

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 and Enquiries: Kindly contact Mr Mpho Mugodo (012) 441 6017 or Mr Thabo Ngwenya (012) 441-6108.
- CLOSING DATE** : 24 August 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, 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 to the SMS posts. Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>.

MANAGEMENT ECHELON

- POST 28/48** : **CHIEF DIRECTOR: BUSINESS DEVELOPMENT AND SPECIALISED PROGRAMME REF NO: NSG 13 /2026**
Job Purpose: To lead and manage business development and specialised programmes implementation that support the co-creation and facilitation of education, training, and development (ETD) interventions
- SALARY** : R1 554 696 per annum (Level 14), an inclusive remuneration package commencing
- CENTRE** : Pretoria.
- REQUIREMENTS** : A tertiary qualification at (NQF level 7) as recognized by SAQA in Business Administration / Management or Marketing Communication / Management. 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. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience: five years of proven experience at the senior management level. Proven experience in

business development, contract negotiations and stakeholder management. Knowledge: In-depth theoretical and practical knowledge of the education, training, and development environment, in particular business development. In depth 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). Knowledge of professional bodies and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education) 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. Batho Pele principles. Skills: Proven advanced writing skills, proofreading, editing, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Advanced Computer skills in MS Office Suite. Creative and analytical skills. Competencies: Must be able to provide a vision, set the direction for the unit and inspire others to deliver on the organisational mandate. Plan, manage, monitor and evaluate specific activities to deliver the desired outputs. 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. Promote the generation and sharing of knowledge and learning to enhance the organisation's collective knowledge. High standards of ethical and moral conduct. Personal Attributes: Participate in professional development growth activities and stay up to date with business solutions and trends. Ability to multi-task, organise, prioritise and pay attention to detail. Work independently while contributing to a team environment. Problem solving and conflict resolution skills. Establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty. Travel and work extended hours.

DUTIES

: Lead in generating market intelligence and diagnostic information that will inform demand for new product/business development opportunities and initiatives. Lead and manage marketing and visibility of NSG products and services (advocacy programmes) and provide support to piloting new products. Collaborate with business units and work in integrated teams to determine ETD interventions. Lead and manage the initiation and conclusion of MoUs /MoAs with identified clients and partners. Lead and manage implementation plans related to signed MoUs/ MoAs, in liaison with internal business units. Monitor ETD delivery and performance against signed MoUs/ MoAs, as well as post-delivery support. Manage collaborative review and feedback sessions with clients and stakeholders. Build and sustain client loyalty and NSG brand through client support and liaison. Identify and incubate innovative specialised programmes, projects and partnerships to support ETD delivery and attract new clients. Conduct feasibility assessments and develop business cases for specialised programmes and projects. Develop project and programme plans, including objectives, deliverables, milestones and resource requirements. Coordinate and manage the implementation of specialised programmes and projects in collaboration with internal and external stakeholders. Support curriculum development, learning content design and partnership arrangements for specialised programmes. Monitor, evaluate and report on programme and project performance, risks, sustainability and implementation progress. Identify and foster opportunities to support increased market share (training uptake numbers and revenue generated). Establish and manage networks and multi-sector relationships that serve the interests of the NSG. Support other public sector institutions through partnerships in building capacity. Chair/ oversee relevant internal business development committee structures. Participate in strategic external and internal forums including NSG-led forums. Participate in capacity building interventions, including facilitation of ETD interventions, publications and presentation of papers. Lead, direct and manage the resources (people, finance, systems, assets) allocated within the chief directorate. Implement operations management within the business unit, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Manage the strategic planning and performance of the chief directorate. Manage the budget allocated to the business unit. Identify and

**ENQUIRIES
APPLICATIONS**

manage strategic and operational risks within the business unit, as well as mitigation plans, including business continuity plans.

