

NATIONAL SCHOOL OF GOVERNMENT

The National School of Government (The NSG) contributes to the building of an effective, capable and professional public service through the provision of relevant, mandatory and non-mandatory training programmes. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position.



- APPLICATIONS** : Applications can be submitted using the link provided, should you submit your application and CVs to the incorrect link it will be regarded as lost and will not be considered.
- FOR ATTENTION** : Kindly contact Mr Mpho Mugodo Tel No: (012) 441 6017 or Mr Thabo Ngwenya Tel No: (012) 441-6108
- CLOSING DATE** : 27 March 2026
- NOTE** : 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 09/124** : **DIRECTOR: EXECUTIVE SUPPORT REF NO: NSG 08/2026**
Job Purpose: To provide executive support, coordination and oversight to the Principal (Director-General) and the Office of the Principal by ensuring integrated planning, effective information flow, executive advisory services, institutional responsiveness, and strengthened decision-making through liaison, quality assurance, stakeholder interface and governance support.
- SALARY** : R1 266 714 per annum (Level 13), an inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum bachelor's degree or equivalent (NQF level 7) in the field of Public Administration or Public Management Political Science, Development Studies, Business Administration or a related field 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). The incumbent may be assigned as the designated lead or facilitator for any core functional area within the Directorate's mandate

(appointment as Deputy Information Officer). Experience: Five (5) years' experience at a middle/senior managerial level providing executive support, strategic coordination or advisory services in the public sector. Demonstrated experience in strategic planning, policy analysis, governance, reporting and institutional coordination. Experience working with political principals, oversight structures, and high-level stakeholders is essential. Knowledge: Knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Skills Development Act, Public Finance Management Act). Public sector governance, executive support functions and institutional coordination practices. Public administration, public policy processes and government planning and reporting cycles. Legislative and policy frameworks: Constitution, PFMA, PSA, PAMA, MISS, PAIA, POPIA and Treasury Regulations. Government protocol, Cabinet and Cluster systems, parliamentary processes and intergovernmental relations. Strategic planning, monitoring and evaluation, risk management and policy analysis. Executive communication, briefing systems, corporate governance and decision-support processes. Knowledge of stakeholder management methodologies and issue-management approaches. Batho Pele Principles. Competencies: Must be able to provide a vision, set the direction for the business unit and inspire others to deliver on the organisational mandate. Must be able to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs. Must be able to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices to ensure the achievement of strategic organisational objectives. Must be able to initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Must be able to promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Must be able to explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. Must be able to systematically identify, analyse and resolve existing and anticipated problems to reach optimum solutions in a timely manner. Must be able to manage and encourage people, optimise their outputs and effectively manage relationships in order 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 in a clear and concise manner 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. Skills: High-level analytical, interpretative and synthesis skills. Executive writing, speech writing, policy brief development and communication. Strategic planning, coordination and project management. Problem-solving, judgement and decision-making. Stakeholder engagement, negotiation and diplomacy. Excellent interpersonal and professional communication skills. Advanced computer literacy (MS Office suite, digital collaboration tools). Information management, workflow management and organisational skills. 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 details. Ability to work independently while contributing to a team environment. Ability to analyse 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. Preference will be given to African Females, Youth, African and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Analyse, synthesise and quality-assure strategic submissions, reports and briefing notes for the Principal to support informed decision-making. Provide advisory support on institutional priorities, emerging policy issues, sector trends and risks affecting the NSG. Coordinate the development of executive communication, speeches, talking points and strategic inputs. Manage executive

correspondence, oversee quality assurance processes and ensure adherence to protocols and timelines. Support the Principal on strategic engagements by preparing agendas, research notes, policy briefs and follow-up actions. Monitor the implementation of key directives and decisions issued by the Principal, ensuring accountability and timely reporting. Coordinate the development and integration of strategic, operational and performance information for the Office of the Principal. Manage processes for MANCO, EXCO, governance committees and other internal structures to ensure well-coordinated and compliant submissions. Establish tracking mechanisms for institutional commitments, Cabinet/Cluster decisions, parliamentary queries and performance reporting obligations. Facilitate alignment between the Office of the Principal and branches on priorities, risks, critical projects and institutional messaging. Oversee executive internal communication channels to ensure accurate, timely and coherent information flow. Provide oversight of executive diaries, logistical arrangements and workflow to support efficiency and responsiveness. Oversee issue-management processes, including synthesising institutional challenges, escalations and risks for executive attention. Provide a central coordination point for branches to engage with the Office of the Principal on strategic matters. Facilitate coherent institutional responses to queries from oversight bodies, the Ministry, parliamentary committees and central departments. Support crisis-response coordination and prepare executive situational analyses to aid rapid interventions. Monitor cross-cutting institutional projects and provide progress briefs to the Principal. Track and manage reputational risks and prepare executive responses and mitigation updates. Coordinate strategic engagement with key partners through high-level meetings, dialogues and collaborative platforms. Build and maintain relationships with government departments, HEIs, research bodies and development partners to support institutional collaboration. Facilitate cooperative initiatives with internal and external stakeholders to advance institutional priorities. Manage stakeholder communication and information exchange to strengthen collaborative efforts. Maintain stakeholder mapping, engagement plans and follow-up processes to ensure sustained partnerships. Coordinate the Principal's participation in national, continental and international collaborative forums. Manage the resources (people, finance, systems, assets) allocated within the directorate. Manage the implementation of operations management within the business unit, including determining service standards, standard operating procedures, business process management, total quality management, and digital transformation. Develop appropriate strategies and plans for achieving performance targets and business unit requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans. Manage a team of employees and service providers who are expected to accomplish assigned duties efficiently, effectively, and competently and to strive for improvement and excellence in all work performed.

