

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required).
- CLOSING DATE** : 07 July 2023
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

MANAGEMENT ECHELON

- POST 20/22** : **CHIEF DIRECTOR REF NO: DHET01/05/2023**
Branch: Corporate Management Services
Chief Directorate: Corporate Communications
- SALARY** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate bachelor's degree/advanced diploma (NQF level 7) in Corporate Communication and Media Liaison or related qualification. A minimum of ten (10) years of relevant work experience in corporate communication and media liaison with at least five (5) years of proven experience at a senior managerial level. Knowledge of the post-school education and training environment will be an added advantage. Stakeholder relations management, Strategic capability, and leadership. Financial management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills. Computer literacy. Project management. High level of public relations skills. Media monitoring skills. High level of stress tolerance and ability to maintain a high work ethic and attend to various tasks simultaneously. This is a Senior Management position, which requires a hands-on, strong, and dynamic leader who will lead and coordinate a team of professionals in undertaking a range of tasks requiring analytical, interpretive, and negotiating skills and ensure effective communication of the Department's policies and programmes. The successful candidate will be expected to have extensive knowledge of and insight into education and training in South Africa and internationally. A willingness to work irregular hours and travel extensively. A valid driver's license.

- DUTIES** : Strategic leadership and management of corporate communication and media liaison; Design strategic, dynamic and proactive corporate communication's management system; Develop corporate communication's strategies and policies; Establish beneficial networks in the corporate communications area and political circles; Direct the benchmarking of the corporate communications chief directorate's work outputs, end products and methodology against the best international practice; Portray a professional image by ensuring that corporate communications resources are efficiently and effectively employed; Manage and maintain the department's communication technology infrastructure including website, call centre/hotline, corporate branding, and publications; Review infrastructure needs information systems based on operational and management commitment of the Chief Directorate; Design system to implement strategies to ensure adherence to policy and procedures pertaining to requisition, utilization and disposal of fixed assets and consumables; Perform functions as per the SMS Core Management Criteria in the competency framework. Other Attributes/Skills: Confidentiality, honesty, team player, analytical and Batho Pele principles.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/23** : **CHIEF DIRECTOR: POLICY DEVELOPMENT AND RESEARCH REF NO: DHET02/05/2023**
Branch: University Education
Chief Directorate: Higher Education Policy Development and Research
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Studies or Development Economics. A relevant postgraduate qualification will be advantageous. A minimum of ten (10) years' work experience in the post-school education and training sector, five (5) of which must be at the senior management level. Extensive experience in research, policy, project planning and management. Excellent knowledge and understanding of the legislative and policy context; regulatory frameworks governing the higher education system in South Africa and broadly internationally are basic requirements. Understanding of the government's requirement in the policy development process with experience in the application of relevant theories, such as the theory of change; grounded theory; and others. Demonstrable extensive use of qualitative and quantitative research methods in data analyses. A full appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. Demonstrable experience in the use of monitoring and evaluation tools in the implementation of policies and projects. Analytic; critical; strategic thinking; data interpretation; excellent writing and presentation skills are all critically essential for the post. Analysis of large data is a critical skill required for the post. Understanding the role of each critical stakeholder in higher education is essential. Knowledge and understanding of local and international trends in higher education and higher education policies. Ability and reputation to build relationships both individually and institutionally. Ability to interact effectively and clearly communicate with stakeholders in Higher Education and beyond. Excellent communication both in writing and verbally including high-level report writing. Demonstrable experience in working with teams and working within short deadlines. A creative and innovative thinker. The appointee must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and other government departments or entities. A valid driver's license and willingness to travel. Ability to work excellently with MS Suites such as Word, Excel, and PowerPoint. Writing skill is a crucial requirement and necessity. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting. A willingness to work irregular hours and travel extensively. A valid driver's licence.
- DUTIES** : The scope of work for this position includes, but not be limited to: development, review and implementation of policies in various areas of higher education; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output Policy and the Policy on the Evaluation of Creative Outputs and Innovations Produced by Public Higher Education Institutions which require improvements from time-to-time. Both policies lead

to the allocation of research subsidies to universities and the compilation of annual analytic sector and individual institutional reports. The incumbent will lead a team of professionals in the three Directorates within the Chief Directorate, as well as advise the University Branch, the Deputy Director-General of the branch, the Director-General and the ministry on matters relating to higher education policy and generally on pertinent higher education developments. The incumbent will be responsible for guiding research of and for higher education policies and the development of relevant policies.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/24 : **CHIEF DIRECTOR: INSTITUTIONAL GOVERNMENT AND MANAGEMENT**
SUPPORT REF NO: DHET03/05/2023

Branch: University Education

Chief Directorate: Institutional Government and Management Support

SALARY : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management, Governance, Economic Development, or related qualification. A minimum of ten (10) years' work experience in the post-school education and training sector, five (5) of which must be at the senior management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African higher education landscape, and specifically the legislative frameworks, policies and regulations that govern the sector. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the leadership of universities, student bodies, and various Higher Education Sector Boards and Councils, as well as various government departments. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : The scope of the Chief Director's work will include but not be limited to: Providing governance and management support to Councils, Boards and management structures in public higher education institutions (universities and higher education colleges), national institutes and relevant public entities; Developing, implementing and monitoring financial and governance reporting requirements of higher education institutions; Providing governance and management support for the establishment of new institutions as required; Developing, maintaining and managing the implementation of the Annual Reporting Regulations for universities; Developing institutional and system-wide performance indicators for monitoring and evaluating the financial health, good governance and transformation of the HE system; Developing and implementing capacity building programmes for higher education governance structures including Councils, Boards, Student Representative Councils, and Institutional forums; Managing the transfer of subsidies and earmarked funds to Universities and public entities and associated financial monitoring and accounting; Liaising with the Council on Higher Education; the National Student Financial Aid Scheme and National Institutes for Higher Education particularly in relation to their budgets and financial reporting; Managing all aspects related to the appointment of independent assessors, administrators, to higher education institutions, institutes and relevant public entities; Managing the promulgation of statutes of universities and appointments of Ministerial Appointees to Councils, Boards and other governance structures; Providing development support to student leadership structures, and student support services, including registration support and mediation with management as necessary; Developing and implementing policy to ensure equitable access to student funding through effective oversight of the National Student Financial Aid Scheme (NSFAS) and other student funding mechanisms; Managing all complaints and queries related to the public higher education sector and Strategic Planning and managing of resources allocated to the Chief Directorate in line with the Senior Management Service in line with the CMC framework.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/25 : **CHIEF DIRECTOR: TEACHING, LEARNING AND RESEARCH DEVELOPMENT REF NO: DHET04/05/2023**
Branch: University Education
Chief Directorate: Teaching, Learning and Research Development

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education, Sociology, or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of ten (10) years relevant experience in a higher education or related context, of which at least five (5) years must be in a senior management position. An extensive knowledge of, and insight into higher education practitioner, teacher and lecturer education policies, qualifications and programmes; and teaching and learning in universities; Extensive knowledge of quality assurance processes and mechanisms in Higher Education; Highly developed research and information management skills; Excellent project management and communication skills, including proposal and report writing; The ability lead a team; The ability to develop, support and monitor the implementation of policies; The ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players; Good computer skills. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : The scope of work of the Chief-Director: Teaching and Learning Development will include, but not be limited to leading and managing the Department of Higher Education and Training's responsibilities with respect to: Developing, supporting and monitoring the implementation of policies and programmes to ensure that a suitable range of quality initial professional, post-professional and postgraduate teacher education qualifications are available at universities that enable sufficient production and further development of professionals working in the range of education sub-sectors including ECD (birth-4 years); schooling, technical and vocational education and training, community education and training and university education; Developing, supporting and monitoring the implementation of policies and programmes to strengthen teaching and learning at universities towards improved learning outcomes, including oversight on the qualitative use of government funds, and earmarked grants allocated to enhance teaching; learning and staff development at universities; developing, supporting and monitoring the implementation of policies and programmes on the evaluation and recognition of qualifications for employment in the range of public education sub-sectors, including providing a service to other government departments in this regard; overseeing the establishment and ongoing management of a coordinated postgraduate scholarships management system within the Department of Higher Education and Training.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/26 : **CHIEF DIRECTOR: UNIVERSITY PLANNING AND INSTITUTIONAL FUNDING REF NO: DHET 05/05/2023**
Branch: University Education
Chief Directorate: University Planning and Institutional Funding
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Financial Management, Governance, Accounting, Statistics, or related qualification. A relevant post-graduate qualification will be an added advantage. Consideration will be given to candidates with in-depth knowledge of the higher education sector as well as ten (10) years' experience with at least five (5) years of proven experience in the senior managerial position. Expertise in one or more of the following areas is a requirement: institutional research and planning; infrastructure planning; academic programme development and enrolment planning; funding of universities; and higher education management information systems. Knowledge and understanding of

the value chain of applications towards registration and admission to the institution would be an added advantage. The incumbent must be a strong communicator with the ability to interact with high-level academics and university managers, different branches in the Department of Higher Education and Training, other government departments, public entities, professional bodies and education and training institutions. Further requirements are excellent and proven project management capabilities; strategic thinking, problem-solving and financial management skills; proposal and report writing, and computer skills. Good knowledge and understanding of the Higher Education Act, Funding Framework for Universities, Higher Education Qualification Sub-Framework, and White Paper for the Post School Education and Training (PSET) System. Knowledge of public sector budgeting and planning will be an added advantage. The incumbent should be able to perform in a team environment and take responsibility for managing new developments in the higher education system. The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations and entities. Willingness to travel domestically and internationally. A valid driver's license.

DUTIES : will include, but not be limited to, providing strategic leadership and management support to four Directorates to ensure: the growth of quality public higher education provisioning through enrolment planning processes, the management of programme applications and the development and maintenance of institutional PQMs on a national level, and the development of a Ministerial Enrolment Planning Statement; the development of new initiatives within the public higher education system; the development of the Central Application Service (CAS) for the PSET; determining funding allocations to public higher education institutions, and presenting an annual Ministerial Statement for University Funding; monitoring the use of earmarked funds by universities monitoring the use of infrastructure and efficiency funds in line with the Macro Infrastructure Framework for the public higher education sector; the implementation of the student housing infrastructure programme at universities; requests in terms of section 40 of the Higher Education Act; the maintenance and new developments of the higher education management information system for public institutions; providing data support to both internal and external stakeholders of the DHET with a focus on reporting, system and technical requirements; and submissions and verification of HEMIS data to enable funding allocations and cohort studies.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/27 : **CHIEF DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION REF NO: DHET06/05/2023**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced national diploma (NQF Level 7) in Education Training and Development/Project Management/ Business Administration/ Management and/ or related qualification. A relevant postgraduate qualification will serve as an added advantage. A minimum of ten (10) years of relevant work experience with at least five (5) years at the senior management level in managing projects or programmes on a national scale in the private or public sector. This senior management position in a core functional area requires a dynamic individual with proven strategic management, leadership, and people management capabilities to lead eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to excellent project and programme management, technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client-oriented, customer focused and be able to perform in a team environment. Good knowledge of the Post- School Education and Training system will be an added advantage. Good computer skills. Candidates

must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight time- frames. A willingness to work irregular hours. A valid driver's license.

DUTIES

: Head the NSF's core function area of skills development implementation consisting of eight directorates; with an estimated staff compliments of +- 70 permanent employees and +- 40 interns; which some will also be located in the regions across the country; To oversee and provide strategic direction to the initiation, monitoring and evaluation of skills development implementation initiatives funded by the NSF. Programme management: Oversee the development and management of a programme management framework for the standardised coordination and management of programmes. Oversee project alignment to their assigned programmes. Oversee the development and implementation of a standardised project management approach and methodology. Oversee the establishment and utilisation of a standard reporting framework and regular reporting is conducted on projects. Oversee the management and monitoring of project activities through quality management and detailed plans and schedules. Initiation and evaluation of projects funded by the NSF: Oversee activities related to the initiation and evaluation of projects and programmes. Oversee the review of operational policy for projects and programmes. Oversee the development and management of the Grants Disbursement Framework. Oversee the engagement of the Evaluation and Adjudication Committees. Regional monitoring of projects funded by the NSF: Oversee activities related to the monitoring of projects. Oversee the effective development and utilisation of monitoring frameworks for projects and programmes. Oversee project performance reporting. Oversee the financial management and performance of projects and programmes. Implementation of strategic business plans: Oversee the allocation of new projects to the Directors in the Skills Development Implementation Chief Directorate to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes by Directors within Chief Directorate. Oversee the effective management of duplications across projects and programmes within Directorates and provision of advice on these. Oversee prioritisation of projects and programmes in line with the broader strategy and objectives of the NSF. Oversee the achievement of strategic objectives and operational excellence of the Chief Directorate. Stakeholder engagement and reporting: Oversee and engage internal and external stakeholders relevant to initiation and evaluation of projects and programmes. Oversight of reports received from Heads regarding Skills Development Initiatives of the NSF and the PSET sector. Develop consolidated reports for the Chief Directorate and provide key insights to the internal and external stakeholders. Manage the resources of the Chief Directorate: Develop the operational plan for the Chief Directorate and oversee its implementation. Lead budgetary planning for the Chief Directorate and account for allocated budget. Oversee adherence to policy and statutory directives relevant to the post school education sector. Oversee the execution of the operational plan for the Chief Directorate, including a budget, performance targets, and measurement metrics and reporting. Oversee the provision of adequate capacity within the Chief Directorate to achieve its objectives. Oversee the management of the performance of employees in accordance with policy. Oversee the provision of necessary information and resources for employees to deliver on the objectives and targets of the Chief Directorate. Lead and motivate employees to create a culture of high performance. Oversee the management of employee-related matters within the Chief Directorate. Participate as an active member of the NSF Executive team and Chief Directorate management team: Operate within delegated authorisation. Always adhere to the values of the NSF. Develop consolidated reports for the Chief Directorate and provide key insights to the NSF Executive team. Actively participate in executive and Chief Directorate meetings. Positively support the implementation of all Executive and Chief Directorate management decisions. Actively participate in internal and external forums and committees.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/28</u>	:	<u>DIRECTOR: ACADEMIC PLANNING, MONITORING AND EVALUATION</u> <u>REF NO: DHET07/05/2023</u> Branch: University Education Chief Directorate: University Planning and Institutional Funding Re-advertised and candidates who had previously applied may re-apply
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ advanced national diploma (NQF Level 7) in Management, Governance, Public Administration, or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years of relevant experience at the middle management level in the development of the academic qualifications and enrolment planning environment. Knowledge and experience of the higher education sector with specific reference to strategic and institutional planning; academic planning including an understanding of the development of academic qualifications, and enrolment planning; outstanding knowledge of the higher education policy environment. Knowledge of the funding of public universities and the Higher Education Management Information System; excellent project management and communication skills, including proposal and report writing, ability to lead a team and take responsibility for managing new developments and projects in relation to the Higher Education sector; good computer skills; a valid driver's license. Knowledge of the national and international higher education systems will be an advantage; knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	The scope of the Director's work will include but not be limited to: facilitating the enrolment planning processes on a national level; Analysing institutional and national plans with a specific focus on enrolment planning and qualification offerings; Managing, monitoring and evaluating the applications for new academic qualifications' submissions according to the Higher Education Qualifications Sub-Framework for inclusion on the PQM database of public Higher Education Institutions; Monitoring of the Higher Education sector in terms of the approved enrolment plans of universities; Managing processes towards the expansion of the higher education system including new universities, Higher Education colleges, University colleges and campuses; Managing the daily activities and the budget of the Directorate; Responding timorously to requests for briefing notes and responses to all correspondence, including parliamentary questions.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/29</u>	:	<u>DIRECTOR REF NO: DHET08/05/2023</u> Branch: Planning, Policy, and Strategy Chief Directorate: International Relations Directorate: Africa and Middle East Re-advertised and candidates who had previously applied may re-apply
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in International Relations/ Political Science/ Public Administration/ Management or related qualification. FA minimum of eight (8) years' experience with at least five (5) years' experience at the middle management level in International Relations. A relevant post-postgraduate qualification will be a distinct advantage Sound understanding of development issues and trends will be an added advantage. A clear understanding of the role of education in development and international relations and well-versed with the Government's foreign policies. Excellent leadership and strategic capability; Proven high-level liaison; excellent written and verbal communication skills; Computer literacy; research and policy formulation skills.; presentation skills, problem-solving and analytical skills. Client orientation and customer focus. Candidate must have integrity and be diplomatic, trustworthy, diligent display a high level of professionalism and be adaptable. Knowledge and understanding of post-school education environment, skills development, and

training sector. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: The appointee will head the Directorate and will: Service all bilateral and multilateral agreements and manage the overall cooperation programmes; Develop relevant policies and programmes to achieve the implementation of the international programmes in education and training; Oversee the research of educational developments in the countries with which the Department is dealing; Strengthen partnerships with international agencies and foreign governments; promote the issues of international relations concerning education and training matters between South Africa and the continent and the Middle East; Promote and maintain partnerships are guided by the Government's foreign and education and training policies; Provide advice and guidance on Africa and Middle East partnerships and render administrative support services; Manage the outreach partnership with developing countries; Perform delegated duties and responsibilities under the Public Finance Management Act; Manage the MTEF budget and monthly cash flow statements and provide strategic leadership to staff.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/30

: **DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS REF NO: DHET09/05/2023**

Branch: Corporate Management Services

Chief Directorate: Information Technology and Business Management Systems

Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria

: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Information Technology or related qualification. A relevant postgraduate qualification in Information Technology will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years' experience at the middle management level in Information Technology or a relevant field. Knowledge of Information Technology Infrastructure and Applications. Good understanding of ICT policy frameworks within the Government; Public Finance Management Act, Treasury Regulations, Electronic Communication and Transaction Act; SITA; COBIT; Information Technology Infrastructure Library. Understanding of corporate governance, risk management of ICT and policy development and interpretation. This position requires a dynamic individual with proven strategic planning, leadership, change management and people management capabilities. Experience in budgeting, financial management and project management, including analytical capability and report writing. Ability to lead a team and to develop support, monitor and evaluate the implementation of ICT policies as part of service delivery innovation; Good problem-solving skills; client orientation and customer focus; good computer skills. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: The scope of the Director's work will include but is not limited to managing Information Technology Support and operations; effective and stable IT infrastructure services to the Department. Manage the development and implementation of IT infrastructure policies, standards, and procedures. Manage Enterprise Service. Design, plan, and execute all IT infrastructure projects to deliver capacities that support DHET business requirements. Manage all IT infrastructure in relation to servers, networks, storage, and telecoms that are available, scalable, and secure as per government and department requirements. Manage and report on the capitalised IT expenditure per person in the department. Manage LAN and Desktop support services and maintenance. Manage and monitor IT strategy in line with strategic management plans and business processes. Oversee IT governance and risk management; develop a risk management and information security framework. Ensure compliance with relevant legislation and ICT frameworks. Develop and implement all ICT and analytics policies and procedures. Develop and implement the ICT and information disaster management framework and strategies to mitigate ICT risks. Oversee data management and ensure that data management facilities comply with legislative standards and requirements. Manage the resources of the Directorate-develop the

- operational plan for the Directorate and ensure its implementation and conduct budgetary reviews, prepare monthly reports and presentations as required. Participate as an active member of the Directorate management team.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/31** : **DIRECTOR: APPLICATION DEVELOPMENT AND MANAGEMENT REF NO: DHET10/05/2023**
Branch: Corporate Management Services
Chief Directorate: Information Technology and Business Systems Management
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma at NQF Level 7 in Computer Science Information Technology Management or related qualification as recognised by SAQA. A minimum of eight (8) years' experience with at least five (5) years' relevant experience at a middle management level in the Information Technology Management and Knowledge Management field. The candidate must have proven strategic and leadership capabilities. Understanding and experience in policy development, information systems development, and information management. Knowledge and understanding of ICT policies, processes, and procedures. Knowledge of IT systems and governance frameworks such as MISS and MIOS and international IT governance frameworks such as ITIL and COBIT; knowledge in data quality, data governance, master data management, information strategy, data science, and business analytics will be an advantage. Excellent communication skills (written and verbal). Knowledge of and understanding of change management, people management, client orientation and customer focus, diversity management and risk management. Research and analytical skills; Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post. A willingness to work irregular hours and travel extensively. A valid driver's license.
- DUTIES** : The Director's responsibilities will be to develop, implement and manage a DHET ICT strategy in alignment with the department's business objectives and broader government information technology strategies; Develop and manage the effective implementation of ITC policies, processes and procedures; Manage all IT Service Level Agreement and Business Agreements between the DHET and suppliers (including SITA) and ensure compliance to all agreements; Oversee and manage ICT research and advisory services in support of DHET core business requirements; Develop, manage and implement reliable, efficient and cost-effective IT systems, architecture, infrastructure and IT operational support services to meet the Departmental requirements and to support the IT system of DHET entities and institutions. Provide IT and records management services; Manage the alignment of the DHET's information security to legislation, government standards and security frameworks; Manage and ensure the compliance of all systems to government IT policies such as MISS and MIOS and provide IT governance functions in accordance with international governance frameworks such as ITIL and COBIT; Represent the Department of Higher Education and Training on the Government Information Technology Council; Responsible for overseeing the provision of expert advice, awareness and training on information security systems; Manage organisational reengineering; Manage the Chief Directorate resources effectively.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/32** : **DIRECTOR: MARKETING AND PUBLIC RELATIONS REF NO: DHET11/05/2023**
Branch: Corporate Services
Chief Directorate: Corporate Communications
Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Marketing/ Communication/ Public Relations/Journalism/Business

Administration or related qualification. A relevant post-graduate qualification and/or experience in Marketing/ Public Relations/Journalism/Business Administration will be an added advantage. A minimum of eight (8) years' experience with at least of five (5) years of proven experience at the middle management level in a Marketing and Public Relations environment. Sound Knowledge of the legal frameworks governing public service and Post-School Education and Training is essential. Extensive experience in marketing, advertising, and brand management. Expert knowledge of current marketing trends and multimedia platforms is essential. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Excellent analytical, interpretive, and negotiating skills to ensure effective communication of the Department's policies and programmes; High level of public relations and project management Skills. Excellent customer service, verbal and written communication and organisational skills. Ability to foster partnerships, build positive relationships with stakeholders, media, and the public. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: The successful candidate will be reporting to the Chief Director: Corporate Communication and Media Liaison Chief Directorate: will be responsible to provide strategic and leadership direction in the Facilities Management Directorate; Provide leadership in the publication, guidance and editorial support and development to contributors in terms of developing a culture of reflection, recording and publication in the TVET and CET Colleges; Coordinate the drafting and maintenance of publication protocols and international standard serial registration; Liaise and manage all internal and external stakeholders including, contributors, subscriber, advertisers, distribution networks and service providers; Develop a marketing and public relations strategy for the Department; Oversee the development of marketing campaigns and promotional activities; Manage efficient and effective marketing and public relations and event management services; Oversee the marketing plans to help sales for the departmental core mandate to the public; Conduct research and analysing data to identify and define audiences; Develop and update promotional materials and publications (brochures, videos, social media posts etc.); Prepare and distribute press releases; Monitor regular departmental event progress and reports as they occur and evaluate the PR program impacts as well as playing a crucial role in the departmental communication activities; Ensure effective financial and administrative support and maintenance, budgeting and financial process and overall administrative support for publication and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/33

: **DIRECTOR: STRATEGY, PARTNERSHIPS, AND INNOVATION REF NO: DHET12/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Strategy, Partnerships, And Innovation