Mpho Mugodo Tel No: (012) 441 6017

**CHIEF DIRECTOR: BUSINESS DEVELOPMENT AND SPECIALISED
PROGRAMME REF NO: NSG 13/2026 – Fill out form**

POST 28/49

DIRECTOR: CADET AND YOUTH DEVELOPMENT REF NO: NSG 14/2026

Job Purpose: To manage and support the co-creation and the facilitation (through direct, influence, and/or referral approaches) of Youth ETD interventions and youth for capacity development and support for the public sector by the National School of Government.

**SALARY
CENTRE
REQUIREMENTS**

R1 317 384 per annum Level 13, (all-inclusive remuneration package)

Pretoria

A minimum bachelor's degree or equivalent (NQF level 7) in Management Studies, Human and Social Studies, Education, Training Development or 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. Experience: Five (5) years of proven relevant experience at a middle/senior managerial level in the areas of ETD interventions and youth capacity development. Knowledge: In-depth theoretical and practical knowledge of the education, training, and development environment, in particular business development. In-depth 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). Knowledge of professional bodies and regulatory body requirements (South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education), 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. Batho Pele principles. Skills: Advanced proficiency in communication, facilitation and presentations. Planning, organising, project management, financial management. Emotional intelligence and interpersonal relations. Research methodologies to analyse data and information (qualitative and quantitative). Computer literacy. 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. 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. Initiate and support organisational transformation and change to successfully implement new initiatives and deliver on service delivery commitments. Promote the generation and sharing of knowledge and learning to enhance the collective knowledge of the organisation. Explore and implement new ways of delivering services that contribute to the improvement of organisational processes to achieve organisational goals. People management skills. Ability to put people first in delivery of services (Batho Pele). High standards of integrity and ethics. Personal Attributes: Participate in professional development growth activities to maintain professional knowledge and keep up to date with business solutions trends. Ability to multi-task, organize and prioritize. Work independently while contributing to a team environment. Problem solving and conflict resolution skills. Good interpersonal skills and ability to work cordially with management, employees, stakeholders and the public. Willingness to travel and work extended hours, when required.

DUTIES

Analyse strategic and policy documents, statutory reports and other mechanisms to identify capacity development and delivery modalities. Undertake research of local and international best practices to identify cutting edge capacity development interventions. Identify appropriate strategies and learning areas to meet capacity development needs. Manage the provision of high-quality capacity development through formal courses, programmes, workshops and seminars, just-in-time interventions, and follow-up institutional support. Lead and oversee the pilot and iteration of organisational learning strategies that contribute to service impact. Inform project plans, budget plans and concept notes to guide learning strategies. Support in curriculum

formulation and content, including the identification of platforms and partners as well as critical reading and analysis. Serve on project teams for new curriculum development. Support the development and/or enhancement of facilitator, moderator and assessor competence profiles based on capacity development content and delivery requirements. Determine requirements and capabilities towards the appointment and/or contracting of panel of experts, partners and HEIs. Support the management and the review and update of curriculum content, including customisation of content. Oversee the orientation of capacity development offerings. Provide effective and efficient programme and project monitoring and management. Support the recruitment and/or contracting of panel of experts, partners and HEIs pertinent to the capacity development intervention. Provide collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Support the adherence to accreditation requirements, support assessment and certification, including timely issuing of certificates. Determine and provide post-delivery support to individuals and institutions, as well as case file management and data management. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Establish and manage public and private sector networks and multi-sector relationships relevant to the subject matter area located within the bands. Manage cross-functional projects to advance capacity development support initiatives. Participate in capacity development interventions, including facilitation of offerings. 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
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: Mpho Mugodo Tel No: (012) 441 6017
: **APPLY USING THIS LINK: [APPLICATION FOR EMPLOYMENT DIRECTOR: CADET AND YOUTH DEVELOPMENT NSG, 14/2026. – Fill out form](#)**

