

MATTHEW GONIWE SCHOOL OF LEADERSHIP AND GOVERNANCE

VACANCIES ADVERTISEMENT

The Matthew Goniwe School of Leadership and Governance (MGSLG) is a Section 21 organisation located in Vrededorp, Johannesburg. MGSLG is an entity of the Gauteng Department of Education and was established to research, develop and deliver cutting edge capacity building programmes in the areas of **school management and leadership, school governance and teacher development** for capacity building of School Management Teams (SMT), School Governing Bodies and Educators for schools in the Gauteng Province.

REQUIREMENTS

- Applications MUST be submitted via E-Mail to: humanresources@mgsi.co.za
- Applications must include a comprehensive CV and recently certified copies of qualifications and ID document in order to be considered.
- The reference number of the position MUST be mentioned in your Subject line as well as you application covering letter.
- MGSLG reserves the right not to make any appointment but can utilize applications for other similar positions internally.
- If you have not been contacted within 1 month after the closing date of this advertisement, please accept that your application has been unsuccessful.
- Preference will be given to women and persons with disabilities in line with MGSLG's Employment Equity Plan

CLOSING DATE FOR ALL APPLICATIONS



MONDAY

21 SEPTEMBER 2026



16:30

DIRECTOR: PROGRAM DESIGN AND MATERIALS DEVELOPMENT

Reference number	: DPD/MD/2026/1
Job Grade	: E2
Job Level	: Executive Management
Department/Branch	: Centre of Excellence
Nature of Contract	: 5 Year Fixed Term

JOB PURPOSE

The Director: Program Design and Material Development is responsible for providing strategic leadership to the design, development and delivery of high-quality, innovative, and learner-centered educational programs. The role oversees curriculum design, material development, quality assurance and team performance to deliver inclusive training solutions that empowers the participants. The role champions evidence-based program development, ensures compliance with national standards, and fosters a culture of excellence, creativity, and collaboration

KEY RESPONSIBILITIES

- Strategizes long-term priorities for material development and program design aligned with MGSLG's institutional strategy and evolving national education goals.
- Shapes the future of professional development in education by identifying trends in pedagogy, digital education, and workforce needs, and integrating them into program design.
- Governs all program design and development processes in line with institutional policies, accreditation standards (e.g., SAQA, QCTO), and compliance requirements.
- Establishes institutional frameworks, standard operating procedures, and quality benchmarks to guide material development, review, and instructional alignment.
- Influences institutional policy by embedding quality assurance systems, recommending improvements, and ensuring that MGSLG remains a sector leader in program design and material innovation.
- Develops Monitoring, Evaluation, and Learning systems to track the impact of programs and materials, using data to inform redesign and quality improvement.
- Oversees financial planning and budget execution for material development initiatives, ensuring cost-efficiency and value for money through blended and scalable delivery models.
- Leads capacity-building and performance management for content teams, nurturing a high-performance, inclusive, and future-ready workforce.

QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES

- Honours Degree (NQF 8) in Education, Public Policy, Business Administration, Organisational Leadership or equivalent (required)
- Master's Degree (NQF 9) in Education, Public Policy, Business Administration, Organisational Leadership or equivalent (preferred)
- Certified Project Management Professional (preferred)
- 8-10 years in Program Development, Educational Leadership, Learning and Development, or equivalent (required)
- 4+ years in Senior or executive management role (required)
- Experience in public or development sector, and/or a large training institution (preferred)

DIRECTOR: PROGRAM RESEARCH AND QUALITY ASSURANCE

Reference number	: DPD/MD/2026/1
Job Grade	: E2
Job Level	: Executive Management
Department/Branch	: Centre of Excellence
Nature of Contract	: 5 Year Fixed Term

JOB PURPOSE

The Director: Program Research and Quality Assurance is responsible for developing MGSLG's research agenda, quality assurance systems, data governance frameworks, and research partnerships. The role leads evidence-based decision-making, ensures compliance with educational standards and regulations, and drives continuous improvement across all learning programs. The role steers high-impact research and fosters a culture of academic rigor and integrity. The role oversees MGSLG's research and development function and commissions research projects to keep the organisation at the forefront of educational research while driving continuous improvement of products and services.

