

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 training programmes.



- APPLICATIONS** : Applications can be submitted in the following ways: (1) using a link, should you submit your application and CVs to the incorrect link will be regarded as lost and will not be considered.
- FOR ATTENTION** : Kindly contact Mr. Thabo Ngwenya Tel No: (012) 441 6108 or Mr. Mpho Mugodo Tel No: (012) 441-6017
- CLOSING DATE** : 21 November 2025 @ 16h00
- NOTE** : Suitably qualify, dynamic, passionate and experienced persons are invited to apply for the vacant permanent positions. Applications 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 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. 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 POSTS

- POST 41/123** : **SENIOR HUMAN RESOURCE PRACTITIONER REF NO: NSG: 21/2025**
- SALARY** : R397 116 per annum (Level 08), plus competitive benefits cost to company
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised (NQF 6) in Human Resources Management, Human Resources Development, Industrial Psychology, Public Management, Public Administration or relevant field. Minimum of three (3) years' relevant experience in Human Resource Management field, including supervisory exposure to PERSAL transaction authorisations. Certificate on PERSAL Administration. The job holder will be subjected to a security vetting process, the clearance level of which will be determined at a later stage. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the legislative frameworks in the public service. Knowledge of the PERSAL system and registration of system control change (SCC). Microsoft Office suite Protocol, etiquette and diplomacy Batho Pele Principles. Code of Conduct. Skills Strong oral and written communication skills Ability to interpret relevant directives Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities Planning and organizing Basic programme and project management Problem solving and analysis Client orientation and customer focus Basic analytics Basic

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research Basic financial management. Numeracy. Personal attributes: Professionalism. 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. Willing to work long hours and outside working hours. Support the drafting, review and implementation of HRM policies and SOPs. Facilitate policy communication sessions with employees and Organized Labour. Maintain a compliance matrix linking NSG policies to relevant legislative frameworks. Implement HRM policies and compile compliance reports. Conduct benchmarking and research to inform HRM policy updates. Develop and maintain an annual recruitment schedule aligned with HR plans. Draft job adverts, manage applications, and provide administrative support to panels. Coordinate verification processes including references, vetting, and qualifications. Compile appointment submissions and communicate outcomes to stakeholders. Maintain recruitment data and prepare regular reports for internal stakeholders. Process HR transactions on PERSAL relating to leave, termination, housing, allowances, Long Service and medical benefits. Respond to employee queries regarding conditions of service and benefits. Process exception reports and ensure data accuracy across transactions. Apply collective agreements and relevant DPSA determinations in daily transactions. Provide support in the resolution of benefit-related queries and escalations. Ensure HR establishment data is accurately captured and updated on PERSAL. Compile and submit periodic HR reports including the HR Plan, HR Oversight Report, and ad hoc statistics. Maintain records on vacancies, overtime, and leave trends. Conduct routine data verification and quality assurance. Maintain a compliant HR registry aligned to records management legislation. Ensure all personnel documentation is securely stored and easily retrievable. Support file digitization efforts as part of broader HR modernization. Provide HR audit documentation requests within specified timeframes. Assist with tracking unit performance indicators and operational reports.

ENQUIRIES APPLICATIONS

Mr Thabo Ngwenya Tel No: (012) 441 6108
Apply online via this link: [application for employment snr hr practitioner no: nsg 21/2025\) – fill out form](#)

POST 41/124

GRAPHIC DESIGNER REF NO: NSG 22/2025
Twelve months fixed term contract

SALARY CENTRE REQUIREMENTS

R397 116 per annum (Level 08)
Pretoria
A recognised qualification (NQF level 6) in Graphic Design, Visual Communication or related field. Minimum of three (3) years relevant experience in graphic design or visual communication environment. Knowledge: 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, Batho Pele White Paper, Public Service Regulations, Operations Management Framework. Proficiency in Adobe CC (Illustrator, InDesign, Photoshop); basic animation/motion tools advantageous. Strong visual and typographic literacy, colour theory, layout and design fundamentals. Excellent stakeholder management, communication, and project coordination. Understanding of print production processes and web or digital formats. Skills Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Capabilities Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Research and Analytics. Basic financial management. Numeracy. Personal attributes: 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. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. Travel and work with extended hours, including away from office, may be required. Travel and work with extended hours, including away from the office, may be required.

