

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of 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) 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** : attention And Enquiries: Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 13 March 2026
- 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 Qualification Authority (SAQA). 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. 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 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. 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 07/55** : **DIRECTOR: ACCREDITATION MANAGEMENT REF NO: NSG 01/2026**
Job Purpose: To manage institutional and programme accreditation that supports the design and delivery of education, training, and development (ETD) solutions by the National School of Government.
- SALARY** : R1 266 714 per annum, all-inclusive remuneration package (Level 13)
- CENTRE** : Pretoria.
- REQUIREMENTS** : A minimum bachelor's degree or equivalent (NQF level 7) in education or quality management. A post-graduate quality assurance/management/ curriculum design qualification 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: Five (5) years of proven relevant experience at a middle/senior managerial level in Accreditation Management or related. Knowledge: In-depth knowledge of and experience in institutional and programme accreditation. Knowledge of decolonising, transformational and participatory pedagogies. In-depth knowledge of ETD landscape and capacity building needs. 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, Higher Education and Training Act, and Further Education and Training Act). In-depth knowledge of professional bodies/ associations and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Theoretical and practical knowledge of best practices, cutting-edge quality assurance, and accreditation. Good understanding of project management cycle, methodologies and tools. Skills: Proven advanced writing skills, proofreading, editing and overwriting skills, including report writing, submissions and articles. Digital skills to work in environments with digital systems, management and reporting tools. Good conflict management skills. Advanced computer skills. Creative and analytical skills. Competencies Must be able to provide a vision, set the direction for the organisation and inspire others to deliver on the organisational man. 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 service delivery commitments successfully. Must promote generating and sharing 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. Problem solving and analysis: Must systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions promptly. 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 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: Participate in professional development growth activities to maintain professional knowledge and stay current with quality assurance and accreditation 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

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Manage the entire accreditation process including gathering data, preparing documentation and coordinating site visits by accrediting agencies. Manage the standards set by the Quality Council for Trades and Occupation (QCTO) and the Council on Higher Education (CHE) for institutional accreditation (including Assessment Centres) for all qualifications, part-qualifications, and skills programmes in the Occupational Qualifications Sub-framework (OQSF). Manage the design and development of institutional accreditation processes in consultation with internal and external stakeholders. Manage the development of protocol and manual for the CHE institutional audits and reviews and advise it. Establish and manage project and reference teams to manage and sustain institutional accreditation processes. Collect and analyse NSG performance and outcomes data to demonstrate compliance with accreditation standards. Manage the specific accreditation standards and requirements for the NSG and develop new standards or update existing ones. Manage the quality of institutional submission for accreditation. Manage the design and development of programme accreditation processes in consultation with internal and external stakeholders. Manage and guide the accreditation of academic offerings in the NSG curricula and programmes, including higher education qualifications and programmes. Monitor the implementation and coordinate the RPL processes of the NSG. Develop the management protocol of the HEQC/HEQSF online registration in line with DHET PQM clearance; CHE accreditation of programmes and ensure registration of qualifications in line with SAQA and Professional or Statutory

Bodies requirements. Support the NSG learning pathways towards professionalising the public sector. Ensure acquisition of letters of support from respective Professional or Statutory Bodies in support of the institution's applications for the accreditation of programmes. Ensure compliance with professional or statutory bodies accreditation standards. Develop and implement policies related to institutional and programme accreditation for the NSG, including the Recognition of Prior Learning (RPL) policy. Develop and implement relevant institutional and programme accreditation frameworks for the NSG. Undertake annual updates to the relevant frameworks and Standard operating procedures (SOPs) to keep pace with change and new and innovative working methods. Monitor the implementation of policies and review when necessary. Provide training and education to staff on accreditation standards, processes, and requirements. Manage the database and Programme Qualifications Mix (PQM) as approved, accredited and registered, and ensure the maintenance and updating thereof. Promote stakeholders' capacity building on accreditation-related policies and guidelines from QCTO (CHE) and South African Qualifications Authority (SAQA). Serve as the primary point of contact between the NSG and accrediting agencies and communicate accreditation requirements and expectations to internal stakeholders. Network and collaborate with all internal business units and relevant stakeholders to ensure mutually beneficial relationships that serve the interests of the NSG. Collaborate with business units and work in integrated teams to support learning outcomes for programmes, learning outcome measurement tools, and assessment instruments to measure learning objectives. Participate in relevant internal curriculum and quality assurance committee structures. Support the Quality Assurance Advisory Board, including smooth committee operations with appropriate agenda, minutes, and processing of accreditation proposals. Participate in domestic and global partnerships with HEIs and other institutions to undertake joint design and accreditation processes. 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. 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 : Apply Online Via This Link: [Application for employment Director: Accreditation Management REF NO: NSG 01/2026 – Fill out form](#)