SALARY CENTRE REQUIREMENTS

: R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration or Business Management or related qualification. A minimum of eight (8) years' experience with at least five (5) years of proven experience at the middle management level in strategic planning, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resources. A relevant postgraduate qualification would be a distinct advantage. senior management position that requires a dynamic individual with proven strategic management, leadership, and people management capabilities who can strategically lead the organisation towards achieving its strategic goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders,

especially on a strategic level. Further skills requirements relate to excellent project management, utilisation of ICT and business intelligence for strategic planning, monitoring, and evaluation, problem-solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To develop and update NSF's strategy and partnerships and keep abreast of innovations and leading practices in skills development through research and evaluation. Develop and oversee the implementation of NSF's strategic plans, annual performance plans and operational plans; Engage and manage NSF strategic stakeholders in relation to planning, policies, research, evaluation and reporting; Manage the design and implementation of interactive organisational planning to organisational reporting processes including the cascading of strategic performance indicators and targets down to the operational plans; Manage and implement automation of research, analysis and planning automation and digitisation. Evaluate overall NSF operations (incl. business processes) and implement enhancements through planning; Manage the launch of continuous improvement initiatives and the enablement of a culture of continuous improvement in planning, innovation, research, and partnership. Manage portfolio planning and development in relation to alignment to strategy to steer the implementation to key strategic priority areas. Develop and revise the NSF strategic funding framework in line with the NSF strategic plan. Develop and implement the NSF research framework and agenda, Manage and coordinate research and labour market intelligence insights on skills in demand and areas requiring skills development interventions and alignment. Identify strategic partnerships for the identification of workforce-based learning opportunities. Manage socio-economic research, trend analysis and innovation in skills development practices and benchmarking; Provide support to inform initiation of skills development interventions and projects timeously that are strategically aligned and in compliance with policies and procedures; Develop and implement the NSF monitoring and evaluation framework. Evaluate the output, outcome and impact of skills development programmes and projects. Distribute and engage with stakeholders on the evaluations of the NSF conducted over the 5-year strategic period and projects in conjunction skills development implementation unit to improve alignment for calls for proposals and initiation of projects. Monitor and report on the control reviews undertaken of the NSF's performance against strategic plans, annual performance plans and operational plans, Responsible for and contributing to writing, presenting and distributing integrated reports, which include the NSF's integrated annual reports, quarterly reports, monthly reports, business intelligence reports, research reports and stakeholder reports Manage and implement knowledge and data management for research, plans and reports produced. Conduct internal control review of planning, reporting, research, and other reports produces. Develop, consult, and update NSF's strategy and partnerships framework and keep abreast of innovations and leading practices in skills development. Manage the strategy for skills development partnerships across relevant sectors. Manage Strategic Partnerships by establishing strategic partnerships and stakeholder framework. Actively engage and report on engaging strategic partners across sectors to support the effective and efficient implementation of the NSF Strategic Plans, Annual Performance Plans and Annual Operational Plans. Ensure compliance with relevant legislation and frameworks; Develop relevant policies and procedures; manage the resources of the Directorate; Participate as an active member of the NSF management team; Participate in DHET skills planning processes.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/34</u>	:	<p><u>DIRECTOR: ORGANISATIONAL PERFORMANCE AND REPORTING REF NO: DHET13/05/2023</u> Branch: Skills Development Component: National Skills Fund Chief Directorate: Strategy, Innovation and Organisational Performance Directorate: Organisational Performance and Reporting</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 162 200 per annum (Level 13), (all-inclusive remuneration package) Pretoria</p> <p>An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration/Business Management or related qualification. A minimum of eight (8) years' experience with at least five (5) years of proven experience at the middle management level in organisational performance and reporting, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resources. A relevant postgraduate qualification would be a distinct advantage. This senior management position requires a dynamic individual with proven strategic management, leadership, and people management capabilities who can strategically lead the organisation towards achieving its strategic goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, especially on a strategic level. Further skills requirements relate to excellent project management, utilisation of ICT and business intelligence for organisational performance and reporting, monitoring and evaluation, problem solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>To establish and manage the organisational performance and reporting requirements of the NSF, as well as knowledge management of organisational performance reports and data. Contribute to the development of the NSF's strategic plans, annual performance plans and operational plans to ensure alignment of performance and related reporting requirements; Engage and submit reports to NSF strategic stakeholders; Manage organisational performance by developing and implementing organisational performance framework as informed by NSF plans to align to organisational and system performance and reporting requirements. Manage and implement automation of performance and organisational reporting automation and digitisation. Monitor and report on the performance against strategic plans, annual performance plans and operational plans and national plans and priorities; Responsible for writing and distributing integrated reports, which include the NSF's integrated annual reports, quarterly Ministerial reports, monthly reports, business intelligence reports, statistical publication and stakeholder reports; conduct validation of reported performance from programme managers, analyse programme manager's reports as well as supporting evidence for projects or indicators reports, identify the sufficiency and relevance of variance explanations of performance, analyse and report on internal and external factors that impact on performance. provide inputs and recommendations on approaches and methods utilised for implementing and meeting organisational performance. Manage the design and implementation of interactive organisational performance processes that include the NSF's governance committees in appropriate ways. Provide recommendations for the continued review of business processes implemented across NSF to ensure the effectiveness of process flows in line with its value chain and enterprise architecture. Manage the provision of advice to business owners on process improvements. Manage the enablement of a culture of continuous</p>

improvement through initiatives that will enhance the performance efficiency and success of the NSF. Analyse and report on organisational performance in the context of socio-economic research, trend analysis and innovation in skills development practices; Manage the reporting requirements of the NSF by identifying, developing and distributing of reports for the NSF, development of the NSF reporting plan, a framework for performance Information and organisational performance reporting mechanism, including the collation, analysis and preparation of reports; manage the development of business intelligence and performance dashboards for the NSF. Provide inputs to the NSF enterprise architecture mechanisms and tools including the implementation of continuous improvement plans and initiatives. Manage the implementation of organisational knowledge management activities in the NSF. Manage knowledge and data management; Ensure compliance with relevant legislation and frameworks; Develop relevant policies and procedures; manage the resources of the Directorate; Participate as an active member of the NSF management team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/35 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DHET14/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Supply Chain Management/Logistics Management. A relevant post-graduate qualification will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years' experience at the middle management level in supply chain management in a supply chain management/ Logistics Management environment This is a senior management position that requires a dynamic hardworking individual with strong leadership and people management skills to manage the directorate of +- 20 employees. Further skills and competency requirements relate to strategic capability, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of supply chain management and procurement, financial legislation, and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : To lead and direct the Supply Chain directorate in line with its approved plan and budget. Procurement: Formulate, agree upon, and maintain an appropriate Service Level Management structure for the organisation to include service level agreement's structure. Operational level agreements within the provider organisation. Third-party supplier or contract management relationships to the service level management process. Developing service improvement plans or programmes within the service level management process. Negotiating, agreeing and maintaining the operational level agreements with the third-party service provider. Oversee the creation and development of policies and procedures related to procurement. Supply monitoring: Organise and maintain the regular service level review process with service providers which covers: Reviewing the current performance, Reviewing service levels and targets. Reviewing underpinning agreements and operational level agreements as necessary, agreeing on appropriate actions to maintain or improve service levels. Developing an effective supplier performance management system. Defining key suppliers in the supply base, Ensuring the effective implementation of supply chain management legislation, policies, procedures, and regulations. Reporting and Monitoring: Determine if principles have been consistently observed, and compare monthly, quarterly, and annual performance. Draft and submit annual, quarterly, and monthly reports and reports required. Logistics management: Establish or monitor specific supply chain-based performance measurement systems. Oversee the creation and

maintenance of policies or procedures for logistics activities. Manage the resources of the Sub-directorate: Develop the operational plan for the Sub-directorate and ensure its implementation. Conduct budgetary planning for the Sub-directorate and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Sub-directorate. Monitor the execution of the operational plan for the Sub-directorate including the budget, performance target, and measurement metrics and reporting. Ensure sufficient capacity to achieve the objectives of the Sub-directorate. Manage the performance of employees in accordance with PMDS policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Sub-directorate. Motivate team members and create a culture of high performance. Manage employees related matters within the Sub-directorate.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/36 : **DIRECTOR: FUND MANAGEMENT REF NO: DHET15/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Fund Management

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management/Accounting. A relevant post-graduate qualification will be an added advantage. A minimum of eight (8) years' experience with at least five (5) of proven experience at the middle management level in a finance or accounting environment. Candidates with a CA (SA) qualification will have a distinct advantage. Candidates that have experience in fundraising, managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. A good understanding of the post-school education and training system will also be an added advantage. This senior management position in a core functional area requires a dynamic individual with proven management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation, attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES : Responsible for fundraising and stakeholder management. Manage the commitment schedule of NSF-funded programmes and projects. Provide financial oversight of NSF-funded programmes and projects. Responsible for providing financial control of NSF-funded programmes and projects, especially with regard to budgeting, contracting and disbursements. Providing financial advice and support in fulfilling the financial business partner role to the NSF-funded programmes and projects. Ensuring that NSF-funded programmes and projects report timely and accurately. Perform cost benchmarking on skills development initiatives to attain value for money. Maintain cash flow forecasts on NSF-funded programmes and projects; Perform financial reporting on NSF-funded programmes and projects; Provide financial advice. Perform expenditure verification and performance information verification related to projects within the project portfolio. Manage stakeholders for a portfolio of projects. Manage staff reporting to him/her. Provide feedback and advice regarding skills development activities. Participate as an active member of the regional team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/37</u>	:	<p><u>DIRECTOR: IMPLEMENTATION OVERSIGHT REF NO: DHET16/05/2023</u> Branch: Skills Development Chief Directorate: Seta Coordination Directorate: Implementation Oversight</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 162 200 per annum (Level 13), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Public Management, Management / Leadership, Industrial Psychology, or a related qualification in Social Sciences). Relevant post-graduate qualifications will be an added advantage. A minimum of eight (8) years' experience with at least five (5) of proven experience at the middle management level in education, training, and skills development. Experience in organizational performance management, monitoring, evaluation, and reporting, experience in corporate governance, strategic planning, policy development, research, and sector skills planning. The National Skills Development Plan (NSDP) 2030, adequate, appropriate, and high-quality skills development knowledge that contributes towards South Africa's (SA) economic growth, employment creation, and social development in the context of the National Development Plan (NDP) and the White Paper on Post School Education and Training (WP-PSET). Monitoring and Evaluation. Strategic Planning. Human Resource Management. Financial Management. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Training, and Quality Assurance. Knowledge of the following legislations: Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levies Act (SDLA), National Treasury regulations, NSDP, National Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), National Qualifications (NQF) Act, Batho Pele Principles, Public Service Act and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures. Communication skills (excellent verbal and written communication skills). Negotiation and conflict resolution skills. Strategic management and leadership skills. Project Management skills. Networking skills. Team Management skills. People Management skills. Stakeholder and client focus. Skills development. A willingness to work irregular hours and travel extensively. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>To manage Sector Education and Training Authority (SETA) performance in implementing learning programs in line with the NSDP goals and outcomes and government priorities. Develop and implement an effective SETA performance management information system. Manage SETA Corporate governance in compliance with all relevant prescripts and policy frameworks. Identify areas of SETA underperformance and recommend interventions to improve SETA performance and governance. Manage SETA Strategic Planning processes by facilitating engagements with SETAs about the outcomes and priorities of the department and set of targets. To facilitate and manage collaboration between SETAs, South African Qualifications Act (SAQA), Quality Council for Trades and Occupations (QCTO), Council on Higher Education (CHE), and other departments. To provide support to SETAs in terms of the implementation of learning programs. To manage skills development inquiries from the public and presidential queries. Provide leadership and build capacity for all SETAs to drive skills development in line with government priorities. Analyse and recommend approval of SETAs' Strategic Plans, and Annual Performance Plans. Manage annual Service Level Agreements between the Department and SETAs.</p>
<u>ENQUIRIES</u>	:	<p>Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105</p>
<u>POST 20/38</u>	:	<p><u>PRINCIPAL TVET COLLEGES (X2 POSTS)</u> Branch: Technical and Vocational Education and Training Colleges</p>
<u>SALARY CENTRE</u>	:	<p>R1 162 200 per annum (Level 13), (all-inclusive remuneration package) These are based in Technical and Vocational Education and Training (TVET) Colleges: Maluti TVET College Ref No: DHET17/05/2023 Falsebay TVET College Ref No: DHET18/05/2023</p>
<u>REQUIREMENTS</u>	:	<p>An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/Public/Business Administration or related qualification. A postgraduate qualification and/or experience in the Post Schooling Education</p>

and Training sector will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years of proven experience at the middle management level in the TVET or education sector. Extensive experience in any or all the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial management plans and projects. Must have relevant work experience in training and development or a related environment. Ability to design internal systems and controls to ensure sound organisational governance, management, and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

OTHER POSTS

POST 20/39

: **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X6 POSTS)**
Branch: Technical and Vocational Education and Training

SALARY CENTRE

: R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Posts are based in Technical and Vocational Education and Training (TVET) Colleges:
Capricorn TVET College Ref No: DHET19/05/2023
College Of Cape Town Ref No: DHET20/05/2023
South Cape TVET College Ref No: DHET21/05/2023
Buffalo City TVET College Ref No: DHET22/05/2023
Central Johannesburg College Ref No: DHET23/05/2023
East Cape Midlands TVET College (Ref No: DHET24/05/2023

REQUIREMENTS

: An appropriate bachelor's degree (NQF Level 7) in Accounting or Financial Management. minimum of five (5) ten to ten years' relevant work experience of which three (3) to five (5) years' experience at the junior management level

in the public or private sector. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; This is a management position that requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment. A willingness to work irregular hours and travel extensively. A valid driver's license. Added Advantages: An appropriate post-graduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as 3 years in the Post-School Education and Training (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations.

DUTIES

: Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintaining financial management structures; establishing, implementing, and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; overseeing and optimising the utilisation of electronic financial, logistic and management information systems; managing the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and managing engagements with assurance providers (i.e. Auditor General).

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/40

: **DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (DEPUTY DIRECTOR LEVEL) (X9 POSTS)**
Branch: technical and vocational education and training
Component: Orbit TVET college

SALARY CENTRE

: R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Posts are based in Technical and Vocational Education and Training (TVET) Colleges:
KZN Coastal TVET Ref No: DHET25/05/2023
Central Johannesburg College Ref No: DHET26/05/2023
Ehlanzeni TVET College Ref No: DHET27/05/2023
Nkangala TVET College Ref No: DHET28/05/2023
Northern Cape Urban TVET College Ref No: DHET29/05/2023
Orbit TVET College Ref No: DHET30/05/2023
Sekhulhune TVET College Ref No: DHET31/05/2023
Vuselela TVET College Ref No: DHET32/05/2023
Umgungundlovu TVET College Ref No: DHET33/05/2023

<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Business Administration/ Management or related qualification. A relevant post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level in, business management and partnerships. Good understanding of the Post-School Education and Training (PSET) sector. Proven ability to work in a highly unionised environment and to establish professional credibility and confidence within a diverse customer base. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. An understanding of the Department of Higher Education and Training (DHET)'s strategic vision and priorities. Knowledge in research and statistical analysis; Monitoring, evaluation and reporting and understanding of the academic framework. Strategic management, conflict management, budgeting, and financial management skills. Programme and project management, change management and service delivery innovation skills are essential. Verbal and written communication and presentation skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic direction, implement, and maintain the college business as per TVET college mandate in the field of quality assurance, student support services, communication, marketing, and advancement; Develop international partnership and the facilitation of the operations and strategic planning for TVET college. Develop quality assurance systems and maintain them to achieve continual improvement and customer satisfaction. Ensure that a holistic student support services strategy is developed, implemented, and maintained for the enhancement of student well-being and ultimately student performance. Ensure that the communication, marketing, and advancement strategy is aligned with the college mandate. Direct the development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of international partnerships, international liaison and services to foreign students and other international-related activities. Coordinate and facilitate operations and strategic planning. Manage human resource and partnership Innovation and development affairs in the College. Provide guidance and adequate support for and development of staff. Ensure compliance with all administrative requirements, regulations, rules, and instructions about innovation and development.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/41</u>	:	<u>DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) (X3 POSTS)</u> Branch: Technical and Vocational Education and Training Colleges
<u>SALARY CENTRE</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package)
	:	Posts are based on Technical and Vocational Education and Training (TVET) Colleges: Ekurhuleni West TVET Ref No: DHET34/05/2023 Mthashana TVET College Ref No: DHET35/05/2023 Waterberg TVET College Ref No: DHET36/05/2023
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector with at least three (3) to five (5) years of relevant work experience at the Junior Management level. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Sound knowledge of transformational and capacity-building processes in education especially relating to curriculum management delivery; Knowledge of research and statistical analysis and projection coordination; Strategic and management, conflict management, budgeting, and financial management skills. Good monitoring, Evaluation, and reporting skills; Good verbal and written communication and presentation skills. High level of innovation and good judgement skills; Ability to form networks and uphold the highest level of professional integrity; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS

<u>DUTIES</u>	:	Excel, MS Access, and MS Outlook). A willingness to work irregular hours and travel extensively. A valid driver's license.
	:	Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the validity and reliability of registration documentation and all EMIS data and reports; responsible for IT/FETMIS management and data analysis; coordinate the preparation of examination for all programmes involving assessment; ensure current examination regulations and conventions are adhered to; oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel frequently to meetings and functions and between campuses.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/42</u>	:	<u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X5 POSTS)</u> Branch: Technical and Vocational Education and Training
<u>SALARY CENTRE</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package)
	:	Posts are based in Technical and Vocational Education and Training (TVET) Colleges: Ehlanzeni TVET College Ref No: DHET37/05/2023 Mthashana TVET College Ref No: DHET38/05/2023 Orbit TVET College Ref No: DHET39/05/2023 South West Gauteng TVET College Ref No: DHET40/05/2023 Coastal KZN TVET College Ref No: DHET41/05/2023
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in an education and training environment. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-building processes, and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system concerning vocational education and training. A willingness to work irregular hours and travel extensively. A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Guide, inform and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery other than full-time, and special needs learners are catered for. Support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions where necessary. Ensure that the targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning

resources, lecturer teaching resources, timetables for student and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/43 : **DEPUTY PRINCIPAL: CORPORATE MANAGEMENT SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET42/05/2023**

Branch: Technical and Vocational Education and Training

Component: Western TVET College

Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Randfontein

: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level in corporate services. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A willingness to travel extensively. A valid driver's license.

DUTIES : Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Account for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures, and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost-effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/44 : **DEPUTY DIRECTOR: TVET COLLEGES MARKETING AND OUTREACH REF NO: DHET43/05/2023**

Branch: Technical and Vocational Education and Training

Directorate: TVET Student Development and Support

Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria

: A recognised undergraduate qualification/bachelor's degree/ advanced diploma (NQF level 7) in Communication Science, Marketing Management, Public Relations, or related qualification. A post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the middle management level in coordinating and managing marketing and outreach programmes in the Post-school Education and Training (PSET) system. Knowledge and understanding of relevant policies and legislation pertaining to the Technical and Vocational Education and Training (TVET)

landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement for work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A willingness to travel extensively. A valid driver's license.

DUTIES : The incumbent will be responsible to initiate and support interventions aimed at recruitment of prospective students. Establish, manage, and maintain partnerships with relevant stakeholders for outreach and marketing of TVET colleges. Develop key messages to be communicated about TVET colleges. Develop, manage, and coordinate the hosting of and participation in outreach and marketing events aimed at profiling TVET colleges including the TVET Month programme. Produce an annual calendar of events for marketing TVET colleges. Coordinate and manage programmes that will strengthen the capacity of TVET colleges to undertake outreach and marketing activities. Develop and disseminate promotional material for TVET institutions and their programme offerings.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/45 : **DEPUTY DIRECTOR: PLANNING, INSTITUTIONAL GOVERNANCE, AND MANAGEMENT SUPPORT REF NO: DHET44/05/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office
Directorate: TVET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Polokwane
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education and Training or related qualification. A minimum of 7 years of work experience in an education and training environment with at least three (3) to five (5) years of work experience at the junior management level in Post-School Education and Training. A post-graduate degree/qualification in Education and Training will be an added advantage. Proven written and verbal skills; Computer literacy with specific reference to the functional use of MS Excel, MS Word, MS PowerPoint, and MS Outlook. Willingness to travel and a valid driver's license.

DUTIES : Manage and coordinate the TVET Colleges Strategic Planning, Annual Performance Planning, and Operational Planning processes. Ensure proper alignment of the regional plans with the Departmental Plans and systems targets. Provide professional leadership through the establishment of systems and structures that allow for effective management and establishment of channels of communication with relevant governance structures (Councils, SRCs, Academic Boards, and governance as well as management structures that exist at the regional level). Provide support on student registration, enrolment management, and data verification to TVET colleges. Provide general support to institutions on institutional planning management and governance support to TVET colleges. Manage information by collecting, analysing, and translating data into knowledge for planning, decision-making, and reporting. Support and provide intervention that seeks to promote effective and proper working relations between management and governance structures. Provide support to the Regional and TVET management by ensuring that all scheduled engagements, meetings, and conferences are properly facilitated. Undertake research and development with a view to improving teaching and learning support for TVET institutions in the region. Manage the utilization of finances and other resources. Ensure proper record keeping, control, and reporting. Perform any other reasonable function assigned by the employer within the job function. Support, supervise and monitor and guide the effective and efficient performance management systems. Provide a coordinated intervention where there are management and governance disputes and protests.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/46 : **DEPUTY DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET45/05/2023**
Branch: Technical and Vocational Education and Training
Component: Eastern Cape Regional Office
Directorate: TVET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: East London
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or related qualification. A minimum of three (3) to five (5) years of experience at the junior management level in Technical and Vocational Education and Training or in the PSET Sector environment. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing, and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at TVET Colleges and with other government departments and relevant role-players, and good computer skills. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the TVET curriculum development and support for the TVET Colleges; Providing TVET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for TVET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in TVET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in TVET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in TVET Colleges. Be a member of the National Co-ordinating Curriculum Committee. Provide support to the public TVET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/47 : **DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET46/05/2023**
Branch: Technical and Vocational Education and Training
Component: Eastern Cape Regional Office
Directorate: CET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: East London
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or related qualification. A minimum of five (5) years of working experience in Community Education and Training or in the PSET Sector environment. At least three (3) to five (5) years 'of experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-

solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and, understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Co-ordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/48 : **DEPUTY DIRECTOR: TVET BUDGET ANALYSIS, MONITORING AND REPORTING REF NO: DHET47/05/2023**
Branch: Technical and Vocational Education and Training
Directorate: TVET Colleges and Budget Planning

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: Appropriate bachelor's degree/advanced diploma (NQF Level 7) in finance management/Accounting. A minimum of three (3) to five (5) years of relevant experience at the junior management level in the Accounting, Budget analysis, Monitoring and Reporting areas. Experience in the Post-School Education and Training system will be an added advantage. Knowledge of the PSET legislative requirements, policies, and regulations. Experience in Business Management Systems and Dashboard reporting. Extensive experience in the development and implementation of costing models. Advanced Excel (Proficient in Microsoft Office products), Excellent project management and communication skills, including analytical capability and report writing, the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; and a valid driver's license.

DUTIES : The scope of the Deputy Director's work will include but not be limited to the determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Coordinate the submission of ENE inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the CFO. For efficient budget management, working together with the Deputy Director: Research, Costing and Financial Management Systems on the continuous update of costing models; Review and refinement of Standard Chart of Accounts to enable improved reporting; Dashboard Reporting on TVET Colleges (As well as National) budgets and expenditure.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/49</u>	:	<u>DEPUTY DIRECTOR: CONTINUING PROFESSIONAL DEVELOPMENT</u> <u>REF NO: DHET48/05/2023</u> Branch: Technical and Vocational Education and Training Directorate: TVET Lecturer Development Re-advertised and candidates who had previously applied may re-apply
<u>SALARY</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma minimum NQF Level 7 in Human Resources Development and/or related qualification. A minimum of five (5) years of actual or appropriate experience in Human Resources development or related field with at least three (3) years' experience in junior management level as assistant director and exposure in the TVET college or Education Sector. Experience in/ with a Continuing Professional Development (CPD) system/ programme or a professional membership association is desirable. Knowledge of the CET Act, the White Paper on Post School Education and Training and related policies. Knowledge and understanding of the Higher Education and Training sector. Ability to build and sustain strong relationships and partnerships with related stakeholders. Good interpersonal and communication skills. Sound problem-solving, planning and time management skills. Demonstrated experience and knowledge of information technology. Good organizational management and coordination skills. Willingness to travel and a driver's license.
<u>DUTIES</u>	:	Coordinate CPD program registrations (including data entry of records, promotional activities and responding to queries); Manage and coordinate the functioning of the continuous professional development system across the TVET Colleges Sector; Work collaboratively with the South African Council for Educators (SACE) and/ or other related stakeholders in coordinating processes of developing and reviewing professional development training and support material. Coordinate, support and assist SACE with CPD advocacy and related activities. Supervise the development and provision of ongoing support to TVET college training officers. To advise and support lecturers and stakeholders on CPD-related matters. Produce quarterly reports on CPD activities. Respond to all CPD queries and solicit members' views/feedback about the usefulness of the CPD activities. Monitor and report on the expenditure of the Sub-Directorate funds and utilisation of resources. Carry out any other related functions delegated to the position.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/50</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE SUPPORT REF NO:</u> <u>DHET49/05/2023</u> Branch: University Education Directorate: Governance Support
<u>SALARY</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Governance, Management, Public Administration, or related qualification. A postgraduate and/or legal qualification would be an added advantage. Knowledge and experience: A minimum of three (3) to five (5) years of working experience at the junior management level in the Post-School Education and Training sector. Knowledge and understanding of policy and regulatory frameworks governing higher education. Knowledge of the governance of the higher education system and codes of good governance principles. Understanding of key stakeholders in the higher education sector. Proficient in Microsoft Office (Outlook, Word, Access, Excel, and PowerPoint) and Adobe Acrobat; Excellent verbal and written communication skills; Analytical and problem-solving skills; Research, report-writing and presentation skills; Good interpersonal skills and ability to liaise with internal and external stakeholders and in particular with the leadership of universities; Ability to work independently without direct supervision as well as in a team; Ability to work under pressure; Ability to work to agreed deadlines and targets with limited supervision; People management skills and the ability to mentor and empower subordinates. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Facilitate the appointment of Ministerial representatives on statutory governance structures of public higher education institutions. Coordinate the

reviewing and promulgation of institutional statutes. Managing aspects related to the appointment of independent assessors and administrators to higher education institutions. Manage and advise on governance-related aspects and matters of public higher education institutions. Monitor and report on governance practices of public higher education institutions. Develop, implement, evaluate, and report on support strategies for councils and institutional forums. Participate in induction programmes of councils and Institutional Forums. Support the Director in managing the Directorate, including assisting with planning, budgeting, reporting and management of staff within the line function, and deputising for the Director when required to do so.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/51 : **DEPUTY DIRECTOR: TEACHER EDUCATION DATA AND REVIEW REF NO: DHET50/05/2023**
Branch: University Education
Directorate: Teacher Education

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification including in information/data management will be a distinct advantage. A minimum of three (3) to five (5) years' experience at the junior management level in a university-related teacher education environment, of which at least two (2) years should be in a people and/or project management role. Experience in initial teacher education and continuing professional development of teachers for the pre-schooling and/or schooling and/or post-schooling sub-systems will be a distinct advantage. A good understanding of policies and legislation that frame teacher and lecturer education across the sub-sectors. Excellent research, information management and data management skills. Good project management, communication, and presentation skills. Leadership and management skills. High-level computer skills.

DUTIES : Develop and maintain an updated teacher, lecturer and practitioner national supply-demand plan that is aligned with national needs and priorities. Collect, manage, maintain, analyse, and report on information and data relating to qualifications-based initial teacher education and continuing professional development of teachers and lecturers for the pre-schooling, schooling, and post-schooling sub-systems, and produce annual reports to inform national planning and national interventions. Conceptualise and manage research projects to inform the Department's work in teacher education. Provide management support for teacher education reviews. Provide strategic leadership in the sub-directorate. Manage the work of the sub-directorate to ensure effectiveness and efficiency. Support the Director in managing the Directorate, including assisting with planning, budgeting, reporting and management of staff within the line function, and deputising for the Director when required to do so.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/52 : **DEPUTY DIRECTOR: PRE-SCHOOL AND SCHOOL TEACHER EDUCATION REF NO: DHET51/05/2023**
Branch: University Education
Directorate: Teacher Education

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education Training and Development or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years of working experience at the junior management level in a teacher education context. An extensive knowledge of, and insight into higher education pre-school and school teacher education practices, policies, qualifications and programmes; extensive knowledge of quality assurance processes and mechanisms in Higher Education; highly developed research

and information management skills; excellent project management and communication skills. The ability to develop, support and monitor the implementation of policies and programmes; the ability to work in collaboration with other government departments, with quality councils, universities and other relevant role-players; good computer skills. A valid driver's license and willingness to travel.

DUTIES : The scope of work of the Deputy Director: Pre-School and School Teacher Education will include, but not be limited to leading and managing the Department of Higher Education and Training's responsibilities with respect to Developing, maintaining, supporting and monitoring the implementation of national pre-school and school teacher education policies. Conceptualizing and implementing programmes and projects to strengthen pre-school and school teacher education at universities. Contributing to the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development, by taking responsibility for the activities relating to strengthening institutional capacity for the delivery of qualifications-based teacher education programmes for the pre-school and schooling sectors. Monitoring teacher supply and demand patterns, teacher education enrolments, graduation and graduate employment patterns and using information to inform planning for the production of teachers for the pre-school and school teacher.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/53 : **DEPUTY DIRECTOR: ENROLMENT PLANNING REF NO: DHET52/05/2022**
Branch: University Education
Directorate: Academic Planning, Monitoring and Evaluation
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma in Statistics or Economics and/or related fields. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years of experience at the junior management level in data analysis within the post-school education and training sector. Extensive experience in monitoring and evaluation in the public higher education sector; Enrolment Planning processes and compiling and analysing institutional profiles. Extensive knowledge of the Programme Qualification Mix and an understanding of academic planning in public higher education institutions. Knowledge and understanding of all the relevant policies and legislation about the higher education sector; knowledge of government priorities and objectives specifically relating to the Medium-Term Strategic Framework of the Minister of Higher Education, Science and Innovation and the National Development Plan; Knowledge of the Higher Education Information Management System (HEMIS). High proficiency in Microsoft programmes, specifically MS Excel, MS Office, and MS PowerPoint; Analytical and problem-solving skills; Ability to work in a team; Excellent presentation skills; Ability to communicate; High level of both verbal and written communication; Good interpersonal skills and ability to liaise with internal and external stakeholders; Ability to work independently without direct supervision as well as in a team; Ability to work under pressure. A valid driver's license.