OTHER POSTS

POST 28/50

: **DEPUTY DIRECTOR: LEARNER RECORDS REF NO: NSG 15/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 per annum (Level 11), an inclusive remuneration package
: Pretoria
: A Bachelor's Degree on NQF level 7 in Public Administration, or related field. Registration with a relevant professional body will also be an added advantage. Experience: A minimum of five (5) years of relevant experience, including at least three (3) years at the Assistant Director or equivalent level in learner records or supporting ETD practices. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Knowledge of the Skills: Development landscape in South Africa. 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). 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. Skills: Strong interpersonal skills. Problem-solving skills. Research and analysis techniques. Proficiency in 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, and digital skills. Personal Attributes: Participate in professional development growth activities for Participate in professional development growth activities for maintaining professional knowledge and staying current with research 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

DUTIES

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.

: Verify the accuracy and correctness of invoices and course offers. Ensure the accuracy of supporting evidence uploaded on MyNSG platform. Verify captured learner results on the MyNSG. Develop, review and enforce quality assurance standards and control measures for learner records, assessments, moderation and certification processes in line with legislative and institutional requirements. Conduct periodic quality reviews and internal audits of learner records and MyNSG data to assess compliance, accuracy and effectiveness, and implement corrective and preventive actions where deficiencies are identified. Monitor the effectiveness of quality management interventions by analysing error trends, audit findings and stakeholder feedback, and recommend continuous improvement initiatives to enhance service delivery and records integrity. Manage timeous allocations of invoices for processing. Approve payment advice documentation. Manage timeous submission of payment advice to Finance. Report on status of invoices. Respond to learner and client queries and requests. Ensure that complaints are properly recorded, tracked and channelled properly. Resolve disputes with assessors and moderators, ETQAs, clients and learners. Manage relations with ETQAs on verification and accreditation. Manage the assignment submission dates. Approve extensions on assignment submissions. Manage the capturing of assignment records into the MyNSG. Manage the batching of assignments per training offers. Manage the deployment of assessors and moderators. Manage the implementation of assessment policies with HEIs. Manage the upload of learner assessment and moderation results on ETQAs systems. Manage uploading requests for external moderation and relevant documents (moderation reports, learner lists per course/US, assessors and moderators) in the ETQA system as per the set requirements. Ensure that there are proper filing systems and all portfolios to be moderated are available (either online or physically). Compile and implement a management improvement plan to ensure all findings and issues formally raised by ETQAs are addressed. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements, including performance reporting. Identify and manage strategic and operational risks within the sub-directorate, as well as mitigation plans, including business continuity plans. Supervise employees. Strategic planning, performance management monitoring and reporting of unit performance. Risk management as well as mitigation plans, including business continuity plans.

ENQUIRIES APPLICATIONS

: Mpho Mugodo Tel No: (012) 441 6017
: [APPLY USING THIS LINK: APPLICATION FOR DEPUTYDIRECTOR:
LEARNER RECORDS REF NO: NSG 15/2026 – Fill out form](#)

POST 28/51

: **DEPUTY DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF
NO: NSG 17/2026**

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11), an inclusive remuneration package
: Pretoria
: A recognised bachelor's degree or equivalent (NQF level 7) in the field of Supply Chain Management, Logistics, Finance, or a related field. Registration with a relevant SCM professional body will be an advantage. Experience: A minimum of five (5) years' experience in Supply Chain Management, Asset Management, Logistics, within the education and training or related field, of which three (3) years must be at supervisory Assistant Director or equivalent level. The incumbent must undergo security vetting, and clearance will be determined. Advanced knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management frameworks, and public sector financial management practices. Advanced 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 (PAMA), Public Service Regulations, and related governance frameworks. Extensive knowledge of demand management, acquisition