KEY RESPONSIBILITIES

- Envisions and leads MGSLG's long-term research and development strategy, ensuring that all studies meaningfully inform program design and advance educational equity, leadership, and innovation.
- Defines and governs the organisation's quality assurance framework, embedding compliance with SAQA, QCTO, CHE and SETA requirements into all program cycles.
- Contributes to the development of MGSLG's corporate strategy.
- Directs and controls research projects and monitors contract performance to ensure delivery of timely and cost-effective results that enhance the effectiveness of MGSLG and its products.
- Provides scientific guidance and advice to the Board to enable them to decide priorities and take cost-effective decisions.
- Evaluates the most effective means of communicating R&D information to internal and external stakeholders and delivers the information using the identified approach.
- Oversees the budgeting, forecasting, and financial planning processes for all program research and quality assurance activities and investigates various sources of funding and opportunities for collaboration, ensuring alignment with MGSLG's strategic priorities.
- Innovates quality monitoring tools, dashboards, and review protocols that enable real-time oversight of program progress, facilitator performance, and learner outcomes.
- Cultivates research partnerships with universities, NGOs, and government bodies to co-create studies that address system-level challenges in education.
- Empowers internal teams through coaching, mentorship, and capacity building in research design, QA methodologies, and data governance practices.

QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES

- Honours Degree (NQF 8) in Education, Public Policy, Applied Research, Quality Assurance or equivalent (required)
- Master's Degree (NQF 9) in Education, Public Policy, Applied Research, Quality Assurance or equivalent (preferred)
- Certified Quality Management Professional (preferred)
- Certified Project Management Professional (preferred)
- 8-10 years in Research and Development, Quality Assurance, Program Evaluation or equivalent (required)
- 4+ years in a Senior or Executive management role (required)
- Experience in the public or development sector, and/or a large training or professional development institution (preferred)

DIRECTOR: PROGRAM OPERATIONS AND SUPPORT

Reference number : DOPS/2026/1

Job Grade : E2

Job Level : Executive Management

Department/Branch : Centre of Excellence

Nature of Contract : 5 Year Fixed Term

JOB PURPOSE

The Director: Program Operations and Support is responsible for overseeing the planning, execution, and continuous improvement of all program operations within the institute. The role ensures that operational systems are resilient, cost-effective, and aligned with MGSLG’s vision for quality education delivery. The role defines and drives institutional operations strategy, ensures operational excellence across programs, and fosters a value-based, performance-driven environment that empowers staff and enhances program impact.

KEY RESPONSIBILITIES

- Leads the planning, execution, and continuous improvement of all MGSLG’s program operations within the institute.
- Defines institution-wide operational success indicators and uses them to inform strategic decision-making and performance alignment.
- Champions operational agility by anticipating delivery risks and adapting plans to ensure continuity and service quality.
- Establishes monitoring frameworks and tools to track compliance, service efficiency, and turnaround time across all operational domains.
- Governs the design and implementation of SOPs, risk controls, and compliance systems to uphold institutional integrity and audit readiness.
- Cultivates a service-driven, collaborative work culture across operations teams, aligned with MGSLG’s values of Ubuntu and innovation.
- Empowers staff through mentoring, performance reviews, and developmental planning to build institutional capacity and accountability.
- Oversees operational budgeting, financial tracking, and cost control to ensure efficient and responsible use of institutional resources.
- Liaises with key stakeholders, including program leads, service providers, and government officials, to ensure seamless program delivery and compliance.

QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES

- Bachelor Honours Degree (NQF 8) in Business Administration, Operations Management, Education, Development Studies or equivalent (required)
- Master’s Degree (NQF 9) in Business Administration, Operations Management, Education, Development Studi or equivalent (preferred)
- Certified Project Management Professional (preferred)
- 8-10 years in Operations Management, Program Management, Educational Leadership or equivalent (required)
- 4+ years in Senior or Executive management role (required)
- Experience in public or development sector, and/or a large training institution (preferred)

MANAGER: FINANCIAL MANAGEMENT

Reference number : MFM/2026/1

Job Grade : D2

Job Level : Middle Management

Department/Branch : Finance

Nature of Contract : 5 Year Fixed Term

JOB PURPOSE

The Manager: Financial Management is responsible to assist the CFO with all matters regarding MGSLG's financial management, ensuring compliance with internal policies and procedures. This role is responsible for ensuring improved customer outcomes and satisfaction, cost savings initiatives and implementations.

KEY RESPONSIBILITIES

- Sound knowledge and practical understanding of financial management, accounting principles and financial control frameworks.
- Knowledge and practical understanding of the Public Finance Management Act (PFMA), National Treasury Regulations and applicable financial legislation.
- Good understanding of the financial management and governance requirements applicable to non-profit organisations, including statutory and regulatory compliance.
- Knowledge of the preparation and review of annual financial statements, trial balances, management accounts and financial reports.
- Strong knowledge of budgeting, financial forecasting, cash-flow management, financial analysis and cost control.
- Knowledge of tax and statutory compliance requirements, including SARS, CIPC, PBO and NPO requirements.
- Knowledge of internal controls, risk management and audit processes.
- Proficiency in Microsoft Office, particularly Excel, and experience with computerised accounting/ERP systems.
- Strong analytical, numerical and problem-solving skills.
- Excellent report-writing, communication and interpersonal skills.
- Ability to work independently, meet strict reporting deadlines and provide sound financial advice to management.
- High level of integrity, confidentiality, accuracy and attention to detail.
- Ability to develop and implement financial policies, procedures and internal controls.

QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES

- A Bachelor's Degree in Accounting, Financial Management, Finance or equivalent qualification at NQF Level 7.
- A Postgraduate Diploma/Honours in Accounting and completed articles.
- A relevant professional accounting qualification such as CA(SA), CIMA, ACCA, SAIPA or equivalent will be an advantage.
- Relevant qualifications and professional registration must be recognised by the appropriate South African professional or statutory body, where applicable.

- 5–8 years' relevant experience in financial management, accounting or a related field, as required by the current MGSLG specification.
- Demonstrable experience in:
 - Oversee financial reporting processes
 - Reviewing trial balance to financial statements
 - Coordinating and managing external audit processes.
- Coordinating and managing Monitoring actual expenditure against budgets and forecasts.
 - Preparing financial forecasts and cash-flow projections.
 - Reviewing financial statements up to trial balance level.
 - Assisting with the development and monitoring of annual budgets.
 - Managing cash flow, banking and investments.
 - Ensuring compliance with statutory financial and tax requirements.
 - Implementing and monitoring adherence to financial policies, procedures and internal controls.
- Experience working with PFMA/Treasury requirements and organisations subject to formal financial governance and audit requirements will be an advantage
- Experience in a public-sector, government entity, Section 21 company, non-profit organisation, public benefit organisation or similar environment will be an added advantage.
- Experience providing financial advice and support to a CFO, Executive Management and/or senior managers will be advantageous.