OTHER POSTS

POST 07/56 : **ASSISTANT DIRECTOR: BUSINESS AND DATA INTELLIGENCE REF NO: NSG 02/2026**

SALARY : R468 459 per annum at (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification at (NQF level 6) recognised by SAQA in Statistics, Computer or Data Science, Business & Information Management or Marketing and Entrepreneurial Studies. Three to four years' experience in applying business intelligence, data analysis and statistical concepts including supervisory experience. Registration with a relevant professional association/body may be an added advantage. Knowledge: Demonstrated experience with statistical analysis packages. Knowledge and experience in using at least one statistical package (STATA/SAS) to analyse large datasets, data mining, report writing and the ability to data visualization. Theoretical and practical knowledge of the education, training, and development environment. Big data management, data analysis and modelling. Structured Query Language (SQL) to communicate with and manipulate databases. Knowledge of databases and structures, governance and meta data standards including data architecture. Good understanding of the public sector, relevant policies and applicable legislative frameworks (including but not limited to: Public Service Act; Public Administration and Management Act; Public Service Regulatory Frameworks). Computer literacy, including excellent

working knowledge of MS Office suite and relevant software for data analysis. Skills: Strong interpersonal skills. Problem solving skills. Research and analysis techniques. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other relevant solutions. Writing skills, including report writing and submissions. Digital skills to work in digital environments. Good conflict management skills. Creative and analytical skills. Data analysis, interpretation and utilization. Capabilities; products using goal setting, objectives, targets, creating work schedules and work-plans with associated budgets and resources. Apply technology and innovation to enhance productivity, efficiency, responsiveness and the quality of service provided. Manage expenditure through responsible implementation of policies and SOPs to achieve efficiency and effectiveness. Achieve excellence in delivering the planned client service outcomes (i.e. service levels and standards) and monitoring the unit's service delivery to ensure the highest level of client satisfaction. Personal Attributes: maintaining professional knowledge and staying current with business solutions 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. Ability to analyze problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. 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.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Support the implementation of business development strategies for provincial and local governments as well as provincial legislatures. Develop business cases and liaise with clients (individuals and institutions) to identify education, training and development (ETD) needs and requirements. support the dissemination and utilisation of ETD business intelligence information among the programme managers, support and conduct targeted business development research, including design, data collection, management and analysis. Provide timely alerts on emerging trends influencing the public sector and skills requirements. Process, analyse and manage data and information relating to ETD and providers (e.g., private and public higher education institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Acquire, process, manage and analyse data from a range of sources to generate trends, patterns and reports that inform planning and decision-making. Process, analyse and manage data and information relating to ETD and providers (private and public higher education institutions, Technical and Vocational Education and Training colleges, community Education and Training colleges, private colleges, private training institutions and Sector Education and Training Authorities). Ensure relevant data is entered into the Training Management System to capture, analyse, and disseminate business and data intelligence. Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to business units and stakeholders Use machine learning tools and statistical techniques to produce solutions to ETD problems. Mining large structured and unstructured datasets with different data structures. Monitor and evaluate business development interventions, especially the management of MOUs/MoAs and client support. Collect information from all clients and maintain a database to enable such information to be analysed in greater detail and format. Ensure product and service knowledge and awareness in liaison with internal business units. Support the implementation of innovative specialised programmes towards attracting new clients and building long-term relationships. Support opportunities towards increased market share in Provincial and Local Governments and Legislatures (training uptake numbers and revenue generated). Participate in networks and multi-sector relationships that serve the interests of the NSG. Cultivate strategic relationships and alliances with internal and external stakeholders. Work with internal and external stakeholders to identify opportunities for leveraging business and data intelligence to drive business solutions and product development. Participate in strategic external and internal forums including NSG-led forums. Review policies and procedures and manage implementation. Manage allocated resources (people finance, systems, assets, contracts). Implement operations management including service standards, standard operating procedures, business process management total quality management and digital transformation. Identify and manage operational risks