ENQUIRIES : Mpho Mugodo Tel No: (012) 441 6017
APPLICATIONS : Apply Online Via This Link: [APPLICATION FOR DIRECTOR: EXECUTIVE SUPPORT NO: NSG 08/2026 – Fill out form](#)

OTHER POST

POST 09/125 : **DEPUTY DIRECTOR: OUTCOMES & IMPACT REF NO: NSG 09/2026**

SALARY : R896 436 per annum (Level 11), an inclusive remuneration package
CENTRE : Pretoria
REQUIREMENTS : A tertiary qualification on NQF level 7 in the field of Business, Commerce and Management Studies, Human and Social Studies. Experience: 3 years' experience in a Monitoring and Evaluation environment at supervisory / management (ASD) level. Proven experience in the development of evaluation tools/instruments; compilation of evaluation reports, dissemination of findings and recommendations. Proven experience in the planning, designing and implementing of qualitative and quantitative M&E instruments, including the development of evaluation plans for Outcome and Impact evaluations. Extensive experience in the analysis of quantitative and qualitative data, using the relevant software where applicable. Knowledge: Thorough 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; the Government wide M&E Policy and the National Evaluation Policy Framework). Specialist theoretical and analytical techniques, including extensive applied knowledge in monitoring & evaluation of programmes, projects, training interventions, and demonstrated ability to present analytical findings to different audiences. Practical knowledge and experience of statistical analysis and interpretation of data. Selecting and /or defining indicators, evaluation methodologies, data collection methods and reporting formats. Total Quality Management Systems inclusive of monitoring and evaluation in the ETD environment. Advanced computer literacy and practical knowledge of the use of software for monitoring and evaluation of training interventions, webinars. (Mentimeter, Google Forms, MURAL, SPSS, Atlas TI, Lime survey, Survey monkey). Competencies Skills: Strategic thinking and problem-solving skills. Advanced analytical skills in identifying and evaluating best practices. Exceptional written, organisational and verbal communication skills. Strong interpersonal skills. Attention to detail. Presentation and facilitation skills. Project management skills. Good research skills to produce credible and useful results that should help to guide organisational planning, decision making and curriculum development. Must be able to work in an automated M&E environment. Creativity skills, as monitoring and evaluation is not done in a linear and one size fits all approach. Innovative thinking. The ability to work under pressure and with group dynamics. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with monitoring and evaluation 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. Ability to establish and maintain effective working relationships with management, employees, stakeholders, and the public. Integrity and honesty; trustworthy. Detail oriented; creative and innovative. Ability to work under pressure. Travel extensively and work extended hours when required. Preference will be given to African Females, Youth, African Males and Coloured Males and people with disability in accordance with our employment equity requirements.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Plan, implement and manage the systematic monitoring of ETD interventions, in line with defined M&E frameworks, policies and standard operating procedures. Undertake continuous assessment of ETD interventions to determine whether these are being undertaken as planned, and against key performance indicators. Develop, quality assure and provide feedback on relevant reports (Facilitator and Participant Evaluation Reports) in line with defined M&E frameworks, policies and standard operating procedures. Manage monthly, quarterly and develop annual data statistical reports, undertake the necessary analysis and provide recommendations for improvement. Generate online survey links (special projects, master classes, seminars and webinars), analyse data and compile reports on the feedback received from surveys. Provide guidance, advice and support on the monitoring, evaluation, and reporting frameworks of the National School of Government. Plan, implement and manage the evaluation (design evaluations, programme evaluations, acquired learning evaluations, outcome evaluations and impact evaluations, including any other relevant evaluations) of ETD interventions, towards the achievement of results, milestones, and impact of the outcomes based on the use of performance indicators. Develop, quality assure and provide feedback on relevant reports in line with defined M&E frameworks, policies and standard operating procedures. Plan and conduct Evaluations of Acquired Learning (EALs) of identified ETD interventions by designing instruments, project plans for the evaluations and compiling reports for approval. Plan, design instruments for and conduct outcome evaluations of identified ETD interventions. Provide feedback to all stakeholders on the findings and follow up on action plans submitted by the various programme managers. Compile outcome evaluation reports and evaluate the application of learning that occurred at a participant, business unit and institutional level. Plan, implement and manage impact evaluation studies of identified ETD interventions. Design, pilot and manage relevant instruments for conducting impact evaluations. Implement impact evaluation plans, gather the relevant data and provide monthly progress reports. Compile annual progress reports on impact evaluation studies (phase 1) and submit final reports on identified impact evaluations. Provide evaluation

feedback to the relevant stakeholders at close out of the impact evaluations. Facilitate the utilisation of evaluation findings for enhanced learning, sharing, ETD improvements, planning and decision making. Develop survey links and manage the capturing of data related to all M&E activities. Manage the data process (including capturing, efficiency, correctness, verification and quality) within determined time frames. Manage the quality of information produced, through detailed analysis of data. Manage the processes related to information on the management information systems. Develop and maintain systems to support evidence-based decision making in the NSG. Manage the allocated resources (people, finance, systems, assets, contracts) within the sub-directorate. Prepare reports on the performance of the sub-directorate against performance plans, business requirements and performance targets and present these during management meetings. Implement operations management within the sub directorate, including service standards, standard operating procedures, business process management, total quality management and digital transformation. Identify and manage operational risks within the sub directorate, as well as mitigation plans, including business continuity plans. Support the functioning of relevant committees. Provide strategic input at M&E related forums, task teams, seminars and workshops.

ENQUIRIES
APPLICATIONS

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