management, logistics management, contract management, supplier management, asset management, disposal management, and inventory management principles and practices. Advanced knowledge of government transversal systems and procurement platforms, such as BAS, LOGIS, Central Supplier Database (CSD), e-Tender Portal, and related SCM information systems. Knowledge of corporate governance, risk management, internal control systems, audit processes, fraud prevention, ethics management, and compliance monitoring. Knowledge of strategic planning, budgeting, performance management, project management, stakeholder management, and service delivery improvement frameworks within government institutions. Treasury Regulations and SCM Frameworks. Batho Pele principles. Experience working on BAS & LOGIS and CSD. Skills: Demand, Acquisition, Logistics, Contract, and Asset Management. Contract Management and Supplier Relationship Management. Bid Administration and Secretariat Support to Bid Committees. Financial and asset management. Computer Literacy and Proficiency in Government Transversal Systems (BAS, LOGIS, CSD, eTender Portal, and Microsoft Office Suite). Project and process management. Leadership and people management. Governance and compliance orientation. Problem-solving and decision-making. Integrity and accountability. Reporting and compliance management. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with curricular trends. Ability to multi-task and organize and prioritise. Ability to work independently while contributing to a team environment. Problem solving and conflict resolution skills. Good stakeholder management skills. Ability to work under pressure.

DUTIES

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Coordinate SCM planning, reporting, risk management, and audit processes, including the implementation of audit action plans and corrective measures. Oversee supplier and contract management processes to ensure effective service delivery, value for money, and compliance with contractual obligations. Monitor SCM performance indicators and prepare management reports on procurement trends, compliance levels, and operational efficiency. Promote ethical procurement practices and implement measures to prevent fraud, corruption, irregular expenditure, and SCM system abuse. Develop, review and implement demand and acquisition management policies, frameworks, processes and procedures. Coordinate the compilation, consolidation and approval of the Annual Procurement Plan in line with budget allocations and operational requirements. Oversee the development of specifications/terms of reference to ensure completeness, compliance and standardisation. Manage acquisition processes, including bid administration and compliance with SCM prescripts. Establish and provide secretariat support and/or advisory services to Bid Specification Committees (BSC), Bid Evaluation Committees (BEC), and Bid Adjudication Committees (BAC). Maintain effective record-keeping systems and procurement documentation in accordance with legislative and audit requirements. Monitor and evaluate demand and acquisition performance and implement corrective measures where required. Manage the prevention of fraud, corruption, irregular expenditure, and SCM system abuse within demand and acquisition management processes. Develop, review and implement logistics, disposal and asset management policies, systems and procedures. Oversee the provisioning, storage, distribution and control of goods and services. Manage inventory and stock control systems to ensure accuracy, safeguarding, and accountability. Coordinate the identification and disposal of redundant, obsolete, or unserviceable assets in line with legislative and regulatory prescripts. Ensure the maintenance, updating, and integrity of asset registers for movable and immovable assets. Monitor asset verification processes, including physical condition assessments, utilisation reviews, and performance reporting. Conduct periodic asset verification and reconciliation processes to ensure asset existence, completeness, and accuracy. Analyse asset performance, utilisation, depreciation trends, and lifecycle management data for strategic decision-making and reporting purposes. Compile and submit asset management reports in compliance with regulatory, audit, and organisational reporting requirements. Provide technical advice and guidance to business units on SCM, logistics, disposal, and asset management practices. Promote awareness, compliance, and adherence to asset management policies, procedures, and internal control measures across the institution. Establish and maintain strategic and operational relations with internal business units and external stakeholders (National Treasury, DPSA) to support effective service delivery. Facilitate integrated planning and

collaboration across business units to inform procurement planning, demand management, and asset lifecycle management processes. Undertake benchmarking to identify and implement innovative supply chain and asset management practices. Represent the organisation in internal and external forums/ structures to influence compliance, policy alignment, and best practice implementation. Identify and leverage collaborative opportunities to strengthen supply chain efficiency, asset management capability, and overall institutional performance. 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
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: Mpho Mugodo Tel No: (012) 441 6017
: APPLY USING THIS LINK: [APPLICATION FOR DEPUTY DIRECTOR:
SUPPLY CHAIN AND ASSET MANAGEMENT NO: NSG 17/2026 – FILL
OUT FORM](#)