as well as mitigation plans, including business continuity plans. Produce monthly and quarterly reports relating to business development and specialised programmes.

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108
APPLICATIONS : Apply Online Via This Link: [Application For Employment Assistant Director: Business and Data Intelligence Ref No: NSG 02/2026 – Fill Out Form](#)

POST 07/57 : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: LEARNING & PROFESSIONAL DEVELOPMENT; REF NO: NSG 03/2026**

SALARY : R376 413 per annum (Level 8) plus competitive benefits
CENTRE : Pretoria.
REQUIREMENTS : A minimum National Diploma (NQF level 6) as recognized by SAQA in office administration, business administration, public management, or any relevant field. Experience: Two (2) to three (3) years relevant experience in office administration. Knowledge: Microsoft Office suite, especially Word, PowerPoint, and Excel. Virtual meetings (organize, host, record, transcript). Meetings management. Public service legislation, policies, prescripts, and procedures relevant to the job. Protocol, etiquette, and diplomacy. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal, writing, planning, and organizing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Presentation skills. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team. Trustworthy and honest and ability to maintain high levels of confidentiality. Good grooming and presentation. Willing to work long hours and outside working hours.

DUTIES : Administrative Services: Manage the diary of the DDG. Screen telephone calls and respond to inquiries efficiently. Provide secretariat services. Arrange meetings and events. Identify venues, invite role players, and organize refreshments. Compile attendance registers and agenda for meetings. Compile packs for meetings and distribute to relevant stakeholders. Take and compile minutes during meetings. Order and maintain stationery and equipment supplies. Make travel arrangements. Branch coordination: Communicate with clients, stakeholders and service providers to enhance service delivery. Convene branch/ management/ bilateral meetings, as determined by the DDG. Coordinate effective records management within the Branch and Office of the DDG, including filing, safekeeping and archiving. Compliance and Management Reporting: Manage Branch compliance calendar, obtain inputs, collate and compile reports such as progress, monthly and management reports and do quality checks. Plan, organize and control activities pertaining to the Office and prioritised programmes of the Branch. Source information which may be of importance to the Branch or the DDG such as newspaper and internet articles, circulars, reports, Cabinet and Parliamentary related documents. Quality check all documentation received before submission to the DDG. Prepare documentation such as letters, submissions, meeting briefing notes and reports as may be required by the DDG. Budget Administration: Management of the budget of the Branch and office, assist the DDG in determining funding requirements and procurement planning, maintain records of expenditure commitments, track branch expenditure and all related financial management functions.

ENQUIRIES : Thabo Ngwenya Tel No: (012) 441 6108
APPLICATIONS : Apply Online Via This Link: [Application For Employment Senior Administrative Officer Ref No: NSG 03/2026\) – Fill Out Form](#)

POST 07/58 : **TEAM ASSISTANT: OUTCOMES AND IMPACT: REF NO: NSG 04/2026**

SALARY : R325 101 per annum (Level 7) plus competitive benefits cost to company
CENTRE : Pretoria.
REQUIREMENTS : A recognised National Diploma/ Bachelor's degree or equivalent (NQF level 6) in Office Administration, Business or Public Administration, Project Management, Monitoring and Evaluation. Experience: One (1) to two (2) years relevant administrative experience, preferably within a Monitoring and Evaluation (M&E) 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). Microsoft Office suite, especially Word, PowerPoint and Excel. Virtual meetings (organize, host, record, transcript). Organise virtual meetings using Zoom and/or Teams. The utilisation of any other AI tools will be an advantage, such as Microsoft Co-pilot. Knowledge of the M&E field will be an advantage. Meetings management such as scheduling, agenda setting, recording and minute taking as well as developing action plans. Ability to manage events, including venue identification, organizing accommodation, logistics, catering, transportation and cash disbursements. Document management. Protocol, etiquette and diplomacy. Batho Pele Principles. Competencies/skills Excellent oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Database skills/data management 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; creative and innovative; ability to work under pressure.