DUTIES

Interpret briefs and develop visual concepts that meet target, tone, and branding requirements. Design and finalise layouts for brochures, reports, presentations, infographics, and social media assets. Prepare ready-to-use files (print and web-optimised), ensuring correct formats, dimensions and

colour profiles. Maintain and evolve NSG brand identity across all materials, ensuring compliance with corporate and government style guides. Adapt designs for multiple platforms (email, web, social, print), ensuring consistency and integrity. Create digital assets for e-learning, web graphics and social media campaigns. Assist with basic motion graphics or animated banners for digital platforms. Contribute to development of audiovisual content in partnership with multimedia specialists. Optimise images and media for fast loading and responsive display across devices. Liaise with IT or web providers to integrate designs into NSG's digital channels seamlessly. Oversee multiple design projects simultaneously, from concept to completion, ensuring that they are delivered on time, within budget, and to the client's satisfaction. Interpret design briefs from NSG units and clarify requirements with stakeholders. Work closely with communication officers, subject matter experts and external suppliers (photographers, printers, web developers). Present design concepts and facilitate stakeholder feedback sessions. Manage design projects to ensure delivery on time and within budget. Assist with procurement and quality assurance of print and production services. Team Leadership: Lead and mentor a team of intern graphic designers providing guidance, skills transfer, feedback, and support to help them produce high-quality work. Source and take photographs for usage for internal newsletters and external publications. Providing guidance on existing trends/technology around graphic design tools and software. Apply quality control to all outputs to ensure correctness in layout, typography, image resolution and spelling. Ensure compliance with NSG brand guidelines, GCIS corporate identity and government accessibility standards. Maintain a library of templates, images and assets to ensure design consistency. Proofread designs before release and coordinate final approval workflows. Archive all artwork and maintain version control documentation. Design branded materials for internal and external events including banners, signage, and presentation slides. Collaborate with event coordinators to ensure timely delivery of design components. Develop campaign specific visual identities for initiatives and themed programmes. Provide on site design or layout adjustments where required during events. Produce wrap up (visuals, photography services, assistance with streaming, videography and video editing) and post event highlights for reporting and publication. Identify marketing opportunities to raise awareness around NSG programmes. Liaise with line function and band officials regarding distribution of NSG material during events.

**ENQUIRIES
APPLICATIONS**

: Nthabiseng Fuma Tel No: (012) 441 6011
: Apply online via this link: [application for employment graphic designer no: nsq 22/2025](#) – fill out form

POST 41/125

: **DIGITAL CONTENT CREATOR REF NO: NSG 23/2025**
Twelve months fixed term contract

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum (Level 07)
: Pretoria
: A National Diploma (NQF level 6) in Graphic Design, Multimedia, Visual Communication, or equivalent qualification. Minimum of two (2) years relevant experience in digital content creation, photography or video editing in communications, marketing or education environment. Knowledge: Basic knowledge of public sector legislation, relevant policies and applicable legislative frameworks. Basic knowledge of video editing software, social media tools and content management systems. Basic knowledge of corporate communication and marketing practices, including government communication protocols and corporate identity. Basic knowledge of instructional design, digital learning platforms, mobile learning and blended learning environments. Working knowledge of digital content creation, multi-media production tools and software. Working knowledge of accessibility standards, copyright and digital content licensing. Skills: Digital content creation. Audio-visual recording and editing. Proficiency in Adobe Creative Suite (e.g. Photoshop, Illustrator, InDesign, Premiere Pro) or equivalent software. Understanding and good usage of Artificial intelligence tools. Interpersonal and communication skills. Time management and task prioritisation skills. Computer literacy in Microsoft Office Suite and digital content platforms. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal attributes:

		Participate in professional development growth activities for maintaining professional knowledge and staying current with practices and trends. Ability to multi-task and organise, prioritise, 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 the office, may be required.
<u>DUTIES</u>	:	Capture and edit video and photographic content for internal and external communication use. Produce basic promotional videos and multimedia material for NSG programmes and events. Apply NSG brand and Corporate Identity standards when producing digital content. Maintain a structured digital media library, ensuring secure storage and access. Operate and maintain basic video, photography, lighting, and audio equipment. Update content across NSG digital platforms, including the website and social media accounts. Prepare and schedule posts to support campaigns, events, and public engagements. Monitor basic user engagement and generate weekly/monthly reports for communication leads. Assist with uploading videos, graphics, and newsletters across platforms. Flag content issues and suggest user-friendly content formatting for improved visibility. Design digital posters, banners, infographics, and templates for use in campaigns. Adapt existing design files for web-optimised or mobile formats. Support layout adjustments of reports and presentations using approved templates. Ensure content accuracy, correct formatting, and CI compliance in design outputs. Assist with preparation of visuals for digital learning content when required. Provide content production support for marketing campaigns and departmental events. Assist with photography, video recording and digital archiving during events. Liaise with communication staff for materials needed for stakeholder engagements. Coordinate logistical aspects of digital content production (e.g. venue setup, equipment). Assist with preparation and distribution of post-event digital highlights and visual reports. Maintain a digital content tracker and task list for scheduled assignments. Organise files, asset databases and version-controlled folders for active campaigns. Support communication team with general administrative tasks, briefs and record keeping. Keep up to date with content creation tools, trends, and technologies. Adhere to internal quality and workflow protocols, including sign-off and approval processes.
<u>ENQUIRIES</u>	:	Nthabiseng Fuma Tel No: (012) 441 6011
<u>APPLICATIONS</u>	:	Apply online via this link: application for employment digital content creator no: nsq 23/2025 – fill out form
<u>POST 41/126</u>	:	<u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: NSG 24/2025</u>
<u>SALARY</u>	:	R325 101 per annum (Level 07), plus competitive benefits cost to company.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Appropriate (NQF 6) in Human Resources Management, Human Resource Development, Industrial Psychology, Public Management, Public Administration or a related field. Minimum of two (2) years relevant experience in Human Resource Development field. Demonstrated experience in using PERSAL. Knowledge: Knowledge of the Public Service Act & Regulations, and relevant MPSA Directives and Determinations (understand, interpret and apply). Knowledge of the relevant HR legislation (e.g., Skills Development Act, Labour Relations Act, Employment Equity Act). Knowledge of the PERSAL system and registration of system control change (SCC). Knowledge of the legislative frameworks in the public service. Microsoft Office suite. Protocol, etiquette and diplomacy. Batho Pele Principles. Code of Conduct. Competencies/skills. Strong oral and written communication skills. Ability to interpret relevant directives. Strong interpersonal skills. Strong planning and organizing skills. Good writing skills. Problem solving and analysis. Client orientation and customer focus. Analytical skills and creative thinking. Capabilities: Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Basic financial management. Numeracy. Personal Attributes: Professionalism. High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, Trustworthy

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and Honest. Maintain very high levels of confidentiality. Willing to work long hours and outside working hours.

: Assist in the review and implementation of HRD-related policies, SOPs, and guidelines. Conduct benchmarking on HRD practices to support continuous policy improvement. Coordinate awareness sessions and training on new or revised HRD policies. Monitor compliance with HRD policies and report non-adherence. Maintain an updated HRD policy and procedure repository. Coordinate submission and tracking of performance agreements and assessments. Provide guidance on the application of PMDS tools and policies to staff and supervisors. Maintain accurate PMDS records for reporting, audit, and moderation purposes. Support facilitation of moderation and appeals processes. Assist in the implementation of performance improvement interventions. Assist in identifying training needs through skills audits and performance reviews. Coordinate internal and external training interventions aligned to WSP priorities. Administer SETA-aligned programmes, learnerships, and bursary tracking. Monitor and report on the implementation and impact of skills programmes. Ensure compliance with relevant skills development legislation and reporting requirements. Organise induction and onboarding sessions for new employees. Maintain records of all orientation and development initiatives. Facilitate implementation of mentorship and coaching programmes. Collect feedback and assess the effectiveness of training and onboarding activities. Provide logistical and administrative support for talent development initiatives. Maintain an accurate HRD registry, including training records and personnel files. Ensure safe storage and retrieval of HRD documentation in line with POPIA and NSG records policy. Prepare reports for internal use, SETAs, and other regulatory stakeholders. Assist in preparing documentation and responding to HRD-related audits. Provide general administrative support to the Assistant Director: HRD and the broader unit. Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

**ENQUIRIES
APPLICATIONS**

: Nthabiseng Fuma Tel No: (012) 441 6011
: Apply online via this link: [application for employment practitioner hrd no: nsg 24/2025](#) – fill out form

POST 41/127

: **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING: DEBTORS REF NO: NSG 25/2025**

SALARY

: R325 101 per annum (Level 07), commencing at plus competitive benefits cost to company.