DUTIES : The scope of the work of the successful candidate will include, but not limited to: consolidating, analysing and monitoring the enrolment plans of the public higher education institutions (public HEIs); develop the Ministerial statement on the national enrolment plan and the Ministerial statement of the mid-term review on enrolment planning; develop annually a report on the achievement of the Ministerial enrolment planning targets; engage with executive management representatives on issues relating to enrolment planning; advise public higher education institutions on issues pertaining to enrolment planning; develop and maintain institutional profiles for each of the public Higher Education Institutions (HEIs) and apply these analyses in monitoring and evaluation of trends and future projected growth in line with systemic priorities and available funding; assist in academic programme applications processes by providing input and output targets per institution, enrolment projections in line with the public HEIs space capacity and performance; assess business plans submitted by public HEIs in line with national development needs, targets and expansion of the university sector; compile submissions, reports,

- parliamentary question responses, briefing notes and speaking notes; and carry out any other relevant task as delegated by Management.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/54** : **DEPUTY DIRECTOR UNIVERSITY POLICY AND DEVELOPMENT**
SUPPORT REF NO: DHET53/05/2023
Branch: University Education
Directorate: University Research Support and Policy Development
Re-advertised and candidates who had previously applied may re-apply
- SALARY** : R958 824 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education, Sociology, Policy Development, Statistics, Development Economics, or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years of experience at the junior management level in project management as well as the development and implementation of higher education policies. Knowledge and understanding of policies and regulatory frameworks governing higher education. Experience in government financial systems and procedures, including project planning and management. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. Demonstrable understanding of Research Outputs' imperatives and their dynamics in South Africa, particularly in the higher education sector. Ability to monitor and evaluate the implementation of programmes and projects, writing and presentation skills. Excellent communication both in writing and verbally including high-level report writing. Demonstrable experience in working with teams and working within short deadlines. Ability to function well under pressure. Ability and reputation to build relationships both individually and institutionally. A creative and innovative thinker. The candidate must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and other government departments or entities. Willingness to travel and a valid driver's license.
- DUTIES** : The scope of the work of the successful candidate will include, but not be limited to the Development and implementation of policies in various areas of higher education, with the current focus on the recognition of Research Output for subsidy. Development and maintenance of the evaluation system for measuring innovations and Research Outputs of higher education institutions, and the analysis of related data. Support the development and strengthening of creative fields of study at higher education institutions. Monitor and analyse Research Outputs' plans of higher education institutions. Generate reporting on matters relating to Research Outputs in the sector. Support the Directorate in its oversight and monitoring of the implementation of Research Outputs' policies and plans. Conceptualise and implement programmes and projects to strengthen Research Outputs' initiatives at universities. Assist with drafting of speeches for senior government officials and the Ministry; and participation in departmental, inter-departmental and other various higher education stakeholders' committees/forums. Build relations with internal and external DHET stakeholders to support the advancement of higher education.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/55** : **DEPUTY CAS PROJECT SERVICE COORDINATOR REF NO: DHET54/05/2023**
Directorate: Central Application Service
Branch: University Education
(Twelve (12) Months Contract)
- SALARY** : R958 824 per annum (Level 12), (all-inclusive remunerative package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Information Technology or Statistics or related qualification. A post-graduate qualification will be an added advantage. A minimum of four (4) years of experience in coordinating and managing service projects. Experience in the

		Post-school Education and Training (PSET) environment will be an advantage. At least three (3) years of junior management experience. Knowledge and understanding of relevant policies and legislation pertaining to the PSET landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing, and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement for work performance and reporting. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible to initiate and support application services aimed at the recruitment of prospective students. Coordinate and manage activities that will strengthen the provision of the central application service. Establish, manage, and maintain partnerships with relevant stakeholders of the CAS Pilot. Build lasting relationships with the Departmental Contact Centre and Career Development Services teams based on trust and reliability to infuse their confidence in the service. Engage the service back-office to resolve escalated complaints or other service-related issues to ensure enhanced customer satisfaction. Develop and implement CAS service quality management to reduce the service delivery risk and ensure high-quality services to applicants, partners, and post-school education and training institutions. Support the CAS by providing expert end-user input into project planning, data management, business requirements, and CAS system testing as well as review. Participating in all CAS systems training activities. Participate in the legislative programme by providing expert input in the development of the business case and the socio-economic impact assessment system to ensure that the business case developed supports the proposed entity for the CAS.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/56</u>	:	<u>DEPUTY CAS PROJECT TECHNICAL COORDINATOR REF NO: DHET55/05/2023</u> (Twelve (12) Months Contract) Branch: University Education Directorate: Central Application Service
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), (all-inclusive remunerative package) Pretoria
	:	An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Information Technology or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of four (4) years' experience in coordinating and managing information technology projects. Experience in the Post-school Education and Training (PSET) environment will be an advantage. At least three (3) years of junior management working experience. Knowledge and understanding of relevant policies and legislation pertaining to the PSET landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Knowledge and understanding of various gap analysis methodologies and generic application development processes. Excellent ability to probe and gather complete information to ensure that the correct solution is offered. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	The incumbent will be responsible for the development and reviewing of various specification requirements, coordinating the implementation and support of various information technology platforms, and integration interfaces essential for the successful implementation and operation of the Central Application Services. Coordinate and manage technical activities that will strengthen the provision of the central application service. Establish, manage, and maintain partnerships with relevant stakeholders of the CAS Pilot, in particular, build lasting relationships with the technology solutions providers based on trust and reliability to infuse their confidence in the service interfaces. Develop the specifications for the CAS financial, HR and payroll management requirements that will ensure the completeness of the total cost of technology for the entity. Participate in the technical gap analysis to ensure the leveraging of the Central Application Office platform and Information Technology infrastructure to successfully implement the central application service pilot. Develop, review, and manage the technical specifications for the CAS pilot

system to ensure a highly available and accessible technology environment. Develop, review and manage the specification of and the implementation of the integration/interface and business intelligence environment to reduce service delivery risk and ensure high-quality interfaces to partners (career guidance providers, funding providers and accommodation providers), data providers and post-school education and training institutions. Engage the service back-office to resolve technical escalated complaints or other technical issues related to the services thereby ensuring enhanced customer satisfaction.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/57 : **CAS PROJECT DATA ANALYST REF NO: DHET56/05/2023**

(Twelve (12) Months Contract)

Branch: University Education

Directorate: Central Application Service

SALARY : R958 824 per annum (Level 12), (all-inclusive remunerative package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Information Technology, Computer Science, Mathematics, Statistics, or related qualification. A post-graduate qualification will be an added advantage. A minimum of four (4) years' experience in coordinating and managing data analysis or business intelligence projects. Experience in the Post-school Education and Training (PSET) environment will be an advantage. At least three (3) years of junior management experience. Knowledge and understanding of relevant policies and legislation pertaining to the PSET landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing, and communication skills. Able to work effectively within teams and in response to multiple stakeholder interests. Knowledge and understanding of various analysis methodologies and management information systems development processes. Excellent ability to probe and gather complete information to ensure that the correct solution is offered and the correct reports are generated. Willingness to travel and a valid driver's license.

DUTIES : The incumbent will be responsible for the management (covering design, collection, storage, and analysis) of central application surveys and the analysis of central application service operations information to effectively communicate trends, patterns, and predictions, and assists in identifying strategic, tactical, and operational opportunities to improve the CAS project related outcomes. Develop the specifications for the CAS business intelligence and big data analytics requirements to ensure the completeness of the total cost of data analytics technology for the entity to be established. Support the CAS by managing survey planning, implementation, data analysis, and reporting of survey findings to enrich the development of the CAS business case as well as the socio-economic impact assessment system. Support the CAS project by participating in the technical gap analysis of the data analytics environment to ensure the leveraging of the Central Application Office platform and IT infrastructure to successfully implement the CAS. Participate in developing the specifications and implementing the integration/interface to reduce the reporting risk and ensure a high-quality interface to partners such as career guidance providers, funding providers, accommodation providers, data providers, and pilot training institutions. Engage the service back-office as needed to generate and provide relevant reports on all categories of complaints or requests related to the services for enhancing customer satisfaction. Respond efficiently and accurately to stakeholders, explaining possible solutions professionally and politely to minimise conflict.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/58 : **DEPUTY DIRECTOR: CET COLLEGES DATA COLLECTION MANAGEMENT REF NO: DHET57/05/2023**

Branch: Community Education and Training

Directorate: Community Education and Training: Monitoring and Evaluation

SALARY : R958 824 per annum (Level 12), (all-inclusive remuneration package)

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	An appropriate bachelor's Degree/National Diploma (NQF level 7) in Management Information Systems/Public Administration/Education/Social Sciences. A higher degree in data management systems will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level in a transversal data management environment. Proven experience and technical skills in data management, excellent project management and communication skills. Understanding and ability to interpret Government policies and governance environment related to performance information. Ability to design, develop, support, and monitor policies. Advanced computer skills in MS Office (Word, PowerPoint, Excel, and Outlook). Experience in carrying out qualitative and quantitative research and producing intelligible reports. Proven experience in planning, reporting and performance information use. Excellent written and verbal communication skills. Proven ability to produce quality assured work under pressure and management of deadlines as well as a willingness to work irregular hours and travel extensively. The ability to work in a team environment. Problem-solving skills; excellent organisational and innovation skills. A valid driver's license.
<u>DUTIES</u>	:	Design and plan data collection instruments in accordance with prescribed standards. Develop, manage, coordinate, analyse and verify performance information. Refine and provide advice on improving indicator descriptions for performance information to be used in planning and reporting obligations. Manage data-capturing processes for the collection and integration of the different datasets into a national enrolment dataset. Participate in the dissemination of research findings in the sector and wider audiences through the drafting and delivery of presentations, reports, updates, and progress reports using research information. Conduct quality assurance on data received from CET colleges. Manage the collection of electronic datasets for submission to the National Higher Education and Training Information Systems (HETIS) Officer for integration in accordance with the required standards. Receive and collate survey reports from Private Colleges. Provide support to colleges in the data management value chain. Conduct quality assurance of the Master List of Institutions in line with the "Standard for the publication of the Master List of Education Institutions in the Post-School Sector". Perform relevant training for CET college data managers as well as all officials involved in data management in the sector. Provide statistical information on college Institutions to support management decision-making and publication of statistics. Attend the project and other stakeholder meetings to represent either the Department or CET as and when required. Manage human and physical resources of the sub-directorate. Perform any other functions as deemed appropriate by the Director within the ambit of the labour law.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/59</u>	:	<u>DEPUTY DIRECTOR: SCHOLARSHIPS MANAGEMENT REF NO: DHET58/05/2023</u> Branch: Office of The Director-General Directorate: International Scholarships
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in International Relations/ Management/ Economic Sciences/Public Administration/ Management or related qualification. A relevant postgraduate degree will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level in the Post School Education and Training Sector (PSET). Experience in and a good understanding of international relations, higher education transformation, access and success matters, budgeting, financial reporting, project management and working with student-related projects. Excellent proposal writing and research skills, financial, presentation, communication and writing skills. Prior management skills. Good knowledge and understanding of the Public Finance Management Act (PFMA), 1999 Knowledge of key Policies in the PSET sector and related Acts. Knowledge or experience of the National Skills Fund budget application and reporting processes. Good communication skills and interpersonal relations with above-average computer skills and knowledge of MS Word, Outlook, Excel, Access, and PowerPoint. Willingness to travel domestically and

- internationally and willingness to work overtime and on public holidays. A valid driver's license.
- DUTIES** : The scope of the work of the successful candidate will include, but not be limited to, the administration and management of International Scholarship Programmes, Development of budget, plans and reports for existing and new programmes. Working with stakeholders in the strengthening of existing and new capacity-building programmes. Enabling and participating in the development of funding proposals for capacity building proposals and plans with the relevant stakeholders and partners. Management of the provision of student support services for all scholarship programmes administered by the Department of Higher Education and Training (DHET). Management of the scholarship application and uptake and development of national policy-responsive application and uptake tools for the available scholarships. Assessing incoming scholarship offers, initiating new programmes, strengthening existing programmes and facilitating bilateral agreements and their implementation, rollout, reporting and monitoring thereof. Representing the Department on steering or advisory committees. Development of a scholarship data management information system for scholarship implementation, monitoring, and reporting. Development and management of the Scholarships Alumni programme. Development of budget proposals for scholarship programmes. Generally supporting the work of the Director: International Scholarships Directorate. Other areas include but are not limited to planning deadlines and ensuring adherence thereto, staff management and mentoring. Managing the day-to-day operations; Preparing reports, presentations, parliamentary and stakeholder question responses, student and stakeholder advice on the scholarship processes and supporting the Director on delegated matters and areas.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- NOTE** : All short-listed candidates may be required to undertake writing/presentation exercises.
- POST 20/60** : **DEPUTY DIRECTOR: RESEARCH, MONITORING AND EVALUATION REF NO: DHET59/05/2023**
Branch: Skills Development
Chief Directorate: National Skills Authority Secretariat
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree (NQF Level 7) in Public/Business Administration, Social Sciences, Development Studies and/or Public Policy or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant functional experience with at least 3 years junior management level is essential. This must be supported by knowledge and understanding of regulatory frameworks governing post-school education and training. Experience in the Skills Development Sector or related training environment. Experience in policy development and implementation, monitoring, and evaluation systems, including project management, research methodologies and management of M&E and research projects. Good understanding of key stakeholders within the sector. The candidate must possess good interpersonal, and communication skills, advanced research and M&E skills, report writing, project management skills, planning and organising skills, governance, and finance skills. The candidate must have knowledge of the Skills Development Act, Skills Development Levies Act and Public Finance Management Act and other related legislations, regulations, and policies. Computer literacy (MS Word, MS PowerPoint, and MS Outlook). A valid driver's licence and willingness to travel.
- DUTIES** : The successful candidate will be reporting to the Director of the National Skills Authority (NSA); will be responsible to coordinate and manage research, monitoring, and evaluation projects of the NSA Secretariat; to support the development of an effective M&E System; To manage and monitor the implementation of NSA institutional policies; Stakeholder relations management support and coordination of meeting; Facilitate the development of NSA policy and advisory processes. Provide administration support services for the Secretariat and supervise personnel.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/61 : **DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (WESTERN CAPE & NORTHERN CAPE REGION) REF NO: DHET60/05/2023**

Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Cape Town

: An appropriate bachelor's degree (NQF Level 7) in Public Administration/ Management or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of six (6) to eight (8) years of relevant functional experience with at least three (3) years junior management level is essential. This must be supported by knowledge and understanding of regulatory frameworks governing post-school education and training. Experience in the Skills Development Sector or related training environment. Experience in project management and managing resources. Good understanding of key stakeholders within the sector. The candidate must possess good interpersonal, and communication skills, advanced research and M&E skills, report writing, project management skills, planning and organising skills, governance, and finance skills. The candidate must have knowledge of the Skills Development Act, Skills Development Levies Act and Public Finance Management Act and other related legislations, regulations, and policies. Computer literacy (MS Word, MS PowerPoint, and MS Outlook). Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be reporting to the Director of the Regional Skills Development Monitoring; will be responsible to Manage the implementation of a portfolio of projects in the region. Manage project registration and manage the orientation of project service providers. Monitor the performance of a portfolio of projects against the monitoring log frame to ensure adherence to agreed quality, time, budget, and stakeholder expectations. Monitor the status and progress of the outputs of a portfolio of projects. Oversee adherence to service level agreements regarding site (project) facilities, administration, as well as training provided by service providers. Manage allocated project budgets for a portfolio of projects in the region. Verify project invoices. Escalate issues raised by Assistant Director: Regional Skills Development Monitoring to the Director: Regional Skills Development Monitoring and other relevant stakeholders. Consolidate lessons learned across a portfolio of projects. Manage change request process. Manage reporting across a portfolio of projects in the region. Consolidate reports for a portfolio of projects across multiple sites. Develop and submit monthly and quarterly progress reports across a portfolio of projects. Analyse reports to identify project issues and risks and take corrective action. Ensure that all documents related to projects in the region are submitted for knowledge management purposes and in accordance with knowledge management policy and progress. Manage relationships with service providers of the portfolio of projects in the region. Attend stakeholder meetings at the provincial and local government levels. Manage the Regional Skills Development Monitoring team. Establish a regional skills development monitoring team structure for projects that ensures the sufficient capacity to achieve the monitoring objectives of projects. Allocate Assistant Director: Regional Skills Development Monitoring to projects. Manage the performance of the Regional Skills Development Monitoring in accordance with policy. Provide the Regional Skills Development Monitoring team members with the necessary information and resources to deliver on their objectives and meet the targets for the regions. Motivate team members and create a culture of high performance. Manage employee-related matters within the implementation team. Participate as an active member of the regional skills development monitoring management team. Operate within delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/62</u>	:	<u>DEPUTY DIRECTOR: MECHANICAL REF NO: DHET61/05/2023</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12) (all-inclusive remuneration package) Olifantsfontein An appropriate national technical diploma in Mechanical Engineering or related qualification. Recognized South African Trade Qualification in a Mechanical related trade (Fitter & Turner, Fitter, Turner, or Toolmaking). Assessor as well as a Moderator Certificate and a valid Driver's license. Registration with the National Artisan Moderation Body (NAMB) as an assessor/moderator will be an advantage. A minimum of 5 years of industry-related workplace experience as an artisan post apprenticeship. At least three (3) years of management experience in artisan development (Training in relevant trades, ARPL and Trade Testing). Knowledge: Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the Mechanical environment. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of QCTO and NAMB. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations Skills. Skills to interpret and understand the policy. Skill to develop, improve and implement. Standard operating procedures and processes. Problem analysis, risk identification and report. Writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	will include maintaining and managing accreditation status for trade testing, ARPL in mechanical-related trades, and liaising with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in Mechanical related trades, implement and maintain internal quality assurance, and monitor and conduct internal and external moderation. Effective management and utilization of resources as well as supervising and developing staff within the unit. Effective planning, control of finances, budgeting, and procurement of testing resources in Mechanical related trades. Maintain workshop area safe and conducive to quality trade testing and ARPL services in Mechanical related trades Identify and manage risk within the unit.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/63</u>	:	<u>DEPUTY DIRECTOR: ARPL REF NO: DHET62/05/2023</u> Branch: Skills Development Chief Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), (all-inclusive remuneration package) Olifantsfontein An appropriate national technical diploma or related qualification. Recognized South African Trade Qualification, Assessor Certificate. A minimum of five (5) years of industry-related work experience and three (3) years' experience in artisan development (Training, ARPL and Trade Testing). Knowledge of assessment principles. Knowledge of training and trade test environments. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations. Understanding of the Criteria and Guidelines for the Implementation of ARPL. Skills: Ability to plan, organize, manage, and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop standard operating procedures and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.
<u>DUTIES</u>	:	This will include managing and coordinating the national provision of Artisan Recognition of Prior Learning. Plan, prepare and provide guidance and support towards the national implementation of Artisan Recognition of Prior Learning at QCTO-accredited Trade Test Centres. Plan, Prepare and Schedule the Artisan Recognition of Prior Learning performance monitoring and evaluation

activities at QCTO accredited Trade Test Centres. Continuously liaising with Stakeholders regarding Artisan Recognition of Prior Learning to ensure up-to-date processes. Manage the NSF business plan and all relevant reporting, all other relevant unit administration as well as any other sub-Directorate allocated tasks and staff.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/64 : **DEPUTY DIRECTOR: ELECTRICAL REF NO: DHET63/05/2023**
Branch: Skills Development
Chief Directorate: Indlela Artisan Training and Assessment

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Olifantsfontein
: A National Technical Diploma in construction engineering or related qualification, Recognized South African Trade Qualification in a construction-related trade, (bricklaying, welding, boiler making, plumbing or carpentry) Assessor as well as a Moderator Certificate and a valid Driver's license. Registration with the National Artisan Moderation Body as an assessor/moderator will be an advantage. A minimum of 5 years of industry-related workplace experience as an artisan after qualifying as an artisan and three (3) years' management experience in artisan development (Training, ARPL and Trade Testing). Knowledge: Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the construction environment. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of the Quality Council for Trades and Occupations and the National Artisan Moderation Body. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.

DUTIES : Maintain and manage accreditation status for trade testing, ARPL in construction-related trades and liaise with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in construction-related trades, implement, and maintain internal quality assurance, monitor, and conduct internal and external moderation effective management and utilization of resources as well as supervising and developing staff within the unit. Effective planning, control of finances, budgeting, and procurement of testing resources in construction-related trades. Maintain workshop area safe and conducive to quality trade testing and ARPL services in construction-related trades. Identify and manage risk within the unit.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/65 : **DEPUTY DIRECTOR: FUND MANAGEMENT REF NO: DHET64/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Fund Management

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Financial Management/ Accounting. A minimum of five (5) to ten (10) years of work experience in financial management, accounting, or auditing in the private or public sector with at least three (3) to five (5) years of junior management experience on salary level 9 or 10. Candidates with CA (qualification) will have a distinct advantage. Further skills and competency requirements related to strategic capability and leadership, budgeting, and financial management, problem-solving and analysis, Knowledge management and technical

proficiency, quality management, monitoring and evaluation, negotiations and stakeholder engagement and communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery oriented, customer-focused, maintains high integrity and can perform in a team environment. Good knowledge of financial frameworks and financial legislations and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidate must be willing to travel extensively across the country and work irregular hours with tight timeframes. Knowledge: Public Financial Management Act (PFMA), Skills Development Act, Skills Development Levies Act, Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA), National Treasury Regulation, General Recognised Accounting Practice. Skill and competencies requirements related to people management, project management, financial management, planning and organising, computer literacy, writing skills, verbal communication, attention to detail, preparing and delivering presentations, performing analysis, and resolving problems, and quality management. A valid driver's license and willingness to travel.

DUTIES

: Provide financial management support to NSF team project managers and skills development providers for the portfolio of skills development projects funded by NSF, Perform financial due diligence during the initiation of new skills development projects; Perform financial monitoring of the portfolio of projects including monitoring project expenditure against actual performance and approved budget; Perform financial reporting for the portfolio of projects during the execution and close-out thereof. Check and approve project payment drawdown requests; Prepare relevant financial workbooks, and develop monthly, quarterly, annual, and ad hoc financial reports; Provide the expenditure forecasting for a portfolio of projects; Prepare audits files for a portfolio of projects for use during auditing by the Auditor General of South Africa and internal audit; Participate as an active member of the NSF financial team.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/66

: **DEPUTY DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT REF NO: DHET65/05/2023**
 Branch: Office of The Director-General
 Directorate: Risk, Fraud, Ethics, And Integrity Management
 Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS

: R811 560 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10) years' experience in ethics and Integrity management with at least three (3) to five (5) years' experience at the Junior Management level in Administration or Public Management. Knowledge of the Government's Financial Disclosure System, knowledge of various pieces of legislation, regulations and policies governing financial matters in government. An understanding of DHET's strategic vision and priorities and how it links with the broader government's vision of an ethical and professional developmental state. An in-depth knowledge and understanding of the management of the e-Disclosure system, the Performance of Remunerative Work, and Conducting Business with the State. Proven track record and experience in the management of gift registers, lifestyle audits and integrity management. Knowledge and understanding of stakeholder management of Ethical Risk and the assessment of Ethical Risk. Knowledge and understanding of Stakeholder Management. Good Communication Skills: (Verbal and written communication). Advanced computer skills (MS Word, MS PowerPoint (presentation skills), MS Excel, MS Access, and MS Outlook). Good inter and intrapersonal relations and people management. Thorough knowledge of all policies and the legislative framework governing the Post-School Education and Training (PSET) sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. Willingness to travel and a valid driver's licence.