DUTIES

: Coordinate administrative activities that support the implementation of the NSG Monitoring and Evaluation Framework, Standard Operating Procedures (SOPs) and all related policies. Schedule and organise virtual and in-person M&E engagements, including meetings, training sessions, workshops, review sessions and data-collection activities. Prepare agenda items, take minutes, maintain attendance registers and track follow-up actions for all M&E-related engagements. Maintain organised digital and physical records of projects, evaluation activities, research outputs, feedback tools and related documentation. Draft correspondence, memoranda, submissions, reports and stakeholder communications to support activities. Liaise with internal units such as ICT, Technical Support, Help Desk and other relevant stakeholders to resolve administrative challenges and system issues. Support the coordination of capacity-development initiatives linked to M&E activities, including orientation sessions, presentations, webinars and institutional engagements. Provide administrative support for the collection, organisation and management of outcomes and impact evaluation data for NSG training programmes. Support the distribution, tracking and follow-up of feedback instruments such as REQs, FFQs and other digital evaluation tools. Distributes datasets for capturing, monitor progress and maintain an up-to-date tracking sheet of captured and processed information. Assist in preparing data summaries, tables, presentation inputs and formatted evaluation reports for use by the Chief Directorate. Maintain and update databases related to evaluations, publications, knowledge-sharing events, dashboards and performance reporting. Support the collation of trends, insights and performance information for reporting to NSG management, clients and public-sector institutions. Contribute to the administration of the MyNSG platform for M&E, ensuring accurate, secure and organised data storage and retrieval. Assist in managing information flows within the Chief Directorate, including filing, document version control, repository management and compliance with records-management standards. Support the coordination and documentation of research activities, technical reports, knowledge products, dissemination events and related engagements. Maintain updated contact lists, stakeholder registers and internal information resources for use in M&E, research and outcomes/impact functions. Compile documents for presentations, briefings, knowledge sharing platforms and cross directorate engagements. Support the administrative processes for organising conferences, seminars, masterclasses and webinars linked to outcomes and impact measurement. Ensure secure storage, categorisation and indexing of datasets, evaluation reports and associated institutional knowledge. Support staff members in retrieving relevant evaluation evidence and information for monitoring, reporting and decision-making. Provide administrative and logistical support for internal and external stakeholder engagements, forums, technical working groups and collaboration activities. Assist in maintaining relationships with public-sector institutions, higher education institutions, professional bodies and other strategic partners engaged in M&E and outcomes/impact projects. Coordinate communication with

stakeholders, including scheduling engagements, sharing materials, monitoring responses and tracking follow-up items. Manage the activities of the chief directorate, including scheduling appointments and ensuring proper preparation for meetings and engagements. Coordinate documentation for budget processes, procurement planning, payments and financial administration of the Chief Directorate. Coordinate human resource administration including leave, performance management documentation, training requests and related records. Arrange domestic and international travel including approvals, itineraries, bookings and claims. Manage compliance calendars, reporting schedules and submission tracking to support effective directorate governance. Provide secretariat support for chief directorate meetings including minute-taking, recording action items and following up on implementation. Coordinate logistical arrangements for meetings, workshops and events including venue bookings, digital platforms, catering, registers and equipment.

