

<https://www.internshipswired.online/job/nsg-entry-level-jobs/>

## National School of Government (NSG): Entry Level Jobs 2025

### 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

June 20, 2025

### 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.