POST 28/52

: **ASSISTANT DIRECTOR: ETD COORDINATION REF NO: NSG 18/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum (Level 09)
: Pretoria
: A tertiary qualification registered at (NQF Level 6) in Human Resource Development, Business Administration & Management, Public Administration & Management, Operations Management or Project Management. Experience: 3 years' experience in education, training, and development (ETD) coordination or working in an ETD environment, including supervisory experience. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Knowledge: Good understanding of the education, training, and development (ETD) environment. Practical and proven knowledge of ETD co-ordination or client service coordination. Proficiency with necessary technology such as software applications and computers. 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). Knowledge of professional bodies and regulatory body requirements (e.g., 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 for data analysis. Batho Pele principles. Skills: Events and project management. Time management. 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. Proven writing skills, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Good conflict management skills. Creative and analytical skills. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with business solutions trends. Ability to multitask 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. 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.
: The incumbent will be responsible for the following Key Results Areas: Co-ordinate the planning process for the delivery of ETD events (e.g., face-to-face, virtual, e-learning and blended training). Manage bulk bookings not to exceed the actual booked number. Co-ordinate ETD interventions with client departments, contracted service providers, and internal business divisions.

DUTIES

Manage the processes related to procurement of logistics (e.g. venue and catering). Deployment of the panel of experts and HEI's in accordance with their area of specialization. Prepare case files for handover (final attendance registers, verification of captured records, deviation memos/submissions) and submit to Learner Records after course reports. Management of priority clients (schedule meetings, ensure MOU/MOA project plans implementation). Monitor and assess each ETD event's success, prepare reports and identify areas of improvement. Manage the logistics related to printing and packaging of course material (for face-to-face training) and delivery before the ETD intervention. Monitor and replenish the stock levels of course material timeously and efficiently. Ensure the distribution and completion of learner evaluation questionnaires and feedback forms and submit to the relevant business unit. Ensure the thorough completion of attendance registers and the prompt receipt of reports from the panel of experts and higher education institutions (HEIs) subsequent to the educational and training development (ETD) intervention. Quality assure physical and online documentation received from the Contact Centre before co-ordination activities. Manage the quality of course materials distributed in line with the approved specification before printing as well as before dispatching clients. Undertake periodic site visits to ETD venues (internally and externally) to ensure quality standards. Monitor the quality and performance of service providers responsible for catering, venues, and printing in line with the NSG policies and standards. Create awareness of NSG Standards, to Departmental Coordinators. Provide support in the orientation of contracted panel of experts and HEI's and assist in presenting on training logistics matters. Manage and verify the accuracy of data capturing into the system. Ensure quality of the ETD interventions into the system, through continuous monitoring and in liaison with relevant programme managers. Manage data integrity and security of learner personal information into the system. Liaise with Learner Records after each ETD intervention for the issuing of payments and certificates. Manage the resources (people, finance, systems, assets) allocated within the sub-directorate. Implement operations management within the sub-directorate, including determination of service standards, standard operating procedures, business process management, total quality management and digital transformation. Develop appropriate strategies and plans for the achievement of performance targets and sub-directorate requirements, including quarterly performance reporting. Identify and manage strategic and operational risks within the sub-directorate, as well as mitigation plans, including business continuity plans. Manage a team of employees, who are expected to accomplish assigned duties in an efficient, effective, and competent manner and to strive for improvement and excellence in all work performed.