DUTIES : Provide coordination and support to the Director-General. Provide support within the office of the Director: Risk, Ethics, Integrity, Fraud Prevention and Risk Management. Scrutinise and analyse documents to determine action/information/documents required. Manage the performance of secretarial duties and function to the Ethics and Integrity Management Committee (record minutes/resolutions and communicate/disseminate to the relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordination and provide responses to parliamentary enquiries and Portfolio Committee with the relevant units. Communicate deadlines for financial disclosures and declaration of financial interests to the staff in the Department and staff within the PSET sector. Manage compliance with financial disclosures or the declaration of financial interests. Ensure the implementation of consequence management against officials who fail to comply with regulations, Departmental policies, and the relevant pieces of legislation. Manage general support services in the office of the Director. Manage the engagements with critical stakeholders. Manage the implementation of the Lifestyle audits and the implementation of Integrity Tests. Conduct Ethical and Integrity Risk Assessments. Manage resources and staff. Monitor expenditures and ensure compliance with proper budgeting.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/67 : **DEPUTY DIRECTOR: FRAUD PREVENTION REF NO: DHET66/05/2023**
 Branch: Office of The Director-General
 Directorate: Risk, Fraud, Ethics, And Integrity Management

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Risk Management/Accounting/Internal Auditing and/or Law Enforcement (Policing). A minimum of five (5) years' experience in fraud management/ internal audit or law enforcement (policing) environment with at least three (3) to five (5) years' experience in junior management level in fraud prevention/ internal audit and/ or law enforcement (policing) at the rank of Captain or Lieutenant Colonel. Sound knowledge and understanding of the Public Service Act and Regulations, South Africa's National Anti-Corruption Strategy (NACS) 2020-20230, and other relevant legislation such as the Protected Disclosures Act of 2000 (Act no.26 of 2000). The Prevention and Combating of Corrupt Activities Act of 2004 (No. 24 of 2004) etc. Understanding of Risk Management. Good communication skills: (verbal and written) communication and presentation skills. Advanced computer skills: (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Must have leadership abilities and managerial skills, inter-and-intrapersonal relations. Understanding of management stakeholders and conflict management skills regarding people management. Ability to analyse documents, interpret policies and draft official reports (Reporting writing skills). Knowledge of A1 Statement or Affidavits writing will be an added advantage. Good values and attitudes: client-oriented focused; Integrity and loyalty are essential. Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be responsible to manage the provision of anti-corruption and fraud prevention services. Receiving, analysing, and investigating allegations, claims or complaints of corruption, fraud and other maleficence and protected disclosures reported to the Department through various channels. Lead and manage the review and analysis of policies and strategies for the current fraud detection and prevention efforts that the department is already undertaking. Manage the processes for the identification of fraud risk and communicate the identified risk management services. Research and analysis of high-risk transactions across all payments in the Department. Manage the process for reviewing account exceptions to identify potentially fraudulent activities. Manage the process for the identification of fraudulent deposits or transactions. Maintain and update case management for tracking fraud cases. Maintain and monitor the development of the Fraud Risk Register. Manage the process of determining the next action based on research results to mitigate fraud losses.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/68** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DHET67/05/2023**
 Branch: Corporate Management Services
 Directorate: Human Resource Management and Development
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remunerative package)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF Level 7) in Management Services/Production Management /Organisational Development/ Work Study/Human Resource Management or related qualification. A job Evaluation Certificate will be an added advantage. A minimum of five (5) years relevant experience in an Organisational Design and Job Evaluation environment of which three (3) at the junior management level. Exposure on post provisioning norms (PPN) will be added advantage. Knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA) etc. and organisational Design principles, procedures, PSCBC resolutions and DPSA directives applicable. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A driver's license is essential.
- DUTIES** : Manage the development, review, implementation, and monitoring of the organisational structure. Manage the development, review, implementation, and monitoring of the job description. Manage and monitor the implementation of job evaluation processes. Manage and monitor the implementation of work-study investigation and creation of posts. Manage the development, review, implementation, and monitoring of policies. Manage the implementation of post-provisioning norms (PPN). Manage the human, finance, and other resources of the sub-directorate.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/69** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SERVICE MANAGEMENT AND SUPPORT REF NO: DHET68/05/2023**
 Branch: Corporate Management Services
 Directorate: Information Technology Infrastructure Support and Operations
 Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remunerative package)
 : Pretoria
 : An appropriate undergraduate qualification (NQF Level 7) in Information Technology or related qualification. ITI and COBIT Certification added as an advantage. A minimum of three (3) to five (5) years' supervisory level directly involves managing IT systems engineers who deploy and maintain virtual infrastructure (servers, storage, networks) on the Microsoft Azure platform. Key competencies: Applying technology, Communication and Information Management, and Continuous improvement. Skills: Analytical/Critical thinking; Complex Problem solving; Advanced comprehension, application, and synthesis of computer-based systems. Personal attributes: Excellence, Integrity, Responsiveness, Inclusivity, Creativity & Innovation, and Professionalism. Willingness to travel and a valid driver's license.
- DUTIES** : Manage and perform supervisory duties daily for the IT Desktop Support Team and ensure procedures and processes are adhered to. Implement and Maintain ICT Cloud and Infrastructure Operations: Maintain and ensure ICT operational procedures and operational tasks are achieved reliably and consistently to ensure the high availability of computer systems in the department. Ensure adequate staffing levels are always maintained within the Desktop Support team. Ensure targets outlined by the SLA and KPIs are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation, and changes to the SLAs. Act as a primary point of contact for escalation from a

Desktop Support level in times of major system outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain, and upgrade desktop hardware and software applications. Assist Users in choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers. Direct, plan, organise, and manage operations for stability, availability, and integrity of the organization's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operations, data communications, and telecommunications according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serves as project manager and provides advanced technical guidance to customers and staff; Supports continual improvement in the delivery of customer services and departmental performance. Guide on ICT Procurement in the Department, Ensure conformance to LAN policies, procedures and standards and training for users on LAN operation.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/70 : **CAS PROJECT MARKETING AND PUBLIC RELATIONS OFFICER REF NO: DHET69/05/2023**
 Branch: University Education
 Directorate: Central Application Service
 (Twelve (12 Months Contract)

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remunerative package)
 : Pretoria
 : An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Communication Science, Marketing Management, Public Relations, or related qualification. A post-graduate qualification will be an added advantage. At least 4 years' experience in coordinating and managing marketing, public relations, media, and outreach programmes. Experience in the Post-school Education and Training (PSET) system will be an advantage. At least 3 years of relevant experience at junior management level. A proven track record of successful public relations campaigns. Knowledge of various communication platforms such as social media. Knowledge and understanding of relevant policies and legislation pertaining to the PSET landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing, and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement for work performance and reporting.

DUTIES : The incumbent will be responsible for the planning, implementation, and management of the CAS Project public relations including amongst others the development of marketing materials, press releases, and content for websites and social media platforms as well as management of marketing events, all communicating CAS Project service offerings, news and developments or maintaining, restoring, or enhancing the public image of the central application service. The incumbent will be responsible to initiate and support interventions aimed at recruitment of prospective students. Support the CAS project by planning, implementing, and managing the public relations programs, events, and initiatives for the legislative programme and the CAS pilot. Develop and implement an overall communication strategy, as needed to maintain, and support the brand of the CAS project. Develop key messages to be communicated about the CAS pilot. Develop, manage, and coordinate the hosting of and participation in outreach and marketing events aimed at prospective students. Produce an annual calendar of events for marketing and public relations. Develop and disseminate promotional material for CAS Pilot services. Support the CAS project by measuring and providing performance reports on each public relations campaign. Monitor the CAS project's image frequently (at least once a week) to ensure that it complies with the project brand as well as the Departmental brand. Develop and implement public relations policies and procedures for the CAS to ensure the brand loyalty of all stakeholders.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/71 : **DEPUTY DIRECTOR: PUBLIC RELATIONS AND MARKETING REF NO: DHET70/05/2023**

Branch: Corporate Management Services
Directorate: Marketing and Public Relations

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Communication/Marketing/Public Relations/ Graphic Design/Digital Media or an equivalent qualification. A minimum of five (5) years of working experience in a communication or public relations environment with at least three (3) to five (5) years' experience at the junior management level. Advanced knowledge of the broader public service framework on communication within the public service and managing social media platforms. Advanced knowledge of graphic designing, website, and social media management. Further requirements required: emotional intelligence and people management as well as good communication skills. Willingness to travel extensively and a valid driver's license.

DUTIES : The successful candidate will be reporting to the Director: Marketing and Public Relations. The candidate will: Manage the DHET's social media and graphic design team including the DHET's College and SETA Website. Manage stakeholder relations by communicating with the DHET audience on all digital media platforms including the website. Assist with the coordination of the layout and designing of publications or newsletters, strategic plans, annual reports, and other publications. Develop and coordinate the implementation of a digital media strategy for the Department and liaise with relevant stakeholders, Colleges in particular on matters relating to digital media and branding. Plan, implement and coordinate communication projects and other related events including content development and preparation or writing of stories, reports, and press releases. Build and regularly maintain positive relationships with internal and external stakeholders to sustain a good public relations image of the Department.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/72 : **DEPUTY DIRECTOR: CALL CENTRE AND CLIENT ADMINISTRATION REF NO: DHET71/05/2023**

Branch: Corporate Management Services
Directorate: Internal Communication and Client Services

SALARY CENTRE REQUIREMENTS : R811 560 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Communications in Public Relations or equivalent qualification. A postgraduate degree will be an added advantage. A minimum of five (5) to ten 10 years of experience in Internal Communication and Client Services related environments and a minimum of three (3) to five (5) years at the junior management level. The ability to work in collaboration with numerous entities and stakeholders. Good analytical skills, presentation, and training skills, problem-solving, and facilitation skills. Verbal and written communication skills. Proven computer literacy including MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Stakeholder management. Willingness to travel and work irregular hours. A valid driver's license.

DUTIES : Develop and manage the implementation of the Internal Communication and Client Services strategic plan. Develop a plan to support the strategic objectives of a department. Manage operations of Internal Communication and Client Services. Manage the Website, Call Centre, Walk-in Centre, and Presidential hotline enquiries. Conduct high-level research related to Client Services complaints management. Provide high-level advice and guidance to all functionaries. Manage human, financial, and other resources of the unit. Manage the administration process and procedures for the unit. Compile and analyse monthly/annual reports.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/73** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: DHET72/05/2023**
 Branch: Corporate Management Services
 Directorate: Security Management
 Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF level 7) in security management or equivalent qualification. Grade A PSIRA certificate registered with PSIRA. A minimum of five (5) to ten (10) years of experience in security management with at least three (3) to five (5) years of experience in the Junior Management level. Knowledge of security legislation. Knowledge and understanding of Minimum Information Security Standard (MISS), Minimum Physical Security Standard (MPSS, and Occupational Health and Safety Act (OHSA). Experience in the development of security policies and/ or implementation of strategies. Security coordination of Departmental events as well as the development of security policy and Security procedures. Security Management course with State Security Agency as a requirement and SAMTRAC will be an added advantage. Skills and competencies: Communication (written and verbal) skills, Ability to function independently and work extended hours when necessary. A valid driver's licence.
- DUTIES** : Manage all Physical security functions of the component. Implementation of security policy and other security-related procedures. Ensure compliance with MPSS and MISS documents. Manage physical security aspects of the Department. Conduct preliminary investigations on security breaches, threats and risk assessments in the Department and its entities. Coordinate all Departmental events and ensure compliance with security standards. Liaise regularly with the external stakeholders for security advice (i.e., SAPS and SSA,) Conduct Threat Risk Assessments on buildings and personnel. Conduct and implement contingency planning within the Department. Manage the administration of the component including the human resources, budget, and assets.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/74** : **DEPUTY DIRECTOR: NATIONAL QUALIFICATION FRAMEWORK REF NO: DHET73/05/2023**
 Branch: Policy Planning and Strategy
 Directorate: National Qualification Framework and PSET Planning
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF level 7) in education or a relevant discipline. A post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' of relevant experience the at junior management level. Experience in working with the South African Qualifications Authority (SAQA), Council for Higher Education (CHE), Quality Council for Trades and Occupations (QCTO), the Quality Council for General and Further Education and Training (UMALUSI) and/or any related environment is an added advantage. Sound knowledge and understanding of the National Qualifications Framework (NQF) Act, 2008; accreditation and registering of qualifications and the roles and responsibilities of SAQA, the CHE, the QCTO, and UMALUSI. Expert knowledge and understanding of Recognition of Prior Learning (RPL) and Articulation policies and processes. Excellent communication (written and verbal); interpersonal skills; administrative skills; computer literacy; willingness to travel; and a sound knowledge of the Public Finance Management Act (PFMA). Experience in fulfilling secretariat functions for committees is advantageous.
- DUTIES** : Monitor and improve the performance of the NQF System as implemented by entities and institutions. Coordination of the Department of Higher Education and Training (DHET) responsibilities and functions in terms of the NQF Act; SAQA and the Quality Councils. Ensure that current legislation, policies, and standards are implemented by NQF Bodies, and that legislation, standards and policies are amended. Perform administration and coordination functions pertaining to the leadership and coordination of NQF-related work. Oversee and manage the implementation of Regional and International Agreements and

Conventions. Perform administration and secretariat functions for committees and monitor and report on the implementation of the NQF Act. The incumbent will work closely with SAQA, the CHE, the QCTO, UMALUSI and implementation branches in the DHET.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/75 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: DHET74/05/2023 (X2 POSTS)**

Branch: Planning, Policy, and Strategy

Directorate: Legal and Legislative Services (Education Institutions)

Re-advertised and candidates who had previously applied may re-apply)

SALARY : R531 381 – R1 252 374 per annum, (OSD Scales)

CENTRE : Pretoria

REQUIREMENTS : An appropriate LLB degree; Admission as an Advocate or Attorney (preferably but not a requirement); A minimum of (8) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, the law of evidence, law of delict, commercial transactions law, post-school education and training laws. The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organizing. Willingness to travel and a valid driver's license.

DUTIES : Provide legal support and advice to the Department, its institutions and statutory bodies on matters relating to legislation administered by the Department and its policies to ensure compliance; legislation formulation; contract vetting and drafting; provide litigation support, including the compilation of documents and court records, attend consultations with state attorneys and legal counsel; prepare Ministerial and Director-General submissions, memoranda, legal opinions and reports; advice and mentor juniors.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/76 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DHET75/05/2023**

Branch: Technical and Vocational Education and Training

Component: Eastern Cape Regional Office

Directorate: TVET Curriculum and Institutional Support

SALARY : R527 298 per annum (Level 10)

CENTRE : East London

REQUIREMENTS : An appropriate bachelor's degree/ diploma/ national diploma (NQF Level 6) in Education or an equivalent qualification. A certificate in facilitation/ assessor/moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of the Skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management, Willingness to travel and a valid driver's licence.

DUTIES : Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process

reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshops. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/77 : **ASSISTANT DIRECTOR: SETTING SERVICES REF NO: DHET76/05/2023 (X3 POSTS)**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Assessment, Item Development and Marking Services

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10), (all-inclusive remuneration package)
: Pretoria

: An appropriate bachelor's degree/national diploma (NQF Level 6) in Education or related qualification. A minimum of three (3) to five (5) years of supervisory experience as a lecturer within the TVET sector. Good interpersonal, organisational and communication skills are additional requirements. The following will be an added advantage: Experience as a lecturer/teacher of ICASS and ISAT. The applicant must have extensive knowledge and experience of MS Office, especially MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES : Coordinate the setting process relating to NC(V), Nated and CET examinations which include signing off on the question papers submitted by examiners and moderators. Conduct quality control checks by using a quality control instrument to ensure the question papers received are error-free and aligned with the current curriculum content. Liaise with examining/moderation and/or Quality Council panels, such as Umalusi and/or the QCTO. Conduct version control checks on the paper submitted by the examiner/moderator. Maintain a workflow register and electronic filing system. Maintain the security of national assessment instruments. Perform relevant administrative functions related to the functioning of the Unit.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/78 : **ASSISTANT DIRECTOR: CERTIFICATION AND HISTORICAL RECORDS REF NO: DHET77/05/2023**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Resulting and Certification

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria

: An appropriate bachelor's degree/advanced national diploma (NQF level 6), in Public Management/Administration or related qualification. A minimum of three (3) to five (5) years of supervisory administrative experience in a management environment and TVET examinations and/ or related services. The candidate must possess extensive knowledge and experience in examination administration along with registration of candidates for examination and resulting thereof, IT system. Knowledge of Public Service and Regulations. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, and MS Outlook). Must have leadership

- abilities, interpersonal relations, and conflict management skills with regard to people management. Ability to interpret policies and draft official reports pertaining to the resulting process. Values and attitudes: client-oriented focused; ability to work overtime, Integrity, and loyalty are essential. The successful candidate must be adaptable, self-disciplined, and able to work independently and under pressure in a diverse team. A valid driver's license.
- DUTIES** : The successful candidate will be responsible for managing the audit processes concerning certification (processing of replacement Teacher/Tertiary qualification, issuing of NND. Responsible for Data archival and subject credit transfers. Management and maintenance of Historical records (NTC) Implement and oversee operational security measures relevant to issuing of National N Diplomas process as mandated by QCTO. Create credit transfer record documentation for examination centres on the examination IT system, organize the printing and coordinate the credits report, receipt, and processing of credits requests thereof. Verification of TVET College qualifications, former teacher qualifications, and National Technical Certificate qualifications as mandated by SAQA. Maintain implement and audit operational security measures relevant to certification and data archival processes. Incident/Query Management of Certificate and Historical Records, coordinate, deal with, and follow-up on responses to queries regarding the diplomas, credits transfers, etc. Interpret and apply policies and quality council directives relevant to National N Diplomas (REPORT 191), and credits transfers (REPORT 190).
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- NOTE** : Shortlisted candidates must be willing to undergo a competency test. The successful candidate will be required to sign a declaration of secrecy and will be subjected to a security clearance. Successful candidates will be required to sign a performance agreement and will be subjected to a security clearance.
- POST 20/79** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DHET78/05/2023 (X2 POSTS)**
Branch: Technical and Vocational Education and Training
Component: Eastern Cape Regional Office
Directorate: CET Curriculum and Institutional Support
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: East London
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Education or related qualification. A postgraduate qualification in Education and Training will be an added advantage. A minimum of five (5) years' work experience in an Education and Training environment with at least three (3) to five (5) years' experience at the Supervisory level. Actual work experience of teaching in Community Education and Training (CET) will be treated as an added advantage. Knowledge of the Constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum and support, A good understanding of matrix management. Knowledge and understanding of ICT in Education as it relates to curriculum and support. A sound understanding of curriculum transformation issues, capacity building, interpretation, analyse and apply current legislation and departmental policies, organizational skills, decision-making skills, and proven written and verbal skills. Attention to detail and high level of accuracy, effective public relations, and public speaking. Computer literacy with specific reference to functional MS Excel, MS Word, MS PowerPoint, and MS Outlook. Willingness to travel and a valid driver's license.
- DUTIES** : Manage, conduct, and coordinate curriculum and support processes in the region. Write reports to go to institutions and compile regional reports. Conduct regular on-site visits to CLCs. Identify gaps in evaluated institutions and develop intervention strategies to improve teaching and learning support services. Communicate the identified curricular gaps in institutions to the CET college. Manage, monitor, evaluate and coordinate curriculum implementation and support CLCs. Work collaboratively to improve student performance. Establish systems and structures that allow effective management. Assist the deputy director to establish channels of communication with relevant stakeholders. Manage information by collecting, analysing, and translating data into knowledge for planning, decision making and reporting. Facilitate policy formulation, analysis, and implementation. Provide management and support in line with approved Strategic and Annual Performance Plans.

		Undertake research and development to improve teaching and learning support to CET institutions in the region. Ensure proper record-keeping, control, and reporting. Conduct student enrolment verification. Assist the CET college to conduct unit-level records and annual surveys. Perform any other reasonable function assigned by the employer within the job function.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/80</u>	:	<u>ASSISTANT DIRECTOR REF NO: DHET79/05/2023</u> Branch: Community Education and Training Directorate: CET Management and Governance Management Re-advertised and candidates who had previously applied may re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or related qualification. A minimum of 3 to five (5) years of supervisory experience in a coordination environment within the post-school education and training sector. A qualification or working experience with governance structures will be an added advantage. Understanding of governance structures and student leadership within public colleges. Knowledge of legislation and policies governing CET College in South Africa. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Willingness to work irregular hours and travel extensively. Good computer skills with high-level knowledge and application of MS Word, Excel, and Ms PowerPoint. A valid driver's license. Skills: Ability to plan, organise, manage, and monitor activities and processes. Coordination and group facilitation skills.
<u>DUTIES</u>	:	Manage the process of advertising and appointments of councils of the CET Colleges. Support the functionality and monitor activities of Councils during their tenure of office. Maintain the CET Colleges Council database. Develop and administrate the council's functionality tool. Develop Guidelines and Standard Operating Procedures relating to student leadership. Support CET Colleges during student leadership elections and inductions. Coordinate student leadership capacity-building workshops.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/81</u>	:	<u>ASSISTANT DIRECTOR: TEACHING QUALIFICATIONS POLICY REF NO: DHET80/05/2023</u> Branch: University Education Directorate: Teaching Qualifications and Policy
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Education Training and Economic Development or related qualification. A minimum of three (3) to five (5) years of experience in education qualification frameworks. A relevant postgraduate qualification will be an added advantage. An understanding of qualification frameworks in general, both local and foreign, in addition to specific knowledge of teacher education qualifications sub-frameworks. Excellent knowledge of the teacher education system, including key policies and frameworks that relate to teacher education, and knowledge of teacher education practices and programmes in university and private higher education institutions. Knowledge of the range of teacher education qualifications offered currently and historically in South Africa, and in other countries, particularly countries of origin of foreign teachers who currently seek employment in South Africa. A good knowledge of employment conditions in different public education sub-systems enables an understanding of the relationship between qualifications policies and requirements for employment and remuneration. Relevant work experience in the evaluation of qualifications and programmes. Ability to work collaboratively with public and private providers of teacher/lecturer education programmes, with other government departments, and with other organizations in quality assurance, recognitions and/or accreditation of teacher education qualifications (e.g., CHE/HEQC, SAQA etc.). Ability to analyse policy, policy development and policy implementation. Good communication skills and interpersonal relations with

- average computer skills and knowledge of MS Word, Outlook, Excel, Access, and PowerPoint.
- DUTIES** : The scope of the work of the successful candidate will include, but not be limited to: Assist in the development, maintenance, and implementation of national policies on professional higher education qualifications for teachers/lecturers in the schooling and post-schooling sector. Assist in the development, maintenance, and implementation of national policy in regard to the recognition of educator qualifications for employment in different public education sectors. Evaluate new/revised teacher education programmes submitted by higher education institutions and recommend for approval, in line with prevailing policies. Evaluate sets of individual local and foreign qualifications for employment in education and for REQV recognition, in line with prevailing policies. Provide training, guidance and support to provinces and higher education institutions in regard to policy implementation on evaluation of teaching qualifications for employment in education and for further study in teacher education. Work closely with SACE, Educator Unions, CHE/HEQC, SAQA and other relevant role-players in regard to qualification recognition and accreditation.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/82** : **ASSISTANT DIRECTOR: ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET81/05/2023**
Branch: University Education
Directorate: University Academic Planning, Monitoring and Evaluation
Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Statistics or a Bachelor of Commerce or an equivalent qualification. Minimum of three (3) to five (5) years' experience in the higher education sector. Knowledge of academic planning, enrolment planning, monitoring, and evaluation. Skills (Intermediate): client orientated, ability to understand and analyse data, responsive, teamwork, report writing and working under pressure. Advanced Ms-Excel, Ms-Word, and Ms-PowerPoint, with a high level of accuracy for data analysis. A valid driver's license and willingness to travel.
- DUTIES** : Assist with the enrolment planning process; Receive and process enrolment plans and midterm review enrolment plans from institutions; Assist with the consolidation of the enrolment planning and midterm enrolment planning tables; Compile data tables to assist with the assessment of the individual enrolment data plans against the national enrolment planning data table; Assist with the drafting an overview of the institutional narratives for enrolment planning; Maintain the folder and sub-folders for enrolment planning on the server and ensure backups are kept; Compile tables for the annual monitoring report on enrolment targets and prepare the submission to the Director-General. Assist with compiling and maintaining institutional profiles; Preparation of institutional profiles; Maintenance of the institutional profiles annually; Compile data tables as required on institutions for monitoring and evaluation of the sector; Compile narratives to the data tables for monitoring and evaluation of the sector; Assist with the expansion of the Higher Education sector; Take notes in meetings relating to the expansion of the sector; Prepare briefing notes and documentation for meetings on the expansion of the sector; Draft Terms of Reference where applicable for task teams; Compile submissions relating to the expansion of the sector; Prepare briefing notes, speeches and submissions timeously based on DG/DDG memos and CD requests; Attend skills planning meetings and other designated meetings and provide reports on these meetings; Draft responses to parliamentary questions; Prepare presentations for Portfolio Committee and other government departments on request; Compile data tables and graphs as per user requirements; Respond timeously to all correspondence; Carry out any other relevant task as delegated by Management.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/83 : **ASSISTANT DIRECTOR: MANAGEMENT SUPPORT REF NO: DHET82/05/2023**
Branch: University Education
Directorate: Student Support and Sector Engagement

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Sociology, Psychology, or an equivalent qualification. A minimum of three (3) to five (5) years of relevant supervisory experience. Understanding of the higher education system; Good knowledge of Student Support Services. Good written and verbal communication; Computer literacy; Analytical, administrative and information management skills; Project management Skills; Conflict management skills; Strategic thinking and planning skills; Good organizational skills; Good interpersonal relationships and ability to form networks; Ability to work under pressure and meet deadlines; multi-tasking in a pressurised environment. Be willing to travel and work overtime when required. A valid driver's license.

DUTIES : The responsibilities of this position will include but are not limited to Monitoring the provision of student support services at higher education institutions. Providing strategic oversight to student development and governance in the higher education system; Facilitating the participation of student leadership in higher education policy formulation and processes and departmental programmes. Monitor the registration process of the universities; Monitor SRC elections and participation in induction programmes of SRCs; Implement student leadership capacity development initiatives as well as other initiatives as identified by the Department.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

NOTE : All short-listed candidates will be required to undertake an MS Excel and writing/presentation test

POST 20/84 : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (LIMPOPO & MPUMALANGA REGION) REF NO: DHET83/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Regional Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/Management or related qualification. A minimum of three (3) to five (5) years' experience in a project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Monitor the implementation of projects in the region and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that

training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Regional Skills Development Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Escalate the issue to Deputy Director: Regional Skills Development Monitoring and other relevant stakeholders. Conduct due diligence regarding the change request, complete change request documentation and submit to the Deputy Director: Regional Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management system. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/85 : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION WESTERN CAPE/ NORTHERN CAPE REGION REF NO: DHET84/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Regional Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
 : Cape Town
 : An appropriate bachelor's degree/ national diploma (NQF Level 6) in public Administration Management or related qualification. A minimum of three (3) to five (5) years of supervisory experience in project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Monitor the implementation of projects in the region and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Regional Skills Development Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Escalate the issue to Deputy Director: Regional Skills Development Monitoring and other relevant stakeholders. Conduct due diligence regarding the change request, complete change request documentation and submit to the Deputy Director: Regional Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management system. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge

management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/86 : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION (REGION: EASTERN CAPE REGION) REF NO: DHET85/05/2023**

Branch: Skills Development
Component: National Skills Fund
Directorate: Regional Skills Development Implementation

SALARY CENTRE : R527 298 per annum (Level 10)
: East London

REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Management or related qualification. A minimum of three (3) to five (5) years' experience in project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting the deadlines within tight timeframes. A valid driver's license.

