. Understanding and implementing the QCTO and CHE policies and procedures for programme accreditation. Knowledge of and experience in project management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of 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). Understanding principles and practices of educational leadership and administration, including curriculum development, programme management, accreditation standards, and regulatory requirements. In-depth knowledge of executive development methodologies, best practices, and emerging trends in leadership development, talent management, and organisational learning. Understanding formal qualification frameworks, standards, and accreditation processes relevant to executive education and leadership development programmes. Knowledge management: Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Expertise in curriculum design, including defining learning objectives, selecting

appropriate instructional methods, designing assessments, and integrating real-world applications into the curriculum. Knowledge of quality assurance processes, accreditation standards, and compliance requirements for educational programmes, ensuring that programmes meet established standards and criteria. Batho-Pele. Competencies: Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Customer Focus and Responsiveness: Communication and Information Management. Continuous Improvement. Developing Others: Diversity Management. Team Leadership: Managing Interpersonal Conflict and Resolving Problems: Planning and Organising. Problem Solving and Decision Making: Project Management: Impact and influence: Networking and building bonds. 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 when required.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Conduct a comprehensive analysis of the current curriculum to assess its strengths, weaknesses, and areas for improvement. Review course objectives, content, structure, sequencing, and assessment methods. Ensure that the EDP curriculum aligns with relevant academic standards, industry requirements, and accreditation criteria. Define the intended learning outcomes for each course or qualification within the curriculum. Map the existing EDP course content to formal qualifications, certifications, or credentials to determine how effectively it addresses the requirements and competencies outlined in those qualifications. Revise and update EDP course content, materials, and activities as needed to ensure accuracy, and relevance. Document the outcomes of the curriculum review process, including any changes or updates made to the curriculum, rationale behind those changes, and the expected impact on student learning and outcomes. Develop a plan for the implementation of the revised curriculum, including timelines, resource allocation, NSG's development initiatives, and communication strategies. Conduct comprehensive evaluations of educational programmes to assess their compliance with established standards and criteria. Engage external experts and stakeholders, such as accrediting bodies, industry professionals, and academic peers, to review and validate the quality of educational programmes and qualifications. Participate in accreditation processes facilitated by accrediting bodies or regulatory agencies responsible for overseeing educational quality. Collaborate with the Chief Directorate: Quality Assurance and Accreditation to implement quality assurance measures to maintain the integrity and rigor of the curriculum. Promote transparency and accountability in quality assurance processes by communicating outcomes, decisions, and accreditation statuses to stakeholders. Develop and Implement processes to monitor and evaluate the quality of executive development programmes throughout their lifecycle. Design assessment strategies and tools to measure participant learning and achievement of programme outcomes. Establish mechanisms for ongoing evaluation and improvement of executive development programmes. Seek external review and validation of executive development programmes by accrediting bodies, industry experts, employers, and other stakeholders. Collaborate with industry partners, educational institutions, professional associations, and other stakeholders to enhance the quality and relevance of executive development programmes. Identify and establish partnerships with educational institutions, industry organizations, professional associations, and relevant stakeholders involved in the field of study or industry related to the formal qualifications. Establish articulation agreements with other educational institutions to facilitate the transfer of credits between programmes. Collaborate with monitoring and evaluation business unit to align executive development programmes with industry needs and ensure that graduates possess the skills and competencies required for employment. Initiate collaborative research projects with industry partners or other educational institutions to explore relevant topics, address industry challenges, and contribute to the advancement of knowledge in the field. Participate in networks and multi-sector relationships that serve the interests of the NSG. Participate in relevant internal and external management structures and forums.

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

APPLICATIONS : E-mail to Recruitment.MMS2@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 22/88 : **DEPUTY DIRECTOR: SENIOR MANAGEMENT PROFESSIONALISATION: HUMAN RESOURCE PROGRAMME REF NO: NSG 17/2025.**
(One-year fixed term contract).
Job Purpose: To review the course content of human resource programmes (HRP) and project manage the development into formal qualification(s) that support senior management Professionalisation

SALARY : R896 436 per annum (An inclusive remuneration package commencing at (Level 11)

CENTRE : Pretoria.