**CENTRE
REQUIREMENTS**

: Pretoria
: A tertiary qualification at NQF level 6 Financial Accounting or Management Accounting in the field of Commerce, Business and Management Studies. 1 to 2 years' relevant experience. Knowledge: Working knowledge and good understanding of financial legislation, regulations and guidelines (including PFMA, Treasury Regulations, National Treasury Circulars and Practice Notes, Government Accounting Standards, Standard Chart of Accounts, Guidelines for Preparing Financial Statements). Working knowledge and good understanding of Public Service Act, Public Service Regulation. Knowledge of financial systems (BAS, PERSAL, LOGIS). Basic knowledge of financial and administrative procedures of donor funding allocations. Good knowledge of policies governing expenditure. Practical knowledge of MS Office suite. Capabilities/skills. Planning and organizing. Basic programme and project management. Problem solving and analysis. Client orientation and customer focus. Basic analytics. Basic research. Financial management. Intermediate numeracy skills. Intermediate financial accounting skills. Basic literacy skills. Good verbal and written skills. Good interpersonal skills. Good analytical skills. Intermediate computer literacy. Client orientation and customer focus skills
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;

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creative and innovative; ability to work under pressure. Work extended hours, and the probability of travel.

: Provide support in financial information analysis using various tools, forecasting models and cost estimates database for financial planning and decision making. Provide support in analysing the NSG profitability through analysis techniques. Support in the management of the financial performance of the organisation by using standard costing, budgetary control, accounting ratios, cash and funds flow statements, cost reduction programmes and evaluating the capital expenditure. Support in budget planning, development, allocation and control in accordance with the Public Finance Management Act (PFMA), including MTEF, ENE and AENE. Collect and verify information collected from budget holders and verify the comparison of expenditure against budget. Identify variances, balance and rectify variance report. Capture the budget allocations and accruals correctly and accurately on the financial systems (BAS, Vulindlela.) Assist in identifying potential cost saving opportunities and limit fruitless and wasteful expenditure. Manage weekly bank and cash requisition of funds. Review and reconcile items recorded on the general and subsidiary ledger. Record Bank statements and bank balances on the system (BAS, PASTEL, TMS) and update relevant spreadsheets. Provide support in the preparation of the Appropriation Statement for the NSG. Support the implementation of processes to prevent unauthorised expenditure and overspending of the voted funds. Develop and prepare monthly, quarterly and annual expenditure reports. Compile monthly debt account reconciliations and management reports, including management of debt cases. Implement and monitor compliance to management accounting policies (e.g. debtor and revenue management) and standard operating procedures. Participate in workshops with relevant internal and external stakeholders on management accounting policies, procedures and processes. Review accurate capturing of debt take-on (invoicing) and write-off, including following-up on long outstanding debts. Compile monthly debtors' statements, age analysis, and reconciliations. Liaise with internal and external stakeholders regarding the debt collection of old and prepaid debt. Distribute invoices and credit notes to the NSG clients via email and courier. Investigate unknown/un-applied bank balances on the Trade Account. Update and maintain a debtor's invoice and payment register on Excel. Generate In Year Monitoring reports (IYM) and Early Warning System (EWS) reports. Assist in the compilation and distribution of monthly expenditure reports for the business units, as well as other financial/ budgetary reports and statistics. Provide administrative support to the Budget Control Committee (BCC) meetings. Maintain and update filing systems and statutory registers. Prepare the Compliance Certificate Preference will be given to Youth, African Males, African Females, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES APPLICATIONS

: Nthabiseng Fuma Tel No: (012) 441 6011
: Apply online via this link: [application for employment state accountant: debtors no: nsq 25/2025](#) (2) – fill out form