DUTIES : Monitor the implementation of projects in the region and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Regional Skills Development Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Escalate the issue to Deputy Director: Regional Skills Development Monitoring and other relevant stakeholders. Conduct due diligence regarding the change request, complete change request documentation and submit to the Deputy Director: Regional Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management system. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/87</u>	:	<u>ASSISTANT DIRECTOR: ARPL GAP CLOSURE REF NO: DHET86/05/2023</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Olifantsfontein An appropriate national technical diploma, a recognised South African Trade Qualification, Assessor Certificate, and a valid Driver's license. A minimum of five (5) years of industry-related workplace experience and three (3) years' experience in artisan development (Training, ARPL and Trade Testing). Knowledge: Knowledge of assessment principles. Knowledge of Training and trade test environments. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations Understanding of the Criteria and Guidelines for the implementation of ARPL. Skills: Ability to plan, organize, manage, and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop standard operating procedures and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint).
<u>DUTIES</u>	:	will include Maintaining accreditation status ARPL Gap Closure and trade test documentation. Provide credible ARPL gap closure and training to all candidates implement and maintain interns' Quality Assurance and Monitoring. Effective Planning and Control of Equipment, tools, and Consumables. Effective Management of Infrastructure and Resources. Provide Guidance and Support on ARPL implementation and processes to accredited Trade Test Centre. Plan, Prepare and Schedule for support, training, and evaluation activities. Liaising with Stakeholders regarding Artisan Recognition of Prior Learning processes and model. Manage staff members and workshop resources.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/88</u>	:	<u>ASSISTANT DIRECTOR: TRADE TEST REGISTRATION AND ARPL REF NO: DHET87/05/2023</u> Branch: Skills Development Chief Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Olifantsfontein An appropriate bachelor's degree/advanced diploma (NQF Level 6) in Public Management/Public Administration/Office Management. A minimum of three (3) to five (5) years of relevant supervisory experience in the administration of trade testing and registration. Knowledge of assessment principles. Knowledge of training and Trade Test environments. Knowledge of human resources. Knowledge and understanding of the Trade Testing Administration, understanding the Higher Education Sector, understanding of corporate governance, Planning, and organising, financial management, Report writing, Communication, Interpersonal Relations Problem-Solving, Computer Literacy, and team leadership. Knowledge of training and trade test environments. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations. Understanding of the Criteria and Guidelines for the Implementation of ARPL. Skills: Ability to plan, organize, manage, and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skills to develop standard operating procedures and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint, and MS Outlook). A have a valid driver's license.
<u>DUTIES</u>	:	will include: Oversee the Trade Test Registration and ARPL unit and administration support services, Overseeing registration and administration process, Overseeing and coordinating human resource administration services, Coordinating and reporting monthly statistics information, Overseeing and Coordinating asset and supply chain management services, Providing general administration support services and maintain a proper filing and

- archive system, Management of staff Leave, PMDS and Workplans, Ensure completion of performance agreements by all employees in the unit.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/89** : **CHIEF ARTISAN GRADE B: MILLWRIGHT REF NO: DHET88/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE REQUIREMENTS** : R523 917 per annum, (OSD Scales)
: Olifantsfontein
: A national technical diploma with related subjects in Millwright and related trade or equivalent qualification in the trade. A Trade Test Certificate in relevant trade. An Assessor and Moderator Certificates. A valid driver's license. Five years of trade-related experience after qualifying as an artisan. Three years assessor and supervisory in an artisan development and training environment or trade testing centre. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate trade tests in the millwright and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills Manage resources that include human, assessment. Equipment and material. Effective record keeping.
- DUTIES** : will include conducting and moderating trade testing in the Millwright and related trades as well as implementing and maintaining ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested. Supervise Chief Artisan A and Trade Assistants. Procure assessment equipment and material. Assess the performance of all staff in the unit.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/90** : **CHIEF ARTISAN GRADE B: MOTOR MECHANIC REF NO: DHET89/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE REQUIREMENTS** : R523 917 per annum, (OSD Scales)
: Olifantsfontein
: An appropriate national technical diploma or related qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor and Moderator Certificates. A minimum of three (3) years of Trade-related experience after qualifying as an artisan. Three years of supervisory and technical training or assessment experience after qualifying as an artisan. A valid driver's license. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate trade tests. in the motor mechanic and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills. Manage resources that include human resources, assessment equipment and material. Effective record keeping.
- DUTIES** : will include conducting and moderate trade testing in the Motor Mechanic trade as well as implementing and maintaining ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/91 : **CHIEF ARTISAN GRADE B: AUTOMOTIVE REF NO: DHET90/05/2023 (X2 POSTS)**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
Re-advertised and candidates who had previously applied may re-apply

SALARY : R523 917 per annum, (OSD Scales)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate national technical Diploma with related subjects in Panel Beater and Vehicle Painter Trade Engineering or equivalent qualification. A Trade Test Certificate in Panel Beater and Vehicle Painter or related trades coupled with Assessor and Moderator Certificates. A minimum of five (5) to ten (10) in technical training experience after qualifying as an artisan. Good knowledge of Trade Test Regulations. Good knowledge of the Skills Development Act, 1998. Good knowledge of the Occupational Health and Safety Act. The candidate must be able to assess candidates in Panel Beater and Vehicle Painter or related trades. Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. Ability to perform moderation within the panel beater and vehicle painter trades. A valid driver's license.

DUTIES : This will include conducting trade testing in the Panel Beater and Vehicle Painter trades as well as implementing and maintaining ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment, tools, and consumable stock. Procurement and control of assessment equipment, tools, and consumable stock. Maintain safety in the workshop.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/92 : **CHIEF ARTISAN GRADE A: CARPENTER AND JOINER REF NO: DHET91/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
Re-advertised and candidates who had previously applied may re-apply

SALARY : R434 787 per annum, (OSD Scales)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate national technical certificate N3 in Civil Engineering or related qualification. Qualified as a Carpenter and Joiner as well as an Assessor. A minimum of five (5) to ten (10) years of technical training or assessment experience after qualifying as an artisan. An appropriate Trade Test Certificate in Carpentry and Joiner trade. Any additional trade certificate in the civil engineering field, as well as a Moderator Certificate, will be an advantage. Knowledge of Skills Development Act, 1998, Occupational Health and Safety Act and Trade Test Regulations. Must be able to assess candidates in Carpentry and Joiner trades. Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organising skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. A valid driver's license.

DUTIES : Will include Conducting assessment and ARPL in the Carpenter & Joiner, Joiner, and Carpenter trades. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures. Assess the performance of staff reporting to him/her. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures. Assess the performance of staff reporting to him/her. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of

- staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/93** : **CHIEF ARTISAN GRADE A: ELECTRONIC EQUIPMENT MECHANICIAN REF NO: DHET92/05/2023**
Branch: Skills Development
Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE REQUIREMENTS** : R434 787 per annum, (OSD Scales)
: Olifantsfontein
: A relevant National Technical Certificate N3 or a related qualification coupled with three (3) years of trade-related experience after qualifying as an artisan and an Electronic Mechanician Trade Certificate. An Assessor certificate. Valid Driver's license. Three years of artisan training or assessment experience in Electronic Equipment Mechanics and experience in Radiotrician will be an added advantage. Knowledge: Skills development act of 1998. Must be able to assess candidates in Electronic Mechanician. Processes and criteria relating to ARPL and Trade Testing. Occupational Health and Safety Act and Trade Test Regulations. Skills: Computer literacy (Ms Word, Excel, and PowerPoint) Good report writing, Planning, Organising, Controlling and Leading Skills. Good Supervising Skills.
- DUTIES** : Conduct Assessment and ARPL in Electronic Mechanician. Maintain Assessment Equipment and the Facilities. Maintain and ensure the safekeeping of records. Supervise and Assess the Performance of Trade Assistants. Procurement and control assessment stock. Maintain safety in the workshop.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/94** : **CHIEF ARTISAN GRADE A: BOILERMAKER REF NO: DHET93/05/2023**
Branch: Skills Development
Chief Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE REQUIREMENTS** : R434 787 per annum, (OSD Scales)
: Olifantsfontein
: A National Technical Certificate N3 or equivalent qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor certificate. Three (3) years of trade-related experience after qualifying as an artisan. At least two (2) years of artisan training or assessment experience. Knowledge: Skills Development Act, 1998. Must be able to conduct and moderate Trade Tests in Boiler making and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping. A valid driver's license.
- DUTIES** : will include conducting and moderate trade testing in the boiler-making trade as well as implementing and maintaining ARPL. Conduct moderation of Trade Testing internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Procure assessment equipment and material. Assess the performance of staff in the unit.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/95** : **CHIEF ARTISAN GRADE A: ELECTRICAL REF NO: DHET94/05/2023**
Branch: Skills Development
Chief Directorate: Indlela Artisan Training and Assessment
- SALARY CENTRE** : R434 787 per annum, (OSD Scales)
: Olifantsfontein

<u>REQUIREMENTS</u>	:	A relevant National Technical Certificate N3 or equivalent qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor certificate. A valid driver's license. Three (3) years of trade-related experience after qualifying as an artisan. Two years' artisan training or assessment experience. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate Trade Tests in the electrical and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping.
<u>DUTIES</u>	:	will include conducting and moderating trade testing in Electrical trade as well as implementing and maintaining ARPL. Conduct moderation of Trade Testing internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/96</u>	:	<u>CHIEF ARTISAN GRADE A: REFRIGERATION MECHANIC REF NO: DHET95/05/2023</u> Branch: Skills Development Chief Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R434 787 per annum, (OSD Scales)
	:	Olifantsfontein
	:	A National Technical Certificate N3 in Refrigeration Engineering or related qualification coupled with three (3) years of technical training or assessment experience after qualifying as an artisan. Trade Test Certificate in Refrigeration Mechanic and Assessor qualification. Registered with SARACCA as a Refrigerant gas installer for Air Conditioning and Refrigeration. Any additional trade certificate or qualification in the electrical engineering field as well as a Moderator Certificate will be an advantage. A valid driver's license. Knowledge: Knowledge of Skills Development Act, 1998 and Trade Test Regulations. Knowledge of the Occupational Health and Safety Act. Must be able to assess candidates in Refrigeration Mechanics. Skills: Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills.
<u>DUTIES</u>	:	will include conducting assessments in the Refrigeration Mechanic trade and implementing ARPL. Conduct audits of external Trade Test Centres. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/97</u>	:	<u>ASSISTANT DIRECTOR: ASSETS AND FACILITIES REF NO: DHET96/05/2023</u> Branch: Skills Development Component: National Skills Fund Directorate: Financial Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Pretoria
	:	An appropriate bachelor's degree/ national diploma (NQF Level 6) in qualification in Administration, Public Management or Facilities Management. A post-graduate relevant qualification (NQF Level 8) will be an added advantage. A minimum of two (2) to three (3) years of supervisory experience in a Facilities/Property and Auxiliary management environment. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies, and standards; knowledge and experience in Facilities Management, and lease management. Sound knowledge of Public

Service Regulations (PSR) Public Service Act (PSA), Labour Relation Act, Employment Equity Act Basic Condition of Employment Act (BCEA), Occupational Health and Safety standards, and National Treasury Regulations Generally Recognised Accounting Practice. Project Management, knowledge and understanding of Public Finance Management Act (PFMA) and GIAMA Skills: good interpersonal relations and ability to interact at all levels, problem-solving, planning and organizing and computer literacy, administrative, team player skills. Problem-solving and analytical skills. Communication; verbal and written skills performing analysis and resolving problems. Ability to work under pressure. A valid driver's license.

DUTIES

: Manage the provision of appropriate facilities for head office and regions, including office space and parking; Manage facilities, assets and inventories planning and budgeting; Manage the allocation and usage of facilities space and assets across NSF; Oversee the general repairs and maintenance of NSF's facilities and assets; Manage cleaning services; Ensure buildings meet health and safety requirements and that facilities comply with legislation; Manage the NSF's facilities, assets and inventory policies and procedures; Develop and maintain the NSF's asset and inventory procurement plan and registers; Manage the purchase requisitions of assets and inventories; Manage the rental and lease agreements related to facilities and assets; Manage the receipt, safeguarding, disposal, tracking and recordkeeping of assets and inventories, including barcoding of assets; Manage facilities and assets help desk, including the management of all requests, queries and complaints related to facilities, assets and inventories; Perform asset and inventory counts; Manage receptionists services; Manage boardroom bookings and related services; Prepare relevant financial workbooks; Prepare audit files related to facilities, assets and inventories for use by the Auditor-General of South Africa and internal audit during audit processes; Manages audit queries related facilities, assets and inventories; Participate as an active member of the NSF finance team.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/98

: **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: DHET97/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Information Communication Technology and Analytics

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF level 6) in Computer Science or Information systems. A minimum of two (2) to three (3) years of supervisory experience in the development, support, and management of IT user applications. The following mandatory skills are required for the job: Advanced Programming skills in a .NET environment using C# and VB.Net, Advanced computer skills in the full range of MS Office products especially in MS Access, Advanced skills in SQL query language (SQL Server and Oracle databases), Experience in IT project management and user support, The incumbent will also be a person who works well under pressure, pay attention to detail, works well within a team environment and has good communication skills. A valid driver's licence.

DUTIES

: Implement the ICT strategy and manage the NSF's ICT infrastructure including applications, hardware, and systems. Define the NSF's ICT operational requirement. Engage with users to define the NSF's ICT infrastructure requirements. Manage the applications deployed at the NSF and coordinate the implementation of applications. Manage application licensing, maintenance, and service provider SLAs. Manage the core and support ICT system of the NSF and ensure that the systems within the NSF including servers and databases function at optimal levels at all times. Configure the servers where required. Ensure the establishment and maintenance of a sustainable and reliable network within the NSF. Manage the hardware requirements for the NSF. Develop and maintain a database of all hard drives, printers, PCs, and other ICT equipment. Identify any ICT hardware issues and determine if they are repairable internally or if they need to go to the suppliers for repairs. Order new ICT hardware when required. Manage the ICT support for the NSF and develop the ICT service management framework. Ensure the

- ICT support desk is operational and meets service delivery requirements in line with service level agreements and relevant standards set with regard to ICT operations. Assist users with any general ICT queries or problems they may have such as passwords, printer, or connection issues. Book faulty PC's in for repairs where required and ensure that the relevant documentation is completed and filed. Issue clearance forms for ICT hardware and leave the building. Deal with ICT incident management occurrences. Participate as an active member of the ICT, strategy, and innovation team.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/99** : **ASSISTANT DIRECTOR: ENTERPRISE DOCUMENT MANAGEMENT AND REGISTRY REF NO: DHET98/05/2023**
Branch: Skills Development
Component: Nationalskills Fund
Directorate: Financial Management and Administration
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Financial Management/ Accounting and/ or Auditing. A minimum of three (3) to five (5) years of supervisory experience in financial management, accounting and/or auditing. A certificate in Archiving and Records Management will be an added advantage. Sound knowledge of the Public Financial Management Act (PFMA), National Archives and Records Management Services of South Africa Act, Promotion to Access to Information Act (PAIA), Promotion of Administrative Justice Act, Information Security Policy, Electronic Communication Transaction Act Electronic Document Management System, Minimum Information Security Standard (MISS) Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act Basic Condition of Employment Act (BCEA). Skills: People management, records management, and financial management. Good planning and organizing. Computer literacy, Communication (verbal and written) skills; verbal communication; attention to detail; preparing and delivering presentations; performing analysis and resolving problems, quality management. The incumbent must be service delivery orientated, customer-focused, maintain integrity and be able to work in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills. A valid driver's license.
- DUTIES** : Manages the document management and registry office effectively and efficiently; Facilitates records management of workshops. Develops data management and record archiving collation guidelines and communicates these to the business. Maintains documents as per required compliance guidelines. Develops and maintains proper procedures for filing system, disposal of documents, opening and closing of files, and proper filing of documents. Develop and review policies for the NSF in accordance with the National Archiving Act. Liaise with businesses to ensure that there is proper management of records. Ensure that effective security clearance standards are developed and adhered to regarding information retrieval. Monitor the disposal of records in accordance with the National Archives and Records Services of South Africa Act, Manages the provision of driver and messenger services to support the NSF's day-to-day operations.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/100** : **ASSISTANT DIRECTOR: DEMAND, ACQUISITION, AND CONTRACTS REF NO: DHET99/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF level 6) in Purchasing Management/Logistics Management/ Public Management/ Supply Chain Management or related qualification. A minimum of three (3) to five (5) years of supervisory work experience in Supply Chain

Management/Procurement (Demand, Acquisition, and Contracts). Understanding and interpretation of applicable systems and Central Supplier Database (CSD). This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing, and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem-solving and analysis, technical proficiency, quality management, communication, people management, and empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity, and be able to perform in a team environment. Good knowledge of frameworks, legislation, and prescripts applicable to supply chain management. Good computer skills and a valid driver's license.

DUTIES : Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental supply chain strategy in terms of Demand, Acquisition, and Contract Management. Perform contract management functions and ensure compliance. Facilitate effective payments of terms contract arranged by NSF. Give progress to the end user regarding the submitted requests for goods, services, and or works. Supervise and lead a team that renders demand acquisition, contracts, risk, and performance management. Conduct needs analysis, develop Annual Procurement Plan, submit to National Treasury, and monitor projects as approved on the plan. Compile and update bid the register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, and receive bids and details of the awards. Advise the Department on SCM Matters, and develop, implement, and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safekeeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Directorate. Participate as an active member of the NSF finance team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/101 : **ASSISTANT DIRECTOR (PARLIAMENTARY LIAISON OFFICER): ADMINISTRATIVE SERVICES REF NO: DHET100/05/2023**
Branch: Office of The Director-General
Directorate: Executive Support and Administrative Services
Re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria/Cape Town
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management, Office Management, or an equivalent qualification. A minimum of three (3) to five (5) years of experience in the Parliamentary environment/administration in the office of executive authority. Thorough knowledge of the interaction between Parliament, Departments and Ministry. Understanding of the mandate and functional areas covered by the executing authority's portfolio. Knowledge of political, Cabinet and Parliamentary Legislative processes in South Africa. Knowledge of Minimum Information Security Standards (MISS) and understanding of the Department. Strong organisational abilities and analytical skills. Excellent communication skills (verbal and written). Good report writing skills. Computer literacy (proficiency in MS Word, Outlook, PowerPoint – the ability to draft or edit PowerPoint presentations). Sound interpersonal skills. High levels of reliability, confidentiality and diplomacy and Managerial skills. Professional; Able to deal with people from a wide range of backgrounds and levels of seniority; Committed and Loyal.

DUTIES : Coordinate Parliamentary Questions: Receive question papers for oral and written replies from Parliament; Identify questions relevantly/directed to the Department; Send questions to the relevant branches with an indication of due dates for submitting responses to the Office of the DG; Create a table on the status of questions for tracking purposes, both outstanding and tabled questions; Receive responses from branches, edit and print, copy, scan and submit the response to Ministry; Update the table for reporting in Senior Management meetings. Coordinate Parliamentary Committee meetings: Receive a list of the parliamentary committee and oversight visits; Create a draft programme of committee meetings including oversight visits with due dates for submitting presentations; Receive the presentation, and edit where

possible before sending them to the Chief Director and Director-General for approval and approved versions sent to Ministry / Parliament; Coordinate the attendance of Departmental/delegations at Parliamentary meetings legislation briefings and oversight visits etc.; Attend Parliamentary Committee meetings and oversight visits and compile reports where applicable; Send the tabled responses to Communications for updating DHET website. Support the DG in parliamentary work: Receive announcements, Tabling and Committee Reports daily and identify issues that affect the Department; Send to the branches and request inputs in responding to the recommendations made; Compile the inputs received from branches and edit where possible; Prepare Ministerial submissions to table the responses; Process correspondents from Parliament that come through the Office of the DG; Send to the relevant branches for consideration. Assist on Cabinet matters: Receive read Cabinet documents and identify issues that affect the Department, Memorandum, Agenda and Minutes; Ensure that Cabinet documents are kept in a secure place and Prepare files for the DG when attending Cabinet Lekgotla. Provide a supervisory role to the Senior Administrative Clerk.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/102 : **ASSISTANT DIRECTOR: PUBLIC RELATIONS AND MARKETING REF NO: DHET101/05/2023**
Branch: Corporate Management Services
Directorate: Marketing and Public Relations

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria

: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication/Marketing or Public Relations or an equivalent qualification. A minimum of three (3) to five (5) years of supervisory experience in Communication or Public Relations and Marketing environment. Knowledge and exposure to interaction and engagement with different stakeholders including communication institutions. Knowledge of the broader public service framework on communications within the public service and social media platforms. Skills required: content development, coordination and production of the publication, Further requirements required: emotional intelligence and good communication skills, must have leadership abilities, interpersonal relations, and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel, and PowerPoint). Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be responsible in terms of planning, coordinating, and implementing all Communication or Public Relation and Marketing projects and other related projects. Develop content and keep to date on a continuous basis with all DHET promotional material and all other publications. Manage and coordinate the production of the DHET publications, particularly the internal and external newsletters in partnership with the DHET stakeholders e.g., Colleges and SETA's. Initiate and coordinate the implementation of successful awareness campaigns for the department working together with other branches or units. Assist in the implementation of a social media strategy to align with the DHET's goals.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/103 : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DHET102/05/2023 (2 POSTS)**
Branch: Corporate Management Services
Directorate: Organisational Development, HR Planning, Employment Equity, Policy, And Strategy

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria

: A recognised bachelor's degree/national diploma (NQF Level 6) in Management Services/Production Management /Organisational Development/ Work Study/Human Resource Management or relevant qualification. A job Evaluation Certificate will be an added advantage. A minimum of three (3) to five (5) years of supervisory experience in an Organisational Design and Job Evaluation environment, including supervisory experience. Exposure on post

provisioning norms (PPN) will be added advantage. Knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA) etc. and organisational design principles, procedures, PSCBC resolutions and DPSA directives applicable. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid driver's license.

DUTIES : Provision of Organisational Design and Development Processes. Conducting Job Evaluation (JE) for all posts in the Department (Head Office, Technical Vocational Education and Training (TVET) and Community Education and Training (CET). Facilitate the development of Job Descriptions (JD) for all posts in the Department. Conducting work study investigation and creation of posts for the Department (Head Office, TVET and CET. Facilitate the implementation of posts-providing norms (PPN). Rendering of general support services to the component. Management of all humans, financial and other resources of the unit. Supervise Junior Officers.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/104 : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DHET103/05/2023**
Branch: Corporate Management Services
Component: Human Resources Management Administration and Systems Control

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria

: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Human Resources Management/ Public Management/ Administration or related qualification. PERSAL certificate is essential. A minimum of three (3) to five (5) years of supervisory experience in recruitment and selection and PERSAL appointment processes. Knowledge and understanding of the human resources management legislation and regulatory framework, public service prescripts, HR practices, and procedures as well as administrative procedures (PSA, PSR, BCSEA, LR, PFMA any other relevant HR policies and procedures. Ability to interpret and implement policies. Knowledge and experience of PERSAL System. Skills: good verbal and written communication skills, organising, planning, problem-solving, facilitation, analytical, coordination, and stakeholder liaison. Computer literacy: (MS Excel, MS PowerPoint, MS Word, and Ms Outlook). A willingness to travel extensively. A valid driver's license.

DUTIES : Coordinate, supervise, and facilitate effective recruitment and selection process and procedures of the Department. Ensure compliance with the implementation of recruitment and selection processes and appointments on PERSAL. Monitor effective personnel suitability checks and ensure placement of employees on personnel and salaries management system (PERSAL system). Ensure safe recordkeeping of appointment files for annual audit purposes. Render recruitment and selection advisory services to employees in the Department. Provide support in the development and implementation of the Department's recruitment and selection policies as well as staff retention and strategy document. Provide advisory support to the Department Regional Offices, TVET and CET Colleges on recruitment, selection, and appointment processes. Arrange Competency Assessment on SMS members. Assist with processing the College submissions on SMARTHET to obtain approval from the delegated authority. Responsible for Performance Management Development Systems for staff and resources in the team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/105 : **ASSISTANT DIRECTOR: CONDITION OF SERVICES: HEAD OFFICE REF NO: DHET104/05/2023**
Branch: Corporate Management Services
Directorate: Human Resource Management Administration and Systems Control

SALARY CENTRE : R424 104 per annum (Level 09)
: Pretoria

- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/Public Administration or equivalent qualification. A minimum of three (3) to five (5) years of supervisory experience in Human Resource Management and Administration functions. Knowledge and experience of appointment processes and Conditions of Service of Public Servants. Good knowledge and experience of the PERSAL System. Must be able to understand and interpret prescripts and policies. Must have effective leadership abilities, interpersonal relations, and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel, and PowerPoint). Ability to work under pressure and willingness to work extended hours when required.
- DUTIES** : To manage the administrative/personnel needs of the staff of the Department and to assist in the management of the conditions of service for all staff of the Department. A business partner with clients. Manage all PERSAL functions which include appointments, transfers, promotions, etc. Training skills must be of satisfactory level to ensure that the candidate will be able to train, evaluate and mentor subordinates and inform departmental staff of prescripts with knowledge and confidence. Good communication skills: (writing submissions, memos, and letters). The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically. Willingness to travel and a valid driver's license.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/106** : **ASSISTANT DIRECTOR: INFORMATION SECURITY MANAGEMENT AND GOVERNANCE REF NO: DHE105/05/2023**
Branch: Corporate Management Services
Chief Directorate: Information Technology and Business Systems Management
Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Security/ Information Technology or equivalent qualification. A minimum of three (3) to five (5) years of supervisory experience in information technology and business system management. The candidate must be certified with one (1) of the following international certifications: CompTIA Security+ or Certified Information Systems Security Professional (CISSP) or Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) or Certified in the Governance of Enterprise IT (CGIEIT). Five (5) years of Information Technology experience of which three (3) years must be within an Information Security Role. Knowledge of CGICTPF, ISO27001/2:2013, ISO22301 and COBIT will be advantageous. Willingness to travel and a valid driver's license.
- DUTIES** : Planning, Conducting and Reporting on Information Security Awareness and Training Programmes for the Department. Implementation and Maintenance of information technology policies, procedures and standards using frameworks such as CGICTPF, and COBIT. Implementation and maintenance of information security policies, procedures and standards using frameworks such as ISO27001/2:2013 and DPSA Security Guidelines. Tracking and reporting on remedial actions to mitigate risks by the Department's standard for plans of action and milestones. Mitigate all IT-related risks as part of the enterprise governance process and maintain an IT Risk Register. Assist the Information Security Officer with remedial actions on Audits by Internal Audit and Auditor General. Access review and reporting on the Department's critical ICT infrastructure.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/107** : **ASSISTANT DIRECTOR: POLICY AND EVALUATION REF NO: DHET106/05/2023**
Branch: Planning, Policy, and Strategy
Director: Policy, Research and Evaluation
- SALARY** : R424 104 per annum (Level 09)