REQUIREMENTS : A bachelor's degree (NQF Level 7) in Curriculum Development, Instructional Design, Education, Capacity Development, or a 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. Experience: 5 years' practical experience in roles such as programme manager, curriculum developer, faculty member, or consultant in human resource programmes. Knowledge: Good knowledge of and experience in programme accreditation. Understanding and implementing the QCTO and CHE policies and procedures for programme accreditation. Knowledge of and experience in project management. In-depth knowledge of public sector landscape and capacity building needs. Knowledge and understanding of 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). Good understanding of Project management cycle, methodologies, and tools. Understanding principles and practices of educational leadership and administration, including curriculum development, programme management, accreditation standards, and regulatory requirements. In-depth knowledge of HR management and development methodologies, best practices, and emerging trends in leadership development, talent management, and organisational learning. Understanding formal qualification frameworks, standards, and accreditation processes relevant to human resource education and leadership development programmes. Knowledge management: Must be able to promote the generation and sharing of knowledge and learning to enhance the organisation's collective knowledge. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software for data analysis. Expertise in curriculum design, including defining learning objectives, selecting appropriate instructional methods, designing assessments, and integrating real-world applications into the curriculum. Knowledge of quality assurance processes, accreditation standards, and compliance requirements for educational programmes, ensuring that programmes meet established standards and criteria. Batho-Pele Competencies: Applied Strategic Thinking. Applying Technology and Innovation. Budgeting and Financial Management. Customer Focus and Responsiveness: Communication and Information Management. Continuous Improvement. Developing Others: Diversity Management. Team Leadership: Managing Interpersonal Conflict and Resolving Problems: Planning and Organising. Problem Solving and Decision Making: Project Management: Impact and influence: Networking and building bonds. 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 time away from office.

DUTIES : The incumbent will be responsible for the following Key Results Areas: Conduct a comprehensive analysis of the current curriculum to assess its strengths, weaknesses, and areas for improvement. Review course objectives, content, structure, sequencing, and assessment methods. Ensure that the curriculum aligns with relevant academic standards, industry requirements, and accreditation criteria. Define the intended learning outcomes for each course or qualification within the curriculum. Map the existing course content to formal qualifications, certifications, or credentials to determine how effectively it addresses the requirements and competencies outlined in those qualifications.

Revise and update course content, materials, and activities as needed to ensure accuracy and relevance. Document the outcomes of the curriculum review process, including any changes or updates made to the curriculum, rationale behind those changes, and the expected impact on student learning and outcomes. Develop a plan for the implementation of the revised curriculum, including timelines, resource allocation, NSG's development initiatives, and communication strategies. Conduct comprehensive evaluations of educational programmes to assess their compliance with established standards and criteria. Engage external experts and stakeholders, such as accrediting bodies, industry professionals, and academic peers, to review and validate the quality of educational programmes and qualifications. Participate in accreditation processes facilitated by accrediting bodies or regulatory agencies responsible for overseeing educational quality. Collaborate with the Chief Directorate: Quality Assurance and Accreditation to implement quality assurance measures to maintain the integrity and rigor of the curriculum. Promote transparency and accountability in quality assurance processes by communicating outcomes, decisions, and accreditation statuses to stakeholders. Develop and Implement processes to monitor and evaluate the quality of executive development programmes throughout their lifecycle. Design assessment strategies and tools to measure participant learning and achievement of programme outcomes. Establish mechanisms for ongoing evaluation and improvement of Human Resource Programme. Seek external review and validation of executive development programmes by accrediting bodies, industry experts, employers, and other stakeholders. Collaborate with industry partners, educational institutions, professional associations, and other stakeholders to enhance the quality and relevance of Human Resource Programmes. Identify and establish partnerships with educational institutions, industry organizations, professional associations, and relevant stakeholders involved in the field of study or industry related to the formal qualifications. Establish articulation agreements with other educational institutions to facilitate the transfer of credits between programmes. Collaborate with monitoring and evaluation business unit to align executive development programmes with industry needs and ensure that graduates possess the skills and competencies required for employment. Initiate collaborative research projects with industry partners or other educational institutions to explore relevant topics, address industry challenges, and contribute to the advancement of knowledge in the field. Participate in networks and multi-sector relationships that serve the interests of the NSG. Participate in relevant internal and external management structures and forums.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017
APPLICATIONS : E-mail to Recruitment.MMS3@thensg.gov.za, or hand deliver to ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or postal to The Principal: National School of Government, Private Bag X759, Pretoria, 0001.