MANAGER: COMMUNICATIONS	
Reference number	: MCOM/2026/1
Job Grade	: D1
Job Level	: Middle Management
Department/Branch	: Communications & Marketing
Nature of Contract	: 5 Year Fixed Term
JOB PURPOSE	
The Manager: Communications is responsible for leading the development and implementation of integrated communication strategies that advance MGSLG’s institutional objectives and brand positioning. The role plays a key part in shaping the public image of the institution, driving awareness of its programs, and strengthening MGSLG’s position as a leading innovative training and professional development institute while overseeing digital communications, media relations, and crisis response protocols.	
KEY RESPONSIBILITIES	
▪ Designs and implements targeted communication plans that disseminate key institutional messages to internal and external audiences, in alignment with MGSLG's strategic goals. ▪ Designs a range of internal communication materials including newsletters, circulars, student bulletins, stakeholder updates, and staff announcements. ▪ Designs the MGSLG crisis communication plan, strategy, and protocols in alignment with organisational goals. ▪ Manages the preparation of briefing packs and coordinates messaging support for the spokesperson and executive team during urgent or high-pressure scenarios, ensuring accuracy, alignment, and timely delivery. ▪ Guides institutional publicity campaigns to promote MGSLG's training programs, research, milestones, and achievements and establish MGSLG as a leader in teacher training and higher education. ▪ Monitors the creation of engaging multimedia content (graphics, videos, stories) that highlights programs, events, alumni, and staff initiatives.	
QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES	
▪ Honours Degree (NQF level 8) in Communication, Journalism, Public Relations or equivalent (required) ▪ Master's Degree (NQF level 9) in Communication, Journalism, Public Relations or equivalent (preferred) Certified Digital Marketing Professional (preferred) ▪ Certified Strategic Communications Professional (IABC) (preferred) ▪ 6+ years in Communication roles, Journalism, Public Relations or equivalent (required) ▪	

The following post is a re-advertisement. Applicants who previously applied must submit a new application

SENIOR MANAGER: INFORMATION & COMMUNICATION TECHNOLOGY (ICT)	
Reference number	: SM/ICT/2026/2
Job Grade	: D3
Job Level	: Middle Management
Department/Branch	: Corporate Services
Nature of Contract	: 5 Year Fixed Term
JOB PURPOSE	
The Senior Manager: ICT should establish the designing, configuring, installing, maintaining, and repairing of all network systems, subsystems and servers. The Senior Manager: ICT should also provide oversight to the computer/server room operations and environment and provide information, direction, and/or recommendations regarding network installations and configurations including television, intercom, telephone and wireless systems. The Senior Manager: ICT should also assist in resolving network operational issues and provide technical support HR Management should maintain and enhance the organisation's human resources by planning, implementing, and evaluating employee relations, human resource policies, programs, practices, and finances.	
KEY RESPONSIBILITIES	
▪ Designs, develops, implements and coordinates IT strategy, policies, procedures, infrastructure and systems to support the implementation of the institutional strategy ▪ Plans, organises, controls and evaluates IT and electronic data operations ▪ Oversees the acquisition and maintenance of all the technological infrastructure (networks and computer systems) in the institution to ensure optimal performance ▪ Ensures security of data, network access and backup systems ▪ Directs and organise all IT-related projects ▪ Monitors changes or advancements in technology to discover ways the institution can gain competitive advantage ▪ Analyses the costs, value and risks of information technology to advise management and suggest actions ▪ Manages IT staff by training and coaching employees, communicating job expectations and appraising their performance ▪ Preserves assets, information security and control structures ▪ Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation. ▪ Participates in a variety of planning and development activities for the purpose of creating short- and long-range plans. ▪ Prepares written materials (e.g. procedures, system level documentation, reports, memos, letters, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information. ▪ Research trends, products, equipment, tests, etc. for the purpose of recommending procedures and/or purchases.	
QUALIFICATIONS, SKILLS, EXPERIENCE AND ATTRIBUTES	
▪ Master's Diploma or Honours Degree in IT related fields. ▪ MS Office Professional and/or Project Management qualifications might also be required. ▪ Other related IT certifications will also be accepted ▪ The incumbent should have in-depth knowledge and experience in a specialised field or broad knowledge of a number of fields related to IT practices. ▪ The incumbent should also have about 8 years' experience in the relevant or related fields.	