<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 6) in Public Policy or Policy and Development. A post-graduate qualification in Public Policy or Policy Development will be an added advantage. A minimum of three (3) to five (5) years of supervisory experience in policy development, policy analysis, and monitoring and evaluation. Experience in the management of large-and small-scale research projects; Knowledge of research methodologies and techniques; Experience in providing administrative and content support on research projects. Experience in promoting research utilisation. Ability to undertake research and analyse documents. Good decision-making skills; Good analytical skills, problem-solving, and facilitation skills, good communication skills (verbal, and written); Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint including report writing and presentation skills. Willingness to travel, when necessary. A valid driver's license.
<u>DUTIES</u>	:	Responsible for supporting the Socio-Economic Impact Assessment (SEIAS) process in the Department. Support evaluation of the departmental policies, programmes, and projects. Provide support for policy development processes within the Department. Coordinate capacity building on policy and evaluation in the Department. Maintain the Research Repository on Post-School Education and Training (PSET). Support the organisation of Research Colloquia and other events; Prepare the Research Bulletin on PSET; Prepare the DHET Research Plan and the list of planned and current research on PSET.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/108</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL GENDER AND DISABILITY MAINSTREAMING REF NO: DHET107/05/2023</u> Branch: Policy Planning and Strategy Directorate: Social Inclusion and Equity
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/national diploma (NQF Level 6) in Social Studies or Behavioural Sciences qualification. A minimum of three (3) to five (5) years of supervisory work experience in issues of social inclusion (equity of race, class, gender, disability, youth development, religion, culture, substance abuse and HIV/AIDS) – in particular in gender and disability inclusion in the Post-School Education and Training (PSET) system. Sound knowledge and understanding of policies, strategies, and programmes for the implementation of gender and disability mainstreaming and transformation administration in government. Experience in the facilitation of workshops, conducting research and analysis, and report writing are essential for this post. Must be computer literate, with strong communication skills, both oral and written.
<u>DUTIES</u>	:	Implement mainstreaming and advocacy of transversal policies and strategies as well as the coordination of programmes and events in the DHET, focusing on gender and disability. This includes awareness-raising of change of attitudes, perceptions, and behaviour, providing support and respect, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination, advancement of women and promotion of socio-economic empowerment programmes. Facilitate the development, coordination, implementation and review of programmes and projects aimed at achieving the Department's and Government's transformation goals. Develop and coordinate campaigns on sector transformation and gender mainstreaming, including the Department's observing key calendar activities such as women and children's campaigns, as well as the calendar activities impacting vulnerable groups. Provide information and support relating to issues of disability in the Department. Develop knowledge management systems to ensure that databases with relevant information on sector transformation, gender mainstreaming and disability programmes and projects are developed and maintained. Provide technical assistance and advice on matters related to sector transformation, gender mainstreaming and disability programmes as well as develop related capacity-building programmes. Implement and monitor programmes and projects on gender mainstreaming, women, youth, and people with disabilities. Facilitate awareness-raising and confidence-building among women, youth, and people with disabilities. Respond to Government's

		legislation and policies on equality, transformation, and empowerment as well as international and regional obligations with regard to vulnerable groups. Conduct research, analyse data, and write reports. Monitor the implementation of programmes promoting health, sports, participation, and integration of youth with disabilities in the Department.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/109</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DHET108/05/2023</u> Branch: Technical and Vocational Education and Training Component: Gauteng /Free State Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Johannesburg An appropriate bachelor's degree/diploma (NQF Level 6) in Industrial Relations/Labour Law and/or Human Resource Management. A minimum of three (3) to five (5) years of supervisory experience within a Labour Relations portfolio in public or private entities. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensuring the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters in the region. Attend Departmental Multi-Lateral Labour Forums in the region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to Head Office.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/110</u>	:	<u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DHET109/05/2023</u> Branch: Community Education and Training Office Of the Deputy Director-General
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/ Public Administration/Management or a related qualification. A minimum of three (3) to five (5) years of relevant supervisory experience. Project Management Certificate of at least one year. Extensive experience in project management, office management, administration and coordination of activities, or any secretarial-related work. Knowledge of Departmental or government policies and practices (Knowledge of PFMA and other Financial Management and associated prescripts). Understanding of Inter-governmental Relations. Sound organising and planning skills. Analytical thinking. Advanced level of computer literacy- skilled and confident user of office applications such as MS Word, Excel, and PowerPoint, Excellent communication, interpersonal and writing skills, Ability to work individually and in a team. Ability to work

- effectively with stakeholders at various levels. Ability to stay focused and work under extreme pressure. A proactive approach to meeting deadlines and delivering results with limited supervision.
- DUTIES** : Provide administrative and office management support in the Office of the Deputy Director General (DDG). Coordinate projects of the CET Branch. Provide secretariat services. Consolidation of quarterly and annual performance reports' inputs from line functions. Contribute and keep track of the Branch's responses to and compliance with enquiries, questions, requests and dates (e.g., from Cabinet, Portfolio Committees, Public and others). Keep records and maintain an electronic and manual filing system in the Office of the Deputy Director-General. Contribute to the successful coordination of Branch activities, especially those relating to planning and stakeholder engagement. Compile monitor and report on the financial responsibilities of the branch, especially budgets and procurement plans. Provide support to the DDG as may be needed, as well as provide a point of interaction with the DG's offices.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/111** : **ASSISTANT DIRECTOR: EXPENDITURE REF NO: DHET110/05/2023**
Branch: Chief Financial Officer
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Finance/Accounting/ and/or a related qualification. Preference will be given to candidates with seven (7) years of financial experience, who have in-depth knowledge of expenditure functions, clearing of accounts and reconciliations. A minimum of three (3) to five (5) years of supervisory experience. Knowledge of Basic Accounting Systems (BAS). Other requirements will be in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in the management of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). A valid driver's license.
- DUTIES** : Include assisting with the payment of authorized departmental expenses. Ensure proper data capturing of expenditure transactions. Prepare inputs to financial statements relevant to expenditure management. Ensure that expenditure transactions are brought to the book. Management of suspense accounts related to expenditure. Management of the clearing of ledger accounts. Management of the reconciliation of accounts to ensure that invoices are paid on time. Management and reconciliation of travel accounts of the Department. Attend to queries related to payments. Management of the issuing of departmental claims and confirmation of balances AND Management of staff. Requesting BAS reports when required. Communications with internal: Colleagues and managers within the Department. Communications with external: Suppliers, National Treasury and the Auditor-General.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/112** : **LEGAL ADMINISTRATION OFFICERS (MR-5) REF NO: DHET111/05/2023 (X2 POSTS)**
Branch: Planning, Policy, and Strategy
Directorate: Legal and Legislative Services (Education Institutions)
Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R420 642 – R1 005 801 per annum, (OSD Scales)
: Pretoria
: An appropriate LLB degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post-qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. Knowledge of: The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-

- profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. Willingness to travel and a valid driver's license.
- DUTIES** : Provide advisory services to the Department; develop plans and strategic interventions related to the implementation of relevant post-school education and training legislation; draft legal documents, memoranda report, government notices, submissions, and reports; analyse legislation and provide recommendations for appropriate interventions; support Senior Legal Administration Officer in drafting key documents relating to the implementation of Department's legislation and policies; draft responses to Parliamentary questions; drafting and vetting of agreements; provide litigation support in all cases involving the Department.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/113** : **LEGAL ADMINISTRATION OFFICERS (MR-5) REF NO: DHET112/05/2023 (X2 POSTS)**
Branch: Planning, Policy, And Strategy
Directorate: Legal and Legislative Services (Corporate and Skills Matters)
- SALARY CENTRE REQUIREMENTS** : R420 642 – R1 005 801 per annum, (OSD Scales)
: Pretoria
: An appropriate LLB degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post-qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. Knowledge of: The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. Willingness to travel and a valid driver's license.
- DUTIES** : Provide advisory services to the Department; develop plans and strategic interventions related to the implementation of relevant post-school education and training legislation; draft legal documents, memoranda report, government notices, submissions, and reports; analyse legislation and provide recommendations for appropriate interventions; support Senior Legal Administration Officer in drafting key documents relating to the implementation of Department's legislation and policies; draft responses to Parliamentary questions; drafting and vetting of agreements; provide litigation support in all cases involving the Department.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/114** : **LEGAL ADMINISTRATION OFFICER (MR5) REF NO: DHET113/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance
- SALARY CENTRE REQUIREMENTS** : R420 642 – R1 005 801 per annum, (OSD Scales)
: Pretoria
: An appropriate LLB degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post-qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws.

DUTIES

Experience in governance, risk and/or compliance in the private or public sector. Excellent knowledge and understanding of the law and Government prescripts in the PSET sector. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, problem-solving, Computer literacy and Report writing. Willingness to travel and a valid driver's license.

: Assist the National Skills Fund with drafting submissions for approval by the Senior Management, the Director-General, and the Minister. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures compliance with risk management policies, procedures, and systems. Ensures high-risk compliance and governance areas are proactively identified and mitigated. Develop an internal control register to mitigate possible risks and create awareness. Examine, evaluate, report and recommends improvements in the effectiveness of risk processes. Compile reports on the results of the internal audit process and report to the audit committee on audit findings and recommendations to ensure informed decision-making in audit-related matters. Provision of legal services support. Provide the evidence to stipulate a defence or to initiate legal actions. Prepare legal opinions for committee consideration. Conducting legal research and providing legal advice including drafting legal opinions. Attending to enquiries and/or correspondence. Providing written and verbal opinions on a variety of matters pertaining to the NSF. Coordinate the management of litigation between legal advisors, external attorneys, and advocates to ensure high standards of representation of legal matters. Conduct an analysis of the legal framework to stipulate the requirements of the contract. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Assist colleagues as required. This position requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to applied strategic thinking, applying technology, budgeting and financial management, excellent written and verbal communication, information management, continuous improvement, diversity management, managing interpersonal conflict and resolving problems, good planning and organizing, problem-solving and decision making, project management, team player, creative thinking, decision making, problem analysis, negotiation, quality management, computer skills; research and policy formulation skills; presentation skills; analytical. The incumbent must be service delivery orientated, customer-focused, maintain integrity and be able to work in a team environment. Good knowledge of the post-school education and training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, and must have integrity. The successful candidate will have to annually disclose his/her financial interests.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/115

: **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET114/05/2023**
Branch: University Education
Directorate: Management Support and Transfers

SALARY CENTRE REQUIREMENTS

: R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years' relevant administrative experience; Understanding of key stakeholders in the higher education sector; Knowledge of the Higher Education Act, Treasury Regulations, the Public Finance Management Act and procurement and other relevant policies and leave management. Knowledge of workflow coordination and events or project management. Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint) and Adobe Acrobat. Good verbal and written communication skills. Good interpersonal skills and

ability to liaise with internal and external stakeholders. Financial management and ability to read financial statements; Good organisational, administrative, planning and coordination skills; Ability to manage a filing system; Good time management skills. Attributes: A good team player who can support, contribute, and actively participate in the work of the Directorate; reliable, proactive, punctual, and flexible.

DUTIES : Providing general office support and management, including filing, tracking, and processing of documents and correspondence for the Directorate. Maintaining the database of Ministerial appointees on the Council of Higher Education and Boards of the National Student Financial Aid Scheme and National Institute of Human and Social Sciences. Maintaining the databases of key stakeholders including universities and public entities. Liaison with internal and external stakeholders relating to the work of the Directorate. Coordinating events, meetings and engagements, compiling documentation required and distributing in advance to delegates. Facilitating and coordinating the operational logistical processes of the Directorate including procurement of equipment and supplies, and payments to service providers relating to project claims. Liaising with higher education institutions, the NSFAS and students on all student funding queries and matters. Develop and maintain a proper database for all student queries. Participate actively as a team member in the activities and functions of the Directorate.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/116 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET115/05/2023**
Branch: University Education
Directorate: Teaching Qualifications and Policy

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of relevant administrative experience. Good knowledge of the post-school education and training system. Knowledge and understanding of policies and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Good interpersonal and communication skills, report writing, problem-solving skills, financial management, planning and organization of work, and administration skills. Technical proficiency; monitoring and evaluation; problem solving and analysis; report writing, compiling presentations. Knowledge management. Strong time management and problem-solving skills are an advantage. Budgeting and financial management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. Ability to function well under pressure and ability to interact well with people from a wide variety of backgrounds and levels. Excellent communication both in writing and verbally. Good planning, organizational and management skills. A valid driver's license.

DUTIES : Coordination of administrative support and activities pertaining to the Directorate; Implement financial administration to support the Manager with financial administration. Develops and assists in managing of the Directorate's budget to ensure cost-effectiveness. Render supply chain management support services to the Manager. Obtain quotations and complete the request forms/ submissions for ordering stationery. Render general support services to the Directorate. Handles all matters pertaining to personnel enquiries in the Directorate. Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost-effective travelling as well as handling subsistence and travel claims. Liaise with service providers to ensure the maintenance of equipment (e.g., photocopy machine, etc.). Supervises and controls resources to ensure a satisfactory workflow and service delivery. Ensure the safekeeping of all documents, records, face value and office resources.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/117 : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL:
COMMUNITY EDUCATION AND TRAINING SUPPORT REF NO:
DHET116/05/2023**
Branch: Community Education and Training

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or related qualification. A minimum of two (2) to three (3) years of working experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organisational and basic events management skills. Ability to create and manage databases and presentations. An understanding of financial matters would be an advantage.

DUTIES : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to enquiries received from internal and external stakeholders. Redirect queries that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/118 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET117/05/2023**
Branch: Community Education and Training
Directorate: Programmes, Curriculum Development and Assessment

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretariat support to senior management. Good interpersonal and communication skills to interface with people of diverse backgrounds. Good written and verbal communication skills. Experience in using computer applications and MS Word, Excel, PowerPoint, and Outlook. Good organisational and basic event management skills. Ability to create and manage simple databases and presentations. Basic knowledge of financial administration, including budgeting and managing cash flow.

DUTIES : Arrange meetings with senior management. Compile agenda and take notes during the meetings. Ordering and purchasing stationery. Handle S&T Claims. Handle petty cash payments. Draft and type relevant documents as requested. Data management and filing. Ensure safe keeping of information and documents. Assisting the Director with the preparations, proofreading and quality of documents emanating from the office. Coordinate and attend internal meetings. Support the calling and administration of coordination meetings with Colleges and Regions. Prepare meeting packs and take minutes. Consolidating and preparing reports as requested. Manage and maintain a filing system and a document tracking system. Issue stationery and IT assets to staff as and when required. Perform ad hoc administrative functions relating to the Directorate.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/119 : **SENIOR ADMINISTRATIVE OFFICER: EASTERN CAPE CET COLLEGE**
REF NO: DHET118/05/2023
Branch: Community Education and Training
Component: Eastern Cape CET College
Re-advertised and candidates who had previously applied may re-apply

SALARY : R359 517 per annum (Level 08)
CENTRE : East London
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in the administration and management environment. Knowledge of the PERSAL system will serve as an added advantage. Knowledge of the Public Financial Management Act (PFMA), General Public service procurement frameworks and policies will be required. Ability to develop and manage strategic and organisational plans, analytical and attention to detail, and be able to read and write accurately. Knowledge of computer programmes, including MS Excel, MS Access, MS PowerPoint, and MS Outlook is required. Written and verbal communication skills, report writing and logistical skills. Events planning and administration skills and information management skills are essential. A valid driver's license will be added advantage.

DUTIES : The successful candidate will be expected to execute the various administrative tasks including but not limited to Render administrative support services; assisting in the preparation of submissions and memorandums for the principal, and preparation of Principal presentations and speeches. Assist with Human resource matters including, among others, reconciling and reporting all lecturers that are verified and ensuring that leave forms, REQV qualification, Termination, Performance Agreements and Reviews are verified and captured on PERSAL. Provide administrative support to the principal regarding the preparation of reports. Manage the filing system in ensuring proper filling of Personnel files, Audit files, Reports and Council minutes. Assist with the management and monitoring of the budget allocated to t Principal CET College. Analyse and perform reconciliation where necessary on all the reports submitted by Finance and Principal's office for Principal CET College and advise if there is anticipated budget under-spending and over-spending.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/120 : **SENIOR PRACTITIONER: BURSARIES OUTREACH REF NO: DHET119/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Bursaries

SALARY : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF level 6) in Public Management/Administration and/ or Human Resource Management. A minimum of two (2) to three (3) years of working experience in programmes and project management. Working experience in office administration. Good knowledge of the post-school education and training system will also be an added advantage. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation, attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meeting deadlines within tight time frames. A valid driver's license.

DUTIES : Assist in the implementation of the bursaries outreach and evaluation process. Assist in implanting and reporting activities related to the bursaries outreach initiation and evaluation process. Assist in implementing the marketing and sourcing strategy. Assist the Assistant Director: Bursaries Outreach to identify candidates for the outreach programme in the communities. Assist the

- Assistant Director: Bursaries Outreach to screen candidates for the outreach programme in the communities. Assist the Assistant Director: Bursaries Outreach in conducting interviews with candidates. Perform any additional administrative duties as requested by the Assistant Director: Bursaries Outreach. Perform secretarial duties by typing correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or hard-written notes Receive incoming mail and documents and distribute as required. Make photocopies and receive or send facsimiles. Maintain a pending system to diarise documents for future action.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/121** : **SENIOR PRACTITIONER: BURSARY AGENCIES REF NO: DHET120/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Bursaries
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Management/Administration and/ or Human Resource Management. A minimum of two (2) to three (3) years of working experience in project management. Experience in rendering administration functions and in office administration. Good knowledge of the post-school education and training system will also be an added advantage. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.
- DUTIES** : Assist in the implementation of the bursary's agency initiation and evaluation process. Collect information from bursary agencies. Consolidate reports from bursary agencies on funds provided by the NSF. Perform any additional duties administrative duties as requested by the Assistant Director: Bursary Agencies. Submit all documents related to bursary agency initiation and evaluation for knowledge management purposes and in accordance with knowledge management policy and process. Perform secretarial duties by typing correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or handwritten notes. Receive incoming mail and documents and distribute as required. Make photocopies and receive or send facsimiles. Maintain a pending system to diarise documents for future action. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/122** : **SENIOR PRACTITIONER: ADMINISTRATION REF NO: DHET121/05/2023**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management/Project Management/ Information Technology. A minimum of two (2) to three (3) years' working experience in projects 'environment and/or office/secretariat/administration function; Candidates that have experience in secretarial/administration function in projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. A good knowledge of the Post-School Education and Training system will also be an added advantage. This is an administrative position in a

core functional area that requires a dynamic individual with proven administrative and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to communication and information management, citizen focuses and responsiveness, diversity management, managing interpersonal conflict and resolving problems. Networking and building bonds, planning, and organizing, problem-solving and decision-making, programme and project management, organizational communication, self-management, stakeholder engagement and management. The incumbent must be client-orientated, customer-focused, responsive and be able to perform under pressure and in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES

: Support the Chief Directorate in all related committees within the NSF/DHET and documents maintained effectively and efficiently; Provide administrative support with regard to the secretariat function; Assist with reporting and document compiling by assisting the Director and management in the region with preparing project reports, reporting templates, presentations and spreadsheets, Assist the Director and management in the region with uploading all project related documentation onto the knowledge management system in accordance with policy and procedure. Assist with office administration for the region by doing the following: Receive and log incoming mail and distribute within the region, Dispatch outgoing courier mail, Order, receive and manage office stationery, Maintain the asset register for the region on the asset management system and, where required, provide updates to the Assistant Director: Facilities and Assets at Head Office, Coordinate travel, accommodation, S & T claims and other logistical requests for the Director and all management in the region, Maintain an appropriate filing system (manual and computerised) for the Chief Directorate, Ensure all files are always readily accessible and retrievable, Maintain a pending system to diarise documents for future action, Register the movement and file all documents that is entering or leaving the offices of the Chief Director: Skills Development Implementation, Assist with the collection of documentation and information from project sites, To log stakeholder, reports, projects, distribute, queries at the regional level. Support Director Skills Development Implementation and regional teams to maintain a calendar of the Director: Regional Skills Development Monitoring, schedule meetings and book meeting venue, Prepare documentation for meetings and refreshments, if required, Answer telephone and take messages, make photocopies and send faxes; Actively participate in relevant structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and advice regarding administrative activities to the Chief Director; Participate as an active member of the directorate team.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/123

: **PERSONAL ASSISTANT IN THE OFFICE OF THE EXECUTIVE OFFICER REF NO: DHET122/05/2023**
Branch: Skills Development
Component: National Skills Fund
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS

: R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration. A minimum of two (2) to three (3) years' working experience in rendering administrative and secretarial support to Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. The candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases,

- presentations, and financial management. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be responsible for the following duties: Perform scheduling activities and coordinate the Executive Officer's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Executive Officer's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Executive Officer including venues, and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise and distribute meeting minutes to the required people. Provide and distribute documentation packs to meetings with the Executive Officer. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Executive Officer. Maintain a database of any individuals and their contact details that the Executive Officer may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register and track all documentation. Prioritise all correspondence timeously and finalise memos and letters before acquiring a signature from the Executive Officer. Maintain an efficient filing and document control system for the Office of the Executive Officer. Collect and coordinate the documents that relate to the Office of the Executive Officer's budget. Keep a record of expenditure commitments, monitor expenditures, and alert the Executive Officer of possible over and under-spending. Compare the MTEF allocation with the requested budget and inform the Executive Officer of changes. Participate as an active member of the NSF. Always adhere to the values of the NSF. Act professionally as the contact person of the Office of the Executive Officer.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/124** : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET123/05/2023**
Branch: Skills Development Branch
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or related qualification. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases and presentations. An understanding of financial matters would be an advantage.
- DUTIES** : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to enquiries received from internal and external stakeholders. Redirect queries that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Maintain the professional image of the Deputy Director-General's office.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/125 : **EXECUTIVE ASSISTANT IN THE OFFICE OF THE EXECUTIVE OFFICER (NSF) REF NO: DHET 124/05/2023**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. The candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases, presentations, and financial management. Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be responsible for the following duties: Perform scheduling activities and co-ordinate the Executive Officer's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Co-ordinate the Executive Officer's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Executive Officer including venues, and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise and distribute meeting minutes to the required people. Provide and distribute documentation packs to meetings with the Executive Officer. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Executive Officer. Maintain a database of any individuals and their contact details that the Executive Officer may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register and track all documentations. Prioritise all correspondence timeously, finalise memos and letters before acquiring signature by the Executive Officer. Maintain an efficient filing and document control system for the Office of the Executive Officer. Collect and co-ordinate the documents that relate to the Office of the Executive Officer's budget. Keep record of expenditure commitments, monitor expenditure and alert Executive Officer of the possible over and under spending. Compare the MTEF allocation with the requested budget and inform the Executive Officer of changes. Participate as an active member of the NSF. Always adhere to the values of the NSF. Act professionally as the contact person of the Office of the Executive Officer.
ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/126 : **SENIOR ADMINISTRATIVE OFFICER: NATIONAL SKILLS AUTHORITY REF NO: DHET125/05/2023**
Branch: Skills Development
Chief Directorate: National Skills Authority

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Accounting or related qualification, including computer training. A minimum of two (2) to three (3) years of employment experience in rendering administrative support. Good interpersonal and communication skills to interface with people from various backgrounds and skills development stakeholders. Knowledge of PFMA, Public Service Act and Regulations. Experience in using computer applications in office management including MS Word, Excel, PowerPoint, and Outlook. Good organisation, administration, events, and project management skills; Good communication skills (verbal and written) and Batho Pele principles.

- DUTIES** : Assist with managing and coordinating the MTEF budgeting processes for Directorate. Assist in monitoring the Directorate and NSF allocation expenditure report. Monitor the under-expenditure and over-expenditure and reprioritisation of the budget. Facilitate processes to ensure the Directorate meets its financial reporting requirements. Manage and coordinate supply chain and procurement processes for the Directorate. Manage and maintain an electronic and manual records-keeping system. Manage assets of the Directorate, maintain and update asset register. Provide supervision on general office support, including filing, tracking, and processing of documents, and correspondence. Manage and coordinate logistics for NSA meetings, events, and projects. Coordinate travel arrangements for NSA staff and NSA board members. Coordinate NSA events and projects.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/127** : **LIAISON OFFICER: CORPORATE MANAGEMENT SERVICES REF NO: DHET126/05/2023**
Branch: Technical and Vocational Education and Training
Component: Kwa-Zulu-Natal Regional Office
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pietermaritzburg
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management or Communications/ Public Relations or related qualification. A minimum of two (2) to three (3) three years of working experience as a Liaison Officer in a Public or Private sector. Knowledge of public service legislation, regulations and policies, PFMA, Knowledge of drafting media statements, Knowledge of Public Relations, Communication and protocol, Communication Skills (written, presentation, verbal and listening), Confidentiality and Code of Ethics, Interpersonal relations skills, Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, Report writing skills, Computer literacy in Microsoft Word, Excel, PowerPoint and Outlook. and be prepared to work extended hours. A valid driver's license.
- DUTIES** : Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the KZN Region. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET and TVET Colleges. Assist and support with the establishment and implementation of Partnerships. Consolidate and prepare all relevant reports, submissions, and memos. Provide professional support to the Region regarding media questions. Liaise with media on behalf of the Region on matters affecting the public. Advise the Region on media-related matters. Facilitate and coordinate the design of publication and production material for the Region. Review and Analyse policies. Perform other duties as when requested by the Regional Manager.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/128** : **CHIEF PERSONNEL OFFICER REF NO: DHET127/05/2023 (X3 POSTS)**
Branch: Corporate Management Services
Directorate: Human Resources Management Administration and System Control
- SALARY CENTRE** : R359 517 per annum (Level 08)
: Pretoria:
TVET (X1 Post)
CET (X2 Posts)
- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management or related qualification. A PERSAL Certificate is essential. A minimum of two (2) to three (3) years' experience in Human Resource Management. Knowledge and understanding of the application of Public Legislative Framework (PSA, PFMA, PSR, BCEA, LRA, EEA and/ or any other relevant HR policies and procedures. Extensive knowledge and understanding of Human Resource Management prescripts and practices. Knowledge and understanding of the PERSAL system. The candidates must have a Personnel Administration PERSAL Certificate. Must be computer literate in Microsoft Office packages (Ms Word, Excel, PowerPoint, Outlook, and the Internet). Must be able to understand and interpret prescripts and policies. Planning and organising skills, financial management skills. Problem-