ENQUIRIES
APPLICATIONS

: Ms Nthabiseng Fuma (012) 441-6011
: Apply Online Via A Link: Application For Employment Team Assistant: outcomes & Impact, Ref No: NSG 04/2026 – Fill Out Form

POST 07/59

: **ADMINISTRATIVE OFFICER: ORGANISATIONAL TRANSFORMATION REF NO: NSG 05/2026**
(Twelve Months Fixed Term Contract)

SALARY
CENTRE
REQUIREMENTS

: R325 101.per annum, (Level 7)
: Pretoria.
: Applicants must be in possession a tertiary qualification (NQF 6) in Office Administration, Public Administration, Change Management, or equivalent qualification. Experience: One (1) to two (2) years relevant experience in administration. 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 (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking). Public service legislation, policies, prescripts and procedures. Office administration and secretarial support procedures. Records and documents. management. Practices. Understanding of transformation and change initiatives in the public sector. Basic financial and supply chain management processes. Batho Pele principles. 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. Competencies: Plan, organise, and implement plans and policies for services and products using goal setting, objectives, and targets, as well as creating work schedules and work plans with associated budgets and resources. Apply technology and innovation to enhance productivity, efficiency, responsiveness and the quality of service provided. Monitor expenditure through responsible implementation of policies and SOPs to achieve efficiency and effectiveness. Solve problems by analysing situations and applying critical thinking to resolve issues, decide on courses of action, and implement the solutions developed to overcome difficulties and constraints. Adapt diverse cultural practices, customs, values and norms of individuals and groups to meet equity requirements and contribute to transforming the work unit and department. Manage interpersonal conflict and resolve problems practically and constructively to achieve results, solve service delivery difficulties, and gain acceptance to plans, policy implementation and proposals. Develop contacts and build and maintain a network of professional relations to keep abreast of developments in the area of work. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting. 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 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.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Schedule, coordinate meetings, draft agendas and take accurate minutes. Maintain updated records of programme activities, database and files (manual and electronic). Assist with correspondence, printing, photocopying and documentation. Maintain a tracking system for follow-up actions and deliverables. Ensure proper filing of reports, memos, and programme documentation. Compile and coordinate logistical arrangements for workshops, outreach programs and awareness raising campaigns/interventions. Assist with communicating programme schedules to internal and external stakeholders. Track attendance, compile and facilitate participation registers. Prepare checklists/action lists for materials and venue/ programme readiness. Support with capturing action items from programme sessions and events. Contribute to the mainstreaming and management of WYPD and Change Management related programmes in line with policies, programmes, projects and activities. Maintain a consolidated reporting register for programme- related submissions. Ensure accurate data entry and storage of compliance documents and database. Contribute in preparation and formatting of internal and external reports and presentations. Archive WYPD and change management documents systematically. Retrieve information efficiently when required for audits or monitoring. Initiate requisitions and make follow ups for goods and services in accordance with SCM processes. Capture and track invoices and submit documents for payment processing. Maintain an asset register of items procured for programme delivery. Liaise with SCM and Finance units on procurement-related queries. Assist in preparing basic cost estimates and supporting documentation. Compile invitation lists and distribute communication for key events. Coordinate travel and accommodation arrangements for events and meetings. Ensure event materials/outreach interventions (reports and promotional items) are prepared. Support implementation of departmental outreach initiatives. Coordinate RSVPs and provide logistical feedback to the organising team.

ENQUIRIES

: Christopher Chokwe Tel No: (012) 441 6133

APPLICATIONS

: Apply Online Via A Link: [Application For Employment Administrative Officer: Organisational Transform: Ref No: NSG 05/2026](#) – Fill out form

POST 07/60

: **ADMINISTRATOR: EXECUTIVE SUPPORT REF NO: NSG 07/2026**

SALARY

: R228 321 per annum (Level 5) plus competitive benefits cost to company.

CENTRE

: Pretoria.

REQUIREMENTS

: Grade 12. A tertiary qualification at (NQF level 5) in Office Administration, Business Administration, Public Administration will be an added advantage. Experience: No experience. Competencies/Skills: Strong computer literacy. Strong oral and written communication skills. Strong interpersonal skills. Strong planning and organizing skills. Writing skills. Basic programme and project management skills. Problem solving and analysis. Client orientation and customer focus. Basic analytical skills. Basic financial management skills. Presentation skills. Basic Numeracy skills. 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 relevant to the job. Minimum Information Security Standards (MISS). Protocol, etiquette and diplomacy. Batho Pele principles. 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

