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National School of Government (NSG): Entry Level Jobs 2024

Description

The National School of Government (NSG) is a prestigious institution dedicated to fostering excellence in public service through education, training, and research. As a leading institution in the field of governance and public administration, NSG plays a vital role in shaping the next generation of leaders and policymakers.

NSG is seeking dynamic and motivated individuals to join our team in various entry-level positions. As an entry-level employee at NSG, you will have the opportunity to contribute to our mission of promoting effective governance and public service delivery. This is an exciting chance to kick-start your career in a stimulating and intellectually rewarding environment.

Responsibilities

- **Supporting Educational Programs:** Assist in organizing and delivering educational programs, workshops, and seminars aimed at enhancing the skills and knowledge of public servants.
- **Administrative Support:** Provide administrative support to various departments within NSG, including scheduling meetings, preparing documents, and managing databases.
- **Research Assistance:** Conduct research on topics related to public administration, governance, and policy development to support the work of NSG faculty and researchers.
- **Student Engagement:** Engage with students enrolled in NSG programs, offering guidance and support to help them excel in their studies and develop their potential as future leaders.
- **Event Coordination:** Assist in planning and coordinating events such as conferences, symposiums, and public lectures that contribute to NSG's mission of knowledge dissemination and exchange.
- **Collaboration:** Collaborate with colleagues across different departments to ensure the smooth functioning of NSG's operations and the successful implementation of various initiatives.
- **Continuous Learning:** Take advantage of training opportunities and professional development resources offered by NSG to enhance your skills and knowledge in areas relevant to public administration and governance.

Qualifications

- Bachelor's degree in a relevant field such as public administration, political science, economics, or a related discipline.
- Strong organizational and multitasking skills, with the ability to prioritize tasks effectively and meet deadlines.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with colleagues and stakeholders at all levels.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and other

Hiring organization

National School of Government

Employment Type

Intern

Duration of employment

3 Months

Industry

Professional Training and Coaching

Job Location

Pretoria, Gauteng, South Africa,
0001, Pretoria, Gauteng, South
Africa

Working Hours

09

Date posted

May 30, 2024

Valid through

30.05.2028

relevant software applications.

- A keen interest in public service and a commitment to promoting good governance and ethical leadership.
- Previous experience or internships in a related field would be an advantage but is not required.

Job Benefits

- Opportunity for professional growth and development in a dynamic and intellectually stimulating environment.
- Exposure to cutting-edge research and best practices in public administration and governance.
- Chance to make a meaningful contribution to the advancement of public service and good governance in your country.
- Competitive compensation and benefits package, including opportunities for further education and training.

Contacts

If you are passionate about public service and eager to embark on a rewarding career journey with NSG, please submit your resume and a cover letter outlining your qualifications and motivation for joining our team. We look forward to welcoming talented individuals who share our commitment to excellence in public service.