<u>DUTIES</u>	:	<p>solving skills and client-oriented focus and good communication skills (verbal & written). Willingness to travel and a driver's license.</p> <p>Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc. Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recognition of prior experience, Probation periods, transfers, Promotions/Appointments, and ensure coordination of all aspects of Pension administration and exit interviews in relation to Service Terminations in line with the Departmental policy and delegations.). Ensure overall supervision and proper implementation of staff/personnel records in preparation for the annual audits. Supervise human, physical, financial, and other resources. Ensure timeous/correctness and approval/authorization of PERSAL transactions.</p>
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/129</u>	:	<p><u>SENIOR APPLICATION DEVELOPER REF NO: DHET128/05/2023</u> Branch: Corporate Management Services Directorate: Application Development and Management</p>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>An appropriate bachelor's degree/national diploma (NQF Level 6) in IT and/or Software Development, to work within an IT environment. A minimum of two (2) to three (3) years' experience in developing and supporting applications, ECM solutions experience, applying web usability and quality principles, and database management including experience in mobile technology Experience in and knowledge of Web-based languages – HTML, CSS, C#, JavaScript as well as open-source technologies. "Hands-on" application development experience on Microsoft SharePoint2013/O365 Platform. technical knowledge of Microsoft Power Platforms – Power Apps, Power Automate, and PowerBI. Familiarity with SCRUM/AGILE software development methodologies. Visual Studio, Adobe Suite, Adobe Acrobat, and SQL database experience, Excellent understanding of W3 technologies Creative Attention to detail. The ability to work independently, fast, and accurately, The ability to meet deadlines Initiative Experience in open-source software packages or languages and ISS knowledge, as well as demonstrated experience with object-oriented analysis and design (OOAD), will be advantageous.</p>
<u>DUTIES</u>	:	<p>Develop an oversee SDLC policies, guidelines, processes, and standards and ensure that all applications conform to these standards and guidelines. Conduct feasibility studies and costing of new applications to be developed. Develop application software and ensure software licensing administration and management. Design and manage databases. Develop Business Intelligence (BI) mechanisms and application integration. Install SharePoint solution language pack for BI indexing. Install and configure the BI Indexing connector. Develop, maintain, support, and prepare farm servers; Configure diagnostic logging, usage, and data collection. Creating and managing SharePoint O365 sites and subsites. Configure settings, services, solutions, and sites.</p>
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/130</u>	:	<p><u>SENIOR STATE ACCOUNTANT: CASH FLOW MANAGEMENT REF NO: DHET129/05/2023</u> Branch: Chief Financial Officer Directorate: Financial Services</p>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	<p>An appropriate bachelor's degree/national diploma (NQF Level 6) in Accounting/Management and/ or related qualification. Preference will be given to candidates with five (5) years of appropriate experience in Government Financial Accounting, the BAS System with at least two (2) to three (3) years of relevant experience. Knowledge and understanding of the BAS system and PERSAL system. Good communication (verbal and written) skills. Computer literacy, problem-solving skills, planning and organizing skills, and analytical</p>

		skills. Liaison skills, client orientation skills, and financial management skills. Presentation skills and customer care skills.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents with strict confidentiality. Duties include the preparation of cash flow reports to the Minister and Management. Ensuring that the expenditure is within the approved budget of various functions and reporting any envisaged over-expenditure. Compile IYM expenditure report and submit it to National Treasury monthly. Updating and recordkeeping of monthly cash flow statements of official entertainment and reporting to management. Request reports, and check and rectify any incorrect allocations daily. Authorise General Journals on BAS and clear PERSAL exceptions. Request, check commitment report and investigate the commitments on BAS. Liaise with managers on cash flow matters. Respond to queries raised on Cash Flow Statements and IYM reports. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates inter alia. Allocating and controlling work and maintaining office discipline.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/131</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: DHET130/05/2023</u> Branch: Chief Financial Officer Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Accounting/ Finance Management and/ or related qualification. A minimum of two (2) to three (3) years of working experience in Government Financial Accounting, the BAS System. Knowledge and understanding of the BAS system (BAS) and the LOGIS online system. Good communication (verbal and written) skills. Computer literacy, problem-solving skills, planning, and organizing skills, analytical skills. Liaison skills, client orientation skills, and financial management skills. Presentation skills and customer care skills.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents with strict confidentiality. Duties include checking and authorising sundry and creditor payments on BAS which includes the travel accounts, communication accounts and courier accounts. Checking and authorising order payments on LOGIS online. Capturing of payments on BAS. Responsible for the managing and clearing of general ledger accounts. Authorising the General Journals applicable to expenditure. Issuing and reconciling interdepartmental claims and claims in respect of the National Skills Fund. Clearing of suspense accounts related to this function. Assist with Audit Queries. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/132</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: DHET131/05/2023</u> Branch: Policy Planning and Strategy Directorate: Social Inclusion and Equity
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in office administration or equivalent qualification. A minimum of two (2) to three (3) years of working experience in rendering a support service to senior management. Sound knowledge and expertise in financial administration and implementing financial and procurement processes in government. Knowledge and understanding of relevant government legislation/policies/prescripts and procedures. Sound communication skills (written and verbal) and the ability to communicate well with people at different levels and from different backgrounds. Ability to develop and maintain positive relationships with stakeholders, both internal and external. Excellent knowledge working in MS Office such as MS Word, Excel, PowerPoint, and Outlook. Well-developed report/submission/minute writing skills. Experience in the facilitation of

- workshops, conducting research and analysis, and report writing is an added advantage. Willingness to travel and a valid driver's license.
- DUTIES** : Perform financial administration duties including consolidating monthly cashflow statements for the Directorate and developing reports, coordinating the MTEF processes for the Directorate, and providing support in recording and monitoring the Directorate's projects and spending. Rendering office administration support to the Directorate including developing and maintaining a records management and tracing system for the Directorate, managing electronic and manual record-keeping systems for the Directorate, providing support to the Directorate in producing reports, and keeping track of decisions in the Directorate and Chief Directorate and verifying the implementation of decisions which were taken. Coordinating supply chain and procurement processes for the Directorate including supporting the timeous payments of invoices to suppliers and coordinating travel arrangements for the Directorate. Managing assets for the Directorate including managing all procured assets according to the asset management policy and managing resources of the Directorate effectively and efficiently.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/133** : **ADMINISTRATIVE ASSISTANT: SKILLS DEVELOPMENT IMPLEMENTATION REF NO: DHET132/05/2023**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Regional Skills Development Implementation
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
 : Pretoria
 : An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration. A minimum of one (1) to two (2) years' working experience in rendering administrative and secretarial support to Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. The candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, and National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases, presentations, and financial management.
- DUTIES** : The successful candidate will be responsible for the following duties: Diary management by scheduling appointments and maintaining an electronic diary. Ensure that legislative dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of the meetings. Record messages in detail and convey them promptly to the Chief Director. Prioritise work received from the Chief Director. Type correspondence, reports, minutes, presentations, spreadsheets and related materials from Dictaphone or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and record the proceedings of meetings. Prepare documents and distribute information or documents as required by the Chief Director in hard copy or electronically e.g., prepare the distribution of packs for meetings. Source information as required by the Chief Director. Receive and register incoming mail and documents and distribute them in the Chief Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan documents, files documents electronically in a logical order and receive or send facsimiles. Maintain an appropriate filing system for the Chief Director. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Chief Director. Track and follow up on documents that were sent from the Chief Director that require action or approval. Perform other administrative duties.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/134 : **ADMINISTRATIVE ASSISTANT REF NO: DHET133/05/2023**
Branch: Skills Development
Component: National Skills Fund
Directorate: Human Resources Management and Development

SALARY CENTRE : R294 321 annum (Level 07)
: Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in office management or Human Resources Management/Public Administration/Management and or related qualification. A minimum of one (1) to 2 (two) years of relevant experience in office management and administration within a Human Resource Management and Development environment. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel).

DUTIES : The successful candidate will perform the following duties: Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Prioritise work received from the Human Resources Directorate. Type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. Prepare documents and distribute information/ documents as requested by the Human Resources Directorate in hard copy or electronically e.g., prepare distribution packs for meetings. Source information as requested by the Human Resources Directorate. Receive and register incoming mail and documents and distribute them within the Human Resources Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan, documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that were sent from the Directorate that require action or approval. Perform other administrative support functions.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/135 : **PRACTITIONER: HUMAN RESOURCES OPERATIONS REF NO: DHET134/05/2023 (X2 POSTS)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Human Resource Management and Development

SALARY CENTRE : R294 321 per annum (Level 07)
: Pretoria

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management and/ or Public Administration/Management. A PERSAL Certificate is essential. A minimum of one (1) to two (2) years of relevant experience a in Human Resources operations environment. Knowledge and experience of the PERSAL system. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid driver's license.

DUTIES : Provides an administrative for all HR administration to the Assistant Director: Enter employee information into PERSAL System. Update employee records,

personal statistics, and reports. Update leave records. Prepare contracts of employment and appointment documentation. Assist with employee relations and wellness matters when required. Update employee relations statistics and records. Consolidate progress, staffing, training, and talent reports. Assist with the administration of the talent and performance management process. Coordinate the compilation of performance agreements/ assessments for the NSF: Capture individual performance management data. Develop regular reports on performance management data. Assist with research on training providers for NSF learning and development initiatives. Arrange logistics for internal NSF training interventions such as room bookings, diary coordination, catering, and monitoring attendance. Manage the filing and record-keeping for the unit: Requisition of office supplies. Carry out additional administrative duties as requested. Participating as an active member of the NSF: always Adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Assist colleagues as required. Provide support in the development and implementation of HR policies. Mentoring interns.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/136 : **ADMINISTRATION ASSISTANT: INITIATION AND EVALUATION REF NO: DHET135/05/2023**
 Branch: National Skills Fund
 Chief Directorate: Skills Development Implementation
 Directorate: Initiation and Evaluation

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
 : Pretoria

: An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management/Project Management/ Information Technology. A minimum of one (1) to two (2) years working experience in projects 'environment and/or office/secretariat/administration function; Candidates that have experience in secretarial/administration function in large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the Post-School Education and Training system will also be an added advantage. This is an administrative position in a core functional area that requires a dynamic individual with proven administrative and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, information management, administrative organizing, problem-solving and analysis, report writing, minutes writing, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and stakeholder engagement and management. The incumbent must be client-orientated, customer-focused, responsive and be able to perform under pressure and in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Support the Initiation and Evaluation Directorate in all related committees within the NSF/DHET and documents maintained effectively and efficiently; Provide administrative support with regard to the secretariat function; Plan all the logistical arrangements of committee meetings including venues, travel, accommodation, meals and S&T claims where necessary; Distribute meeting minutes and documents to the relevant stakeholders; Collect and collate information from stakeholders; Prepare and distribute meeting packs/documents to relevant stakeholders timeously. Provide administrative/secretarial support and leadership to the Administrative/secretariat function; administer and liaise with all secretariat officials within NSF and the Department, Prepare quality committee packs in advance and update them timeously; Take meeting minutes and distribute to committee members timeously; Make follow up on issues that came out of the meetings and as required; Prepare reports, presentations and spreadsheets; Maintain good filing system, All required documents and information related to the committees in the portfolio are submitted for knowledge management purposes; Engage stakeholders on daily basis; receipt, logging and evaluation of applications for solicited and unsolicited projects; provide administrative

services during the Request for Proposal (RFP) process for solicited projects; effectively report on unsolicited applications in the various stages of the project initiation process; Provide administrative support when managers perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited received project applications; provide administrative support during the review of due diligence/research conducted on applicants for solicited and unsolicited projects; check the accuracy of the information received from applicants; Prepare draft Memorandum of Understanding/Agreement(MoU/MoA) or Service Level Agreements(SLAs) for service providers; assist to verify alignment of final implementation plan/business plan of the approved project versus the approved project budget. Prepare reports and packs for the Committees; Manage and coordinate the preparation of committees' meetings. Administer administrative duties to the Committees- including the taking of meeting minutes; Prepare submissions/memorandum for Executive Officer (EO), Director General (DG) and other relevant stakeholders. Assist in administering the initiation change request related to approving projects through the applicable change request process. Timely submit reports and make presentations as required. Ensure that all documentation and information related to projects and programmes initiation and evaluation are submitted for knowledge management purposes; Manage and engage with internal/external stakeholders relevant to the initiation and evaluation of projects; Actively participate in relevant structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and advice regarding administrative activities to the Director; Participate as an active member of the directorate team.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/137 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SETA COORDINATION REF NO: DHET136/05/2023**
Branch: Skills Development
Chief Directorate: Seta Coordination

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration, Office Administration / Secretarial Studies / Public Management or a related qualification. A minimum of one (1) to two (2) years in rendering secretarial, clerical, and administrative support services. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, Access etc. Good organisational and basic events management skills. The ability to create spreadsheets and manage databases, presentations and financial matters will be added advantage. Ability to always maintain confidentiality. Ability to maintain professionalism and integrity in the office.

DUTIES : The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office. Manage and administer the Chief Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Chief Director in line with the relevant legislation and policies. Safekeeping and filing of all documentation. Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the Chief Director. Convey and clarify instructions and notes on behalf of the Chief Director. Perform routine duties in the office of the Chief Director including receiving telephone calls, travel arrangements, accommodation bookings and arranging appointments and coordinating meetings with stakeholders. Interface with internal and external clients. Receive clients and stakeholders.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/138 : **CHIEF ADMINISTRATIVE CLERK: ADMINISTRATIVE SERVICES REF NO: DHET137/05/2023**
Branch: Office of The Director-General
Directorate: Executive Support and Administration Services
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Cape Town
: An appropriate national senior certificate/grade 12 certificate (Vocational)/(NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Administration or a related qualification will be an added advantage. A minimum of one (1) to two (2) years of experience in clerical/administrative work. Knowledge of clerical duties; ability to capture data; computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook; collecting statistics; the legislative framework governing the Public Service and knowledge of procedures in terms of the working environment. Communication skills, client orientation and customer focus, accountability, ethical conduct, and report writing skills.

DUTIES : The incumbent will be responsible for the supervision of overall general administration in the office of the Director-General. General clerical support services include recording, organizing, storing, capturing and retrieving correspondence and data; updating register statistics; handling routine enquiries; making photocopies handling submissions and receiving or sending facsimiles; distributing documents/ packages to various stakeholders as required; keeping and maintaining the filing system for the component; typing letters and/ or other correspondence when required; keeping and maintaining the incoming and outgoing document register of the component. Supply chain clerical support services include liaising with external and internal stakeholders in relation to the procurement of goods and services, obtaining quotations, completing procurement forms for the purchasing of standard office items and stock control of office stationery. Keeping and maintaining the asset register of the component. Personnel administration includes maintaining a leave register and attendance register for the component and arranging travelling and accommodation. Financial administration includes capturing and updating expenditures, checking the correctness of subsistence and travel claims and handling telephone accounts and petty cash for the component. Supervise human resources including allocation and ensuring quality of work; personnel development; assessed staff performance and apply discipline.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/139 : **FRAUD PREVENTION OFFICER: FRAUD PREVENTION REF NO: DHET138/05/2023**
Branch: Office of The Director-General
Directorate: Risk, Fraud, Ethics, And Integrity Management

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma qualification (NQF Level 6) in Risk Management /Auditing/Accounting/ Forensic Investigation or Law Enforcement at the rank of warrant officer-related qualification. A minimum of one (1) to two (2) years of work experience in anti-fraud experience and anti-fraud/ corruption or law of enforcement (police services) environment. Knowledge: investigative Principles and Practices, Laws of Evidence. Reporting writing and presentation skills. Understanding of all anti-corruption and fraud prevention policies, the Public Service Act AND Regulations, South Africa's National Anti-Corruption Strategy (NACS) 20202-20230, and other relevant legislations such as the Protected Disclosures Act of 2000 (No 26 of 2000), The Prevention and Combating of Corruption Activities Act of 2004 (No. 12 of 2004) etc: Basic knowledge of how to draft an A1 Statement or Affidavits. Basic level of investigation and/or audit skills. Ability to maintain confidentiality and to work independently on sensitive issues. Knowledge and understanding of Batho Pele Principles, Public Service Regulations, and other relevant prescripts. Skills: Planning and organising, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal and written) Computer literacy and Presentation. Ability to work under pressure and to

- deliver within agreed time frames. Willingness to travel and a valid driver's licence.
- DUTIES** : Assist with the Implementation of South Africa's National Anti-Corruption Strategy (NACS) 2020-2030, AND THE Department's Fraud and Anti-Corruption Strategies. Assist with the management of channels for reporting fraud, complaints, and protected disclosures. Assist with the compilation and the management of fraud register. Conduct preliminary investigations on all reported allegations, suspicions and protected disclosures involving fraud, Corruption and other maleficence, Assistant in the recovery of all assets acquired fraudulently. Analyse system capabilities for anti-fraud & corruption management programmes. Safekeeping of evidence. Organising meetings with people of interest. Arrangement of travel logistics. Conduct targeted and highly focused awareness campaigns.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/140** : **LIBRARIAN REF NO: DHET139/05/2023**
Branch: Corporate Management Services
Directorate: Information Knowledge and Records Management
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Library and Information Science or Knowledge Management. A minimum of one (1) to two (2) years of relevant experience in Library and Information Services. Knowledge of printed and electronic information resources. Knowledge of reference works. Knowledge of cataloguing and classification. Knowledge of online library management systems. Knowledge of online information tools and platforms. Computer literacy and proficiency in using library-related technology. Good communication skills; verbal and written), client-oriented focus and customer care skills, accountability, and good interpersonal skills.
- DUTIES** : The successful candidate will be responsible for Conducting information searches, retrieval of information and making it accessible using sources in various formats. Compiling information packages for specialised customer requests. Assisting with outreach and marketing programmes for the Information Resource Centre. Selection, Acquisition, Cataloguing and Classification of information resources. Providing Circulation services. Providing an Interlibrary Loan Service to clients. Performing administrative functions of the Information Resource Centre.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/141** : **PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICES (HEAD OFFICE) REF NO: DHET140/05/2023 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Human Resource Management Administration and Systems Control
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF 6) in Human Resource Management/Public Administration or a related qualification. PERSAL Certificate is essential. A minimum of one (1) to two (2) years of experience in Human Resource Management and Administration is required. Experience in the appointment and conditions of service of Public Servants and Educators. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of the PERSAL system. Knowledge and Understanding of HR Prescripts and Policies. Client-oriented focus and good communication skills (verbal and written). Advanced level of computer literacy (Ms Word, Excel, PowerPoint, and Outlook). Ability to work under pressure and willingness to work extended hours when required.
- DUTIES** : To assist in the administrative/personnel needs of the staff in the Department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos, and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers

- both verbally, written and in presentations. Must be able to train and evaluate subordinates. Communicate at a professional level with staff both personally and telephonically.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/142** : **CHIEF ADMINISTRATIVE CLERK: ENGINEERING STUDIES REF NO: DHET141/05/2023**
Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessments
Directorate: Resulting and Certification
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pretoria
: An appropriate recognised Senior National Certificate/Grade 12 (Vocational) (NCV Level 4). A bachelor's degree/national diploma in Public Administration/Management or related qualification. A minimum of one (1) to two (2) years' experience in examination. Experience working in an examination-related environment in a TVET college will be an added advantage. Applicants must possess knowledge and experience in MS Office, specifically MS Word and MS Excel for maintaining a register of documents. Good interpersonal, organisational and communication skills are additional requirements and conflict management skills regarding people management. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high-security environment. Managing a good filing system and being able to work under pressure for extended periods of time with minimal supervision. Must be adaptable, disciplined, self-confident, able to work independently and work with a diverse team.
- DUTIES** : The successful candidate will be responsible to manage, coordinate and administer the registration of candidates, co-coordinating preliminaries, and correcting of preliminary schedules per province and per centre, and release of results, certification process. Ensure the packing, controlling, and dispatching of admission letters, mark sheets, statements of results and certification to all examination centres in accordance with the management plan. Manage and report on the verification process of mark sheets, outstanding results, and outstanding certificates. Perform general office administration activities as directed by the supervisor. Ensure that archives as well as managed by colleges and all stakeholders. Attending to examination related enquiries. Receiving of and responding to telephone, and email requests.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/143** : **IT TECHNICIAN: CORPORATE MANAGEMENT SERVICES REF NO: DHET142/05/2023**
Branch: Technical And Vocational Education And Training
Component: Northern/ Western Cape Regional Office
Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Cape Town
: An appropriate bachelor's degree/National Diploma (NQF Level 6) in Information Technology or a related qualification. A minimum of one (1) to two (2) years' work experience in the Information Technology field as an IT Technician. The industry-recognised certifications such as MCSE/MCITP, A+, N+ Security +, ITIL as well as other IT governance frameworks will be an added advantage. Good communication, problem-solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound Knowledge of COBIT 5 Foundation. ITIL and other IT Governance frameworks. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Willingness to travel and a valid driver's license.
- DUTIES** : To provide Local Area Network and Desktop support services. Creating a user account on desktop and laptop (Mailbox and Windows). Unlocking password using Admin Pack. Setting up desktops, printers, and data projectors. Configuring mainframe applications. Provide support for data migration during

computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyse users' issues in ICT and provide solutions. Provide support for identified Level 8 AND Level 910 issues where configuration solutions have already been documented on the ITIL IT helpdesk services. Provide first-level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/144 : **STATE ACCOUNTANT: CORPORATE MANAGEMENT SERVICES REF NO: DHET143/05/2023**

Branch: Technical and Vocational Education and Training
Component: Gauteng and Free State Regional Office

SALARY : R294 321 per annum (Level 07)

CENTRE : Johannesburg

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting/Auditing. A minimum of one (1) to two (2) years of relevant experience in Budget Management. Knowledge and experience in BAS, and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.

DUTIES : The successful candidate will be responsible for compiling and monitoring the budget of Gauteng and Free State Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocations are committed in the relevant items and corrected where needed. Provide technical support and advice to Gauteng and Free State Regional Office Staff, programme managers and institutions. Assist in preparing audit packs for internal and external audit purposes. Basic knowledge of supply chain duties and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the procurement of stock and services. Maintain proper updates of the Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/145 : **EMPLOYEE HEALTH AND WELLNESS OFFICER: CORPORATE MANAGEMENT SERVICES REF NO: DHET144/05/2023**

Branch: Technical and Vocational Education And Training
Component: Gauteng and Free State Regional Office

SALARY : R294 321 per annum (Level 07)

CENTRE : Johannesburg

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of one (1) to two (2) years of working experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills,

- Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license.
- DUTIES** : Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness-related issues. Provide advice and guidance to management and staff on EH&W-related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related tasks.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/146** : **STATE ACCOUNTANT REF NO: DHET145/05/2023**
Branch: Technical and Vocational Education and Training
Component: Eastern Cape Regional Office
Sub-Directorate: Corporate Management Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: East London
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting/Auditing. A minimum of one (1) to two (2) years of relevant experience in Budget Management. Knowledge and experience in BAS, and PERSAL. Knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.
- DUTIES** : The successful candidate will be responsible for compiling and monitoring the budget of Gauteng and Free State Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocations are committed in the relevant items and corrected where needed. Provide technical support and advice to Gauteng and Free State Regional Office Staff, programme managers and institutions. Assist in preparing audit packs for internal and external audit purposes. Basic knowledge of supply chain duties and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the procurement of stock and services. Maintain proper updates of the Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/147</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS OFFICER REF NO: DHET146/05/2023</u> Branch: Technical and Vocational Education and Training Component: Eastern Cape Regional Office Sub-Directorate: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) East London An appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or a related qualification. A minimum of one (1) to two (2) years of practical experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness-related issues. Provide advice and guidance to management and staff on EH&W-related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related tasks.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/148</u>	:	<u>PERSONNEL PRACTITIONER: HRM&D REF NO: DHET147/05/2023</u> Branch: Technical and Vocational Education and Training Component: Eastern Cape Regional Office Sub-Directorate: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) East London An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/Human Resource Development/Administration or related qualification. PERSAL Certificate is essential. A minimum of one (1) to two (2 years' experience in a Human Resource Management and Development environment. Knowledge of Human Resource Management, Legislation, Regulations and Policies. Knowledge of PERSAL system. Good facilitation skills, organisational, coordination, presentation and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts and PERSAL system. Good communication skills (verbal and non-verbal), negotiation, team building, problem-solving, conflict resolution and ability to work under pressure. Computer Literacy in MS Office (MS Word, Excel, PowerPoint, and Outlook). Willingness to travel and a valid driver's license.

- DUTIES** : Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement and monitor Personnel and salary policies and procedures. Implementation and monitoring of appointments; transfers; translations; allowances GEHS; Terminations. Perform other duties requested to do.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/149** : **EMPLOYEE WELLNESS OFFICER REF NO: DHET148/05/2023**
Branch: Technical and Vocational Education and Training
Component: Kwa-Zulu-Natal Regional Office
Sub-Directorate: Corporate Management Services
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pietermaritzburg
: An appropriate bachelor's degree/national diploma (NQF Level 6) in psychology, B-Psychology/ Social Sciences majoring in psychology. A minimum of one (1) to two (2) years' work experience in the Employee Health and Wellness environment is required. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, and in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. Understanding of all PILIR processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.
- DUTIES** : Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness-related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for Regional Office, CET & TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc). Conduct counselling, psychoeducation, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EHW reports, system monitoring tools and submissions/internal and external memorandums.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/150** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR REF NO: DHET149/05/2023**
Branch: Policy Planning and Strategy
Chief Directorate: Social Inclusion and Equity
- SALARY CENTRE** : R294 321 per annum (Level 07)
: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate National Senior Certificate/Grade 12 or National Certificate (Vocational) NC(V) Level 4. An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Information Technology Applications/Communication or equivalent qualification will be an added advantage. A minimum of one (1) to two (2) years of working experience in rendering support services to Senior Managers. Proven experience in using computer applications MS Word, Excel, PowerPoint, Outlook, and Access. Good communication, organisational and basic events management skills as well as basic knowledge of financial administration are required. The ability to create and manage databases and presentations will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following: Provide secretarial/receptionist and administrative support services to the Chief Director, in specific perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface on a regular basis with internal and external clients. Ensure the smooth running of the Chief Director's office, handling all correspondence and queries requiring the attention of the Chief Director and responding to enquiries received from internal and external stakeholders. Scrutinise routine submissions/reports and advise and/or make recommendations for the Chief Director to process. Manage and administer meetings and manage an advance filing system for the Chief Directorate, including preparing all necessary documentation and keeping records and registers in the office of the Chief Director in line with the relevant legislation and policies. Support the Chief Director with the administration of the Office of the Chief Director's budget. It is also expected of the incumbent to study the relevant Public Service and departmental prescripts/policies and other documents and ensures that the application thereof is understood.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/151</u>	:	<u>STATE ACCOUNTANT: EXAMINATIONS AND CLAIMS REF NO: DHET150/05/2023 (X2 POSTS)</u> Branch: Chief Financial Officer Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Pretoria
<u>DUTIES</u>	:	An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting and/ or Auditing. A minimum of one (1) to two (2) years of relevant experience financial/accounting management environment. Knowledge and experience in Government Financial Accounting; the PERSAL system and the BAS system. Knowledge and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the Basic Accounting System (BAS). Good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. The successful candidate will be expected to handle documents and information with strict confidentiality. Manage the processing of salary claims in respect of examiners and moderators for both TVET and AET examinations and adult education and training officials on the relevant system including the processing of bulk payments. Manage the processing of travel and subsistence claims in respect of examiners and moderators for both TVET and AET examinations on the relevant system including the processing of bulk payments. Liaise with relevant stakeholders in order to obtain necessary source documents. Attend to payments rejected by the banks and enquiries related to payments. Manage and respond to enquiries related to this function. Manage the recordkeeping and registration of all claims received for this function. Provide on-the-job training where necessary. Requesting BAS reports when required. Filing of claim-related documents. Communications with (internal): Colleagues and officials of the department. Communications with (external): Examiners and moderators, marking centre managers, and Auditor-General.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/152</u>	:	<u>STATE ACCOUNTANT: PAYROLL MANAGEMENT REF NO: DHET151/05/2023</u> Branch: Chief Financial Officer Directorate: Financial Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting/ Auditing. A minimum of one (1) to two (2) years of relevant experience in financial/accounting management environment. Knowledge and experience in Government Financial Accounting; the PERSAL system and the BAS system. Knowledge and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the Basic Accounting System, good communication verbal and written skills, computer literacy, problem-solving skills, planning and organizing skills, analytical skills, liaison skills, and client orientation skills. Financial management skills, presentation skills and customer care skills.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents with strict confidentiality. Duties include control of the electronic distribution of all salary pay slips to all officials. Control the distribution and follow-up of payroll certificates for all salary-related payments. Control the submission of payroll status to the Accounting Officer or his delegate in terms of the Treasury Regulations. Control the checking and verification of pay sheets for amendments and inform personnel of any amendments. Management and response to the enquiries related to this function. Assisting with the processing of examination and community education and training-related claims when required and supervising the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/153</u>	:	<u>HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES REF NO: DHET152/05/2023</u> Branch: Technical and Vocational Education and Training Component: Gauteng / Free State Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Johannesburg An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	The candidate will be responsible for the Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service and attending employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