: Coordinate the interface between the Principal's Office in Cape Town and the Ministry. Implement the Standard Operating Procedures for the Office of the Principal. Draft reports on personnel and material movements and other operational issues. Maintain record management system of the Office of the Principal. Process requests for the procurement of goods and services for the Office. Prepare submissions and other documents for the Office of the Principal. Participate in long-range planning meetings with regard to upcoming events. Make arrangements, included but not limited to sending out invites, venue confirmations, rsvp, parking and catering arrangements. Scan and record submissions to the Director-General and the Minister. Coordinate meetings with the NSG stakeholders. Provide administrative and logistical support for Principal meetings, seminars, conferences, workshops, etc. Support the Office in the

arrangement of meetings of the governance structures. Maintain concise, accurate records for the meetings. Maintain a positive image of the Directorate amongst stakeholders. Develop directorate's plans for scheduled Cabinet and Parliament interface. Co-ordinate Parliamentary engagements and their working groups' activities. Coordinate the Department's reports to FOSAD Clusters, Cabinet and Parliament. Document Parliamentary questions and allocate them to relevant Branches. Conduct preliminary research on Parliamentary questions directed to the Department. Coordinate the documentation of Parliamentary questions responses from Branches. Prepares and maintains administrative documentation with respect to Parliamentary and Cabinet events including preparation of post- events reports. Coordinate stakeholder forums and scheduling of stakeholder meetings. Draft responses to stakeholder queries and requests with required evidence for submission to Director. Follow up with stakeholders on joined programmes. Preference will be given to Youth, African Males, African Females, Coloured Males, White Males, Coloured Males, and people with disability in accordance with our employment equity requirements.

ENQUIRIES : Christopher Chokwe Tel No: (012) 441 6133
APPLICATIONS : Apply Online Via A Link: [Application For Employment Administrator: Executive Support, Ref No: NSG 07/2026](#) – Fill Out Form

POST 07/61 : **DRIVER: REF NO: NSG 06/2026**

SALARY : R193 359 per annum (Level 4) plus competitive benefits cost to company
CENTRE : Pretoria.
REQUIREMENTS : A grade 10 qualification/ standard 8 and valid code 08 driver's license (manual transmission). A professional driving permit (PDP) will be an added advantage. Experience: 7-12 months relevant experience. Knowledge Procedures to operate the motor vehicle e.g., obtain trip authorities, complete the logbooks, obtain consumables (e.g. petrol). Basic motor vehicle functions (e.g. fixing a flat tyre, checking oil and water levels). Knowledge of the prescripts for the correct utilisation and proper maintenance of the motor vehicle. General geographic knowledge. Competencies/skills: Excellent driving skills. Good organisational and logistics skills. Interpersonal skills. Basic understanding of MS Office Suite, Outlook and internet application. Problem solving skills. Verbal and written communication skills. Telephone etiquette. Personal Attributes: High level of reliability. Client focused attitude. Keen attention to detail. Ability to work in a team, trustworthiness and honesty. Maintain very high levels of confidentiality. Good grooming and presentation.

DUTIES : Safely transport passengers and deliver items such as mail and documents to and from various destinations. Transport NSG employees to and from the airport and other destinations. Undertake proper pre-trip planning, including checking traffic, construction and weather conditions. Collect, distribute and control movement of internal and external mail and documents including to and from the Post Office. Conduct routine maintenance, including proper fueling, on the allocated vehicle and ensure roadworthiness. Conduct pre and post inspection to the allocated vehicle. Report any identified defects to the Transport Officer immediately. Obtain relevant approval before undertaking official trips. Complete all the required and prescribed records and logbooks regarding the vehicle and the documents handled. Maintain accurate mileage and repair records, including month-end reconciliations. Assist with loading and offloading of goods when needed. Photocopying services. Provide messenger services in the collection and delivery of documentation in the Department. Ensure the rerouting of traffic fines and follow-ups. Undertake registry functions when required. Filing of transport related documents.

ENQUIRIES : Ms Nthabiseng Fuma, 012 441-6011
APPLICATIONS : Apply Online Via A Link: [Application for employment Driver: Ref No: NSG 06/2026](#) – fill out form