**ENQUIRIES
APPLICATIONS**

: Thabo Ngwenya Tel No: (012) 441 6108
: APPLY USING THIS LINK: [APPLICATION FOR ASSISTANT DIRECTOR:
ETD COORDINATION REF NO: NSG 18/2026 – FILL OUT FORM](#)

POST 28/53

: **SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: NSG 19/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)
: Pretoria
: A tertiary qualification at (NQF level 6) in Logistics Management, Purchasing Management, Supply Chain Management or Commerce. Experience: one (1) to two (2) years relevant experience in supply management. 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. Treasury Regulations, and SCM Practice Notes. Preferential Procurement Policy Framework Act and Broad-Based Black Economic Empowerment. Microsoft Office suite, especially Word, PowerPoint, and Excel. Administration of LOGIS and BAS systems. Virtual meetings (organise, host, record, transcript). Meetings management (scheduling, agenda setting, recording, minute taking, action plans). Document management. Batho Pele principles. Skills: Oral and written communication skills. Strong interpersonal skills. Good writing and presentation skills. Problem solving skills. Operations management skills. Financial management skills. Capabilities: Planning and organising. Programme and project management. Problem solving and analysis. Client orientation and customer focus. Analytics and research. Personal Attributes: Ability to multitask 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. 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.

DUTIES

: Provide administrative support in the development, implementation and monitoring of supply chain management policies, frameworks, and practice notes. Support supply chain management audit and compliance processes. Conduct elementary research as required by the Director to support the implementation and monitoring of supply chain policies, frameworks, and practice notes. Support awareness and communication initiatives to empower NSG officials on SCM matters. Provide general technical and administrative advice to NSG officials, service providers and clients on SCM matters. Provide support in the development and implementation of asset needs assessment, asset acquisitions, operational and asset disposal plans. Ensure the implementation of preferential procurement policy objectives. Ensure that received assets are barcoded, accurate updating of the asset register and monthly reconciliation with supporting documents. Plan and undertake the assets verification, in stock counts, investigate and report on variances, make necessary recommendations to resolve discrepancies. Provide support to obsolescence planning or depreciation rates, management of losses, write offs, redundant and disposal of assets, inventory, and consumables. Provide administrative and secretariat support to the relevant committees related to asset management, as may be required. Provide support in the development and implementation of procurement needs assessment (including future needs), acquisitions, and management. Assess the value of goods and services to be procured, determine optimal acquisition process, commodity and industry analysis, and request response from registered suppliers or activate a bidding response. Compile and source requests for quotations for procurement using the Central Supplier Database (CSD), undertake prescribed evaluation processes, conduct appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Check completeness of documentation and compliance against supply chain management principles and thresholds. Provide support in the development of bidding documents in accordance with relevant policies, including briefing sessions. Provide administrative and secretariat support to the relevant committees related to acquisition and demand management, including the Bid Committees, as may be required. Prepare appointment letters, maintain, and update contract register and liaise with relevant managers for contract management. Assist in the identification and determination of irregular, fruitless and wasteful expenditure. Undertake all aspects of warehouse management, stocktaking, including submission of stocktaking reports per sub-inventory, compilation and updating of stock inventories. Ensure that stock levels are determined, maintained, available upon demand and that proper internal controls are in place. Undertake verification of suppliers in line with applicable prescripts, accurate placement of orders and updating of systems. Manage the performance of vendors, including addressing instances of under- or non-performance against pre-determined standards. Receive invoices from centralised system and forward to relevant line managers. Ensure accurate and verified placement of orders, and payment of suppliers within 30 days. Implement an effective document control and filing systems. Ensure fair and equitable distribution of goods across the NSG. Implement effective and efficient supply chain management systems, including daily capturing, verification, and management on the LOGIS and BAS systems. Ensure the effective monitoring and evaluation of supply chain practices and processes. Maintain close working relationships with other relevant units in the NSG and other key external stakeholders to ensure efficient supply chain management. Administer project accounts (e.g., courier and travel services) as may be determined. Implement effective operations management. including service standards, standard operating procedures, business process management. total quality management and digital transformation. Provide monthly and quarterly inputs on financial and non-financial performance of the Directorate.

ENQUIRIES APPLICATIONS

: Thabo Ngwenya Tel No: (012) 441 6108
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