POST 22/89 : **DEPUTY DIRECTOR: RESEARCH & SPECIAL PROJECTS REF NO: NSG 18/2025**
(One-year fixed term contract).

SALARY : R896 436 per annum (An inclusive remuneration package commencing at (Level 11)
CENTRE : Pretoria.
REQUIREMENTS : A bachelor's degree (NQF Level 7) in the field of Economics, Data Science, Project Management, or Demography. Post-graduate qualification Economic or Management Sciences will be an added advantage. 5 years' practical experience in research and/or project management, of which 3 years' must be managing or supervising. Experience in academic writing, publishing of papers and presentation. Knowledge: Knowledge and understanding of 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). Advanced theoretical and practical knowledge of research as a discipline, preparing datasets for quantitative and qualitative data analysis. Statistical data analysis techniques. Advanced knowledge of multi-disciplinary research and research environments. Policy 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 effects of projects, applying new developments and innovation. Competencies/skills: Strong interpersonal skills. Problem-solving skills. Research and analysis techniques. Advanced proficiency in facilitation, communication and presentation skills. Excellent Project, time and people management skills. Proposal and report writing skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite. 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 time away from office.

DUTIES : Undertake research towards building state capacity and informing strategic decision making. Manage identified research projects to inform education, training, and development (ETD) solutions. Submit articles and edit academic journal for publication to generate knowledge and enhance the reputation of the NSG. Forecast state capacity trends to inform current and future needs for the National School of Government. Develop academic papers, presentations and publication for domestic and international workshops, conferences, seminars, webinars, and meetings. Analyse strategic and priority performance areas for the NSG, in liaison with relevant line managers, and provide advice to the Principal. Create and disseminate knowledge through workshops, colloquia, conferences, and publications, including facilitation. Develop a stakeholder matrix and schedule to manage key strategic engagements to be undertaken by the Principal. Support the Principal in opportunities towards enhancing the NSG brand and profile, as well as those related to ETD interventions ((“such as” meetings with partners and sponsors). Participate in stakeholder networks and multi-sector relationships that serve the interests of the NSG. Liaise with line managers for the planning and signing of MoUs/ MoAs with domestic and international parties. Provide protocol support when hosting individuals and delegations in the NSG. Support projects and activities towards the implementation of the National Framework towards the Professionalisation of the Public Sector. Collaborate with higher education institutions, organs of state, research institutes and professional bodies as may be required in building state capacity. Manage a variety of projects or events on behalf of the Principal and execute high-level project tasks. Incubate and implement innovative and specialised programmes towards attracting new clients and building long-term relationships. Monitor the commitments set out in the Principal’s performance agreement and provide quarterly progress update. Support the Principal in organisational engagements that promote cohesion, culture, transformation and performance, including engagements with organised labour. Support the Principal in the participation in internal, inter- and sector governance structures, including attendance of meetings, preparation of documentation and reporting. Provide support to the Principal in relation to preparation and coordination of activities relating to FOSAD, GSCID Cluster, HRD Council and other structures. Support the co-ordination of parliamentary questions and responses, engagements with parliamentary committees as well as Cabinet matters. Build and maintain relationships with intergovernmental partners. Provide secretariat support to IGR structures, as may be required. Support opportunities towards enhancing the brand positioning and reputation of the NSG domestically and internationally. Participate in networks and multi-sector relationships that serve the interests of the NSG. Participate in relevant internal and external management structures and forums.

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108

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.MMS4@thensg.gov.za