<u>POST 20/154</u>	:	<u>HUMAN RESOURCE CLERK: CORPORATE MANAGEMENT SERVICES</u> <u>REF NO: DHET153/05/2023</u> Branch: Technical and Vocational Education Component: Gauteng /Free State Regional Office Directorate: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Johannesburg An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource Management functions. Basic computer skills be able to capture data, operate a computer and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of the PERSAL system. Knowledge of registry duties and importance. Flexibility and teamwork. Good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/155</u>	:	<u>SENIOR ADMINISTRATION CLERK REF NO: DHET154/05/2023</u> Branch: Skills Development Chief Directorate: National Skills Authority
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior Certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in rendering secretarial, administration functions. The ideal candidate should be proficient in MS Office, typing. Good communication skills (verbal and written) verbal communication. Organisational and prioritisation skills; telephone etiquette and document management are some of the skills required for this job.
<u>DUTIES</u>	:	Responsible for overall general administration in the Directorate NSA including coordination of meetings. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, and typing of correspondence such as reports, letters, and internal memos. To assist the NSA in running the office and provide support when required. Provide clerical support in the development of strategic plans and annual performance plans. Provide/Maintain Clerical duties/support. File copies of all documentation. Logistical arrangements as required.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

- POST 20/156** : **SENIOR ADMINISTRATION CLERK: ASSESSMENT REF NO: DHET155/05/2023**
 Branch: Skills Development
 Directorate: Indlela Artisan Training and Assessment Centre
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
 : Olifantsfontein
 : An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in rendering secretarial, administration functions. Experience within artisan training or assessment environment will be an advantage. Knowledge: Good knowledge of the Skills Development Act, 1998 (SDA), Trade Test Regulations and NAMB requirements. Skills: Advanced computer literacy (MS Word, Excel, and PowerPoint). Good planning, organizing and interpersonal skills. Good verbal, report writing and telephone communication skills. Problem-solving, administration, filing and time management skills.
- DUTIES** : will include capturing results, generating, and printing Trade Test reports. Submit and follow up on outstanding Trade Test results and reports. Provide administrative support to the sub-directorate (Mechanical). Attend and respond to queries and enquires related to Trade Test results and reports. Establish, implement, and maintain an appropriate record management system.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/157** : **SECRETARY TO THE DIRECTOR: RISK, FRAUD, ETHICS, AND INTEGRITY MANAGEMENT REF NO: DHET156/05/2023**
 Branch: Office of The Director-General
 Directorate: Risk, Fraud, Ethics, And Integrity Management
 Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
 : Pretoria
 : An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
- DUTIES** : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and filing of all documentation and records in line with the relevant legislation and policies. Provide personnel

		administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/158</u>	:	<u>ADMINISTRATION CLERK- PRODUCTION: ADMINISTRATIVE SERVICES</u> <u>REF NO: DHET157/05/2023</u> Branch: Office of The Director-General Directorate: Executive Support and Administration Services Re-advertised and candidates who had previously applied may re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Cape Town An appropriate national senior certificate/grade 12 certificate (Vocational) / (NCV) Level 4 certificate. A minimum of one (1) to two (2) years of relevant Clerical/ Administrative work experience is required. An appropriate bachelor's degree/national diploma in Public Management or Public Administration will be an added advantage. Knowledge of administrative and/or clerical duties in the Director-General's office, Deputy Director-General's office or higher office; ability to capture data; operating a computer; collecting statistics. Knowledge of procedures in terms of the working environment and the legislative framework governing the Public Service; Computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook. Planning and organizing; Good verbal and written communication; client orientation and customer focus, working independently or with limited supervision, accountability, ethical conduct, and professional writing and report writing skills.
<u>DUTIES</u>	:	The incumbent will be responsible to render general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function); update registers statistics; handle routine enquiries; make photocopies and receive or send facsimiles; distribute documents/ packages to various stakeholders as required; keep and maintain the filing system for the component; type letters and/ or other correspondence when required; keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: liaise with the external and internal stakeholders in relation to the procurement of goods and services; obtain quotations, complete procurement forms for the purchasing of standard office items; stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: maintain a leave register; keep and maintain personnel records; keep and maintain an attendance register; arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component; check the correctness of subsistence and travel claims of the officials and submit for approval; handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/159</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: DHET158/05/2023</u> Branch: Technical and Vocational Education and Training Chief Directorate: TVET Systems Planning and Institutional Support Directorate: Private Colleges
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Secretarial, Administration or related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of administration, financial management and procurement processes. Extensive experience in creating documents and spreadsheets, using MS Office - Word, Excel, and PowerPoint. Proficiency in appointment scheduling software- MS Outlook and others. Advanced typing, note-taking, recordkeeping, planning and organisational skills. Ability to manage internal

		and external correspondence. Excellent written and verbal communication skills. Excellent telephone etiquette. Working knowledge of printers, copiers, scanners, and fax machines. High levels of assertiveness and professionalism. Exceptional interpersonal skills.
<u>DUTIES</u>	:	Provide receptionist and secretarial services. Type, format and edit documents, reports, and presentations. Capture data, maintain databases and keep records. Answer phone calls and emails and take messages. Manage internal and external correspondence. Take accurate and comprehensive notes at meetings. Schedule appointments, maintain events calendar and send reminders. Prepare facilities for scheduled events and arrange refreshments if required. Order office supplies and replacements. Provide logistical support for meetings, travel, and accommodation. Copy, scan, and email documents and manage calendars. Render support regarding projects. Track submissions for registration of private colleges Assist with daily time management.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/160</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: DHET159/05/2023</u> Branch: Technical and Vocational Education and Training Directorate: TVET Colleges Budget Planning
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Secretarial, Administration or related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of administration, financial management and procurement processes. Extensive experience in creating documents and spreadsheets, using MS Office - Word, Excel, and PowerPoint. Proficiency in appointment scheduling software- MS Outlook and others. Advanced typing, note-taking, recordkeeping, planning and organisational skills. Ability to manage internal and external correspondence. Excellent written and verbal communication skills. Excellent telephone etiquette. Working knowledge of printers, copiers, scanners, and fax machines. High levels of assertiveness and professionalism. Exceptional interpersonal skills.
<u>DUTIES</u>	:	Provide receptionist and secretarial services. Type, format and edit documents, reports, and presentations. Capture data, maintain databases and keep records. Answer phone calls and emails and take messages. Manage internal and external correspondence. Take accurate and comprehensive notes at meetings. Schedule appointments, maintain events calendar and send reminders. Prepare facilities for scheduled events and arrange refreshments if required. Order office supplies and replacements. Provide logistical support for meetings, travel, and accommodation. Copy, scan, and email documents and manage calendars. Render support regarding projects. Track submissions for registration of private colleges Assist with daily time management.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/161</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: DHET160/05/2023</u> Branch: Office of Director-General Directorate: International Scholarships
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Secretarial, Administration or related qualification will be an added advantage. A minimum of one (1) to two (2) years of working experience in administration, finance, student support, and education programmes. Experience related to the administration of international scholarships or study programmes is an advantage. The candidate must be a motivated individual, a team player and must have the ability to work under pressure and be willing to travel locally and internationally and work overtime when required. Candidate must be able to think innovatively and communicate well (written and verbal) with both internal and external stakeholders. Demonstrates professional

competence, observing deadlines, attention to detail and achieving results. A high level of expertise and experience in the MS Office Suite. Ability to plan and prioritise work. Organisational skills in files and information. Candidate must be willing to learn.

DUTIES : Provide administrative support for the implementation of international scholarship programmes. Provide a secretarial/ receptionist support service to the manager and Directorate. Provide a clerical support service to the manager and Directorate. This will among others, entail the following. Remains up to date with regard to prescripts/ policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the manager. Assist in addressing and routing student queries with regard to international scholarship programmes. Assisting the Director in maintaining the Directorate's budget. Assist with the booking of travel for staff and scholarship awardees. Assist with the arrangements of the Scholarship orientation programme and selection interviews. Maintenance of Directorate online filing system. Provide administrative assistance in scholarship selection processes including capturing applications and managing correspondence with applicants. General support of the work of the International Scholarships Directorate as delegated.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/162 : **SENIOR ACCOUNTING CLERK: SALARY PAYMENTS AND DEDUCTIONS REF NO: DHET161/05/2023 (X2 POSTS)**
Branch: Chief Financial Officer
Directorate: Financial Services

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF 6) in accounting/ Finance/ Auditing or related qualification will serve as an added. A minimum of one (1) to two (2) years' experience in an accounting/finance/auditing environment. Knowledge of PERSAL and BAS systems will be added advantage. Practical knowledge and skills such as computer literacy; communication skills: (verbal and written).

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary-related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function. Filing of salary-related documents. Assisting with the keeping of a register for salary payments and deductions and Assisting with Audit Queries concerning salary payments and deductions.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/163 : **SENIOR ACCOUNTING CLERK: EXAMINATIONS AND CLAIMS REF NO: DHET162/05/2023 (X2 POSTS)**
Branch: Chief Financial Officer
Directorate: Financial Services

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF 6) in accounting/ Finance/ Auditing or related qualification will serve as an added. A minimum of one (1) to two (2) years' experience in an accounting/finance/auditing environment. Knowledge of PERSAL and BAS systems will be added advantage. Practical knowledge and skills such as computer literacy; communication skills: (verbal and written).

- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail calculation and payments of claims for examiners and moderators on the PERSAL and BAS systems, control over schedules of claims, capturing of new examiners and moderators on the system, liaising with examiners and moderators on outstanding information not submitted before a payment could be processed and handling of enquiries concerning examiner and moderator claims. Filing of examination-related documents. Assisting with keeping a register for examination-related claims. Assisting with Audit Queries concerning examination-related transactions.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/164** : **SENIOR ACCOUNTING CLERK: DEBT MANAGEMENT REF NO: DHET163/05/2023**
Branch: Chief Financial Officer
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF 6) in accounting/ Finance/ Auditing or related qualification will serve as an added. A minimum of one (1) to two (2) years' experience in an accounting/finance/auditing environment. Knowledge of BAS and LOGIS systems will be added advantage. Practical knowledge and skills such as computer literacy; communication skills: (verbal and written).
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail recordkeeping and maintenance of all debt-related transactions of the department including the debt register of accounts, debt take-on and records per debt of the department, communicating (oral and written) relating to debtors of the departmental debt recovery and payments, instalments, distribution of monthly debtor statements and follow-up of accounts, assisting with the monthly debtor's reconciliation and clearing of debt accounts which includes follow-up of outstanding amounts due to the disallowance miscellaneous and claims recoverable accounts, the establishment of debtor files and related debt documents as per debt register and for audit query purposes and assisting with the clearing of ledger accounts allocated to the unit. Requesting BAS reports when required and filing debt-related documents.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/165** : **SENIOR ADMINISTRATION CLERK (PAYMENTS) REF NO: DHET164/05/2023**
Branch: Chief Financial Officer
Chief Directorate: Supply Chain Management & Asset Management
Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. Bachelor's degree/national diploma (NQF 6) in Supply Chain Management/ Purchasing Management/ Logistics Management/ Public Management will be considered as an added advantage. A minimum of one (1) to two (2) years' experience in Supply Chain Management. Knowledge of LOGIS and BAS Systems. Knowledge and understanding of Logistics Management processes. A certificate in LOGIS Literacy will be an added advantage. Knowledge and understanding of SCM Policies, Legislative framework governing public procurement including PFMA, Treasury Regulations, Preferential Procurement Regulations and National Treasury Instruction Notes. Strong analytical, numerical and communication skills (Good verbal and written). Knowledge of the Invoice Tracking System (ITS) will be an added advantage. Computer literacy skills, including working knowledge of MS Word and MS Excel. Job knowledge, flexibility, planning, organising and customer care services.

- DUTIES** : Receiving approved invoices from the Transit Section. Verify the correctness of the invoice and date stamp the invoice. Verify the order batch and invoice description and supplier banking details. Verify the receipt quantities. Capture contract and once-off invoice payment on LOGIS System. Capture sundry payments on BAS System. Monthly reconciliation of commitments/accruals. Ensure compliance for payment of invoices within 30 days of receipt of invoice. Update the invoice tracking system with the status of payment. Reconciliation of Mobile communication services and conference services statement of accounts. Administration of Travel Bookings. Filing of contracts and other financial records. Register approved invoice payments and submit them to Finance for final authorisation.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/166** : **SENIOR ADMINISTRATION CLERK (INVENTORY AND WAREHOUSE)**
REF NO: DHET165/05/2023
Branch: Office of The Chief Financial Officer
Directorate: Logistics Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Olifantsfontein
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF 6) in Supply Chain Management/ Purchasing Management/ Logistics Management/ Public Management will be considered as an added advantage. A minimum of one (1) to two (2) years' experience in Supply Chain Management. Knowledge of LOGIS and BAS Systems. Knowledge and understanding of Logistics Management processes. A certificate in LOGIS Literacy will be an added advantage. Knowledge and understanding of SCM Policies, Legislative framework governing public procurement including PFMA, Treasury Regulations, Preferential Procurement Regulations and National Treasury Instruction Notes. Strong analytical, numerical and communication skills (Good verbal and written). Knowledge of the Invoice Tracking System (ITS) will be an added advantage. Proven computer literacy skills, including working knowledge of MS Word and MS Excel. Job knowledge, flexibility, planning, organising and customer care services.
- DUTIES** : Capture Store/ inventory items internal requisition on LOGIS System. Issue Store/ inventory items to end users and update the bin cards. Capture issue vouchers on LOGIS System. Conduct monthly inventory spot checks. Report shortages and surpluses identified during the inventory spot checks. Receive and register approved Purchase Orders. Ensure order batches are safeguarded and filed on the 0-9 file system. Follow up with suppliers on outstanding deliveries of inventory and consumable items. Receive and verify quantities and correctness of goods receipts from suppliers. Capture simultaneous receipt voucher on LOGIS System. Follow up on outstanding invoices and receive new invoices from suppliers. Verify the correctness of the received invoice and stamp the invoice. Update the invoice tracking system and forward the eligible invoices for approval to the Responsibility Manager. Maintain/update the registers for goods receipts, and issue voucher and invoice receipts.
- ENQUIRIES** : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
- POST 20/167** : **SENIOR ADMINISTRATION CLERK: FACILITIES MANAGEMENT REF NO: DHET166/05/2023**
Branch: Corporate Management Services
Directorate: Facilities Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) year experience working administrative environment. Basic knowledge of administrative processes. Competencies: understanding of the Government Immovable Asset Management Act (GIAMA), Occupational Health and Safety Act and

		Regulations, Public Service Regulations, Batho Pele Principles, and the Finance Management Act. Skills: Communication (written and verbal), Computer literacy, Problem-solving, ability to work in a team and independence. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure effective and efficient services on the management of buildings, and this includes daily inspection and maintenance of the buildings and facilitating the procurement and allocation of office space and accommodation. Facilitate the procurement and allocation of parking, and keep the Immovable asset register up to date. Ensure effective timeous payment of office accommodation invoices, and file records. Provide routine administrative support in the cleaning, hygiene, and food services aid. Receive, register, and track records or documents submitted for further processing by other components in the department. Liaise with service providers to provide queries.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/168</u>	:	<u>SENIOR ADMINISTRATION CLERK: FLEET MANAGEMENT REF NO: DHET167/05/2023</u> Branch: Corporate Management Services Directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) year experience working administrative environment. Competencies: Government Motor Transport Handbook Version 1 of 2019 and Transport Circular no. 5 of 2003, Departmental policies and procedure, Public Service Regulation, Batho Pele Principles and Public Finance Management Act. Skills: Communication (written and verbal), Computer literacy, Problem-Solving, Computer literacy, ability to work in a team and independently. Ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Responsible for issuing and inspecting departmental vehicles. Responsible for effective and full maintenance of departmental vehicles. Responsible for accidents and repairs of departmental vehicles. Ensure the licensing of departmental vehicles. Responsible for the payments of all transport accounts. Ensure the effective and efficient management of subsidised vehicles.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/169</u>	:	<u>SENIOR ADMINISTRATION CLERK: BUSINESS STUDIES REF NO: DHET168/05/2023</u> Branch: Technical Vocational Education and Training Chief Directorate: National Examinations and Assessments Directorate: Resulting and Certification: It Systems
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate /grade 12 certificate (vocational) NCV Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or a related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in an administrative environment. An experience in administration in an examination environment will be an added advantage. The applicant will be responsible for processing the registration, resulting, in the certification of Business studies candidates and handling Business Studies queries arising from examination centres. He/she will be expected to work on confidential documentation in a high-security environment. He/she must be able to work overtime and under pressure for extended periods with minimal supervision. The incumbent must be adaptable, disciplined, self-confident and able to work in a diverse team. Good interpersonal and communicating skills, Computer literacy, especially the use of Excel for maintaining a control register, Excellent organisational, record keeping and electronic filing skills.
<u>DUTIES</u>	:	Receive and capture student data for registration, resulting and certification purposes; Monitor receipt of student data from Business Studies examination

centres against published the management plan; Conduct verification of student data and effect the necessary corrections, Interact/intervene with Business Studies examination centres regarding the registration, resulting and certification of candidates; Respond directly to Business Studies examination queries, i.e. processing and electronic filling of examination documents such as mark sheets and preliminary schedules, Packing, controlling and dispatching of statements of results, certificate, preliminary schedule, examination admission letters and mark sheets to/from Business Studies examination centres.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/170 : **SENIOR ADMINISTRATIVE CLERK: ENGINEERING STUDIES REF NO: DHET169/05/2023**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessments
Directorate: Resulting and Certification: It Systems

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria

: An appropriate national senior certificate /grade 12 certificate (vocational) NCV Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in an administrative environment. An experience in administration in an examination environment will be an added advantage. Applicants must possess knowledge and experience in MS Office, specifically MS Word and Ms Excel for maintaining a register of documents. Good Interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and able to function in a high-pressure work environment He/she must possess the ability to work on confidential documentation in a high-security environment. Able to manage a good filing system and work under pressure for extended periods with minimal supervision. Must be disciplined, self-confident and adaptable and be able to work with diverse teams. Values and attitudes: client-oriented focused; Integrity and loyalty are essential.

DUTIES : The successful candidate will be responsible to process and administering examination-related activities with a particular focus on Resulting and Certification. Attending to examination enquiries telephonically and electronically from examination centres. Creation and requesting of National N Diplomas, credit transfers, verification of qualifications, and issuing of confirmation letters for teachers' qualifications. Able to perform retrieval functions of data from the archival repository. Maintain and update of query register to ensure all examination-related queries are addressed. Perform any other duties relating to results and certifications called upon.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/171 : **SENIOR ADMINISTRATION CLERK: SYSTEM ADMINISTRATION REF NO: DHET170/05/2023 (X3 POSTS)**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examinations and Assessments
Directorate: Resulting and Certification: It Systems

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria

: An appropriate national senior certificate /grade 12 certificate (vocational) NCV Level 4 certificate. An appropriate bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in an administrative environment. An experience in administration in an examination environment will be an added advantage. Applicants must possess knowledge and experience in MS Office, specifically MS Word and MS Excel for maintaining a register of documents. Good interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. He/she must possess good interpersonal and communication

		skills and be able to work on confidential documentation in a high-security environment. Managing a good filing system and being able to work under pressure for extended periods of time with minimal supervision. Must be adaptable, disciplined, self-confident, able to work independently and work with a diverse team.
<u>DUTIES</u>	:	The successful candidate will be responsible to Receive the text file for registration and the candidate's internal and external marks. Capture/upload and verify candidate registrations, term marks and exam marks on the examination IT mainframe. To deal with and respond to queries regarding the submission and uploading of examination data from examination centres.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/172</u>	:	<u>HUMAN RESOURCES CLERK: CORPORATE MANAGEMENT SERVICES</u> <u>REF NO: DHET171/05/2023</u> Branch: Technical and Vocational Education and Training Component: Northern/ Western Cape Regional Office
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management /Administration/Management will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resources management environment. Knowledge of Human Resource Management or Administration processes. Computer Literate. Knowledge of Human Resources functions as well, able to capture data, operate computers and collate administrative statistics. Basic knowledge and insight on Human Resources prescripts. Knowledge and understanding of PERSAL. A PERSAL Certificate will be an added advantage. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	implementation of Human Resources practices i.e., Recruitment and Selection, Conditions of service, attend employee benefits. Serve as secretarial during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in Leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training analysis. Advise employees in Internship/partnerships programmes. Facilitate need-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. perform other related functions as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/173</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: DHET172/05/2023</u> Branch: Technical and Vocation Education and Training Component: Eastern Cape Regional Office Directorate: Tvet Curriculum and Institutional Support
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good

organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safekeeping and filing of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/174 : **RECEPTIONIST REF NO: DHET173/05/2023**
Branch: Technical and Vocational Education and Training
Component: Gauteng and Free State Regional Office
Sub-Directorate: Corporate Management Services

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Johannesburg
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) years' working experience in rendering receptionist, administrative and secretarial support services. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Organisational and prioritisation skills. Customer care and Client orientation skills. Telephone etiquette and document management are some of the skills required for this job. Ability to work in a team and independently.

DUTIES : Render reception services to the Office of the Regional Manager. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Regional Manager. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Regional Manager. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationery. File/store, trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Regional Manager. Provide general secretarial services to the office of the Regional Manager. Assist with the arrangement of meetings. Organise logistics for the meeting. Assist with the preparation of documentation for the meetings. Execute all claims for travel, accommodation, and rental cars. Assist with an effective flow of information and documents: Direct received a submission to relevant managers within the office of the Minister. Ensure the safekeeping of documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/175 : **GENERAL ADMINISTRATION CLERK REF NO: DHET174/05/2023 (X11 POSTS)**

Branch: Technical and Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Component: Assessment, Item Development and Marking Services

SALARY CENTRE REQUIREMENTS

: R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocation (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) years of experience working in the Technical and Vocational Education and Training (TVET) examination environment. Experience working in the Directorate: Assessment, Item Development and Marking Services is an advantage. Good interpersonal, organisational and communication skills are additional requirements. Knowledge and experience in assessment and examination processes including the setting of papers, marking processes and Internal Continuous Assessments (ICASS) and Integrated Summative Assessment Tasks (ISAT) are also an advantage. The applicant must have extensive knowledge and experience of MS Office which include MS Excel, MS Access, and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES

: Assist in the appointment of markers, examiners, ICASS moderators and ISAT examiners. Assist in the monitoring of the conduct of examinations, marking processes and the implementation of ICASS and ISAT. Assist in any examination processes relating to the Directorate. Coordinate the meeting of the National Assessment Committee and its regional assessment committees. Make travel and accommodation arrangements for examiners, moderators, ISAT and ICASS moderators and other parties as and when required. Assist in the monitoring of ISAT, ICASS and the marking process. Additional responsibilities include organising meetings relating to examination processes and policy amendment.

ENQUIRIES

: Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/176 : **GENERAL ADMINISTRATION CLERK: OFFICE OF THE DIRECTOR REF NO: DHET175/05/2023**

Branch: Technical and Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Component: Assessment, Item Development and Marking Services

SALARY CENTRE REQUIREMENTS

: R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 certificate/ Vocational (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or a relevant qualification will serve as an added advantage. A minimum of one (1) to two (2) year of experience working in the Technical and Vocational Education and Training (TVET) examination environment. Knowledge of office practice and management will be an added advantage. Good interpersonal, organisational and communication skills are additional requirements. Knowledge and experience in assessment and examination processes including the setting of papers, marking processes and Internal Continuous Assessments (ICASS) is necessary. The applicant must have extensive knowledge experience of MS Office which includes MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES

: Manage the daily of the Director and ensure that the Director' activities are well organised. Arrange meetings of the Directorate through the invitation of attendees and distribution of the agenda and the taking of details minutes. Organize and schedule appointments. Write and distribute emails, correspondence memos, letters, faxes and forms. Assist in the preparation of regularly scheduled reports. Develop and maintain a filing system. Assist with queries relating to the question papers such as errata and key-in materials and ensure these are resolved by relevant officials. Facilitate the management of

PMDs and ensure compliance with deadlines for evaluation and moderation. Assisting in the monitoring of the conduct of examinations, marking processes and the implementation of ICASS and ISAT. Assist in any examination processes relating to the Directorate. Coordinate the meeting of the National Assessment Committee and its regional assessment committees. Assist in the management of stationary. Make travel and accommodation arrangements for the Director and the office manager and assist in the monitoring of ISAT, ICASS and the marking process.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/177 : **SENIOR ADMINISTRATION CLERK REF NO: DHET176/05/2023**
Branch: University Education
Directorate: Registration of Private Higher Education Institution

SALARY REQUIREMENTS : R202 233 per annum (Level 05)
: An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in information management, financial administration, or electronic database management will be an added advantage. A minimum of one (1) to two (2) years' experience in rendering administrative and/ or clerical activities. The incumbent should be a creative, proactive, and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint. Skills and experience with electronic databases are an important requirement for the position.

DUTIES : The scope of this position will include but not be limited to Information management, management of orders and purchasing, management of document storage and retrieval and the digitizing of documents. Performing office management tasks of the Secretary during her absence will be expected.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/178 : **SECRETARY TO THE DIRECTOR REF NO: DHET177/05/2023**
Branch: University Education
Directorate: Academic, Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or a related qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management and understanding of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director.

		Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including recordkeeping and filing of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/179</u>	:	<u>SENIOR ADMINISTRATION CLERK: IMPLEMENTATION OVERSIGHT (MONITORING & REPORTING) REF NO: DHET178/05/2023</u> Branch: Skills Development Chief Directorate: Seta Coordination Directorate: Implementation Oversight
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/NCV Level. A bachelor's degree/national diploma (NQF Level 6) in Administration/Management will be an added advantage. A minimum of one (1) to two (2) years of working experience in rendering administration and/or secretarial support services in the Directorate. Knowledge of Records Management. Knowledge of relevant legislation, prescripts, policies, and procedures governing skills development. To have good interpersonal and communication and listening skills. Good telephone etiquette and experience in using computer application MS Word, PowerPoint, and Outlook. Always maintain confidentiality. Ability to create spreadsheets and manage basic databases and presentations.
<u>DUTIES</u>	:	Provide administration and support services to the Directorate; Administer SETA's reports and Cluster's work. Data capturing and quality analysis, rendering office management and administration services including the keeping of records of both quality and annual reports received and processed, Maintaining records on the SETA Boards, Submissions, and Internal Memos. Validate the SETA Reports; Responsible for retrieving documents. Recording and distribution of documents/reports. Respond to inquiries received from internal and external stakeholders; and interface with internal and external clients; Make logistical arrangements for meetings. Provide document management support including filing, record keeping, and safekeeping of all documents and records in line with the relevant legislation and policies. Provide administration support to the Directorate, including assisting with the submission of documentation to internal stakeholders within the Department.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/180</u>	:	<u>RECEPTIONIST REF NO: DHET179/05/2023</u> Branch: Skills Development Component: National Skills Fund Directorate: Financial Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of relevant experience as a receptionist or switchboard operator. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Client-orientation focus and customer care skills. Good computer literacy (MS Word and Excel).
<u>DUTIES</u>	:	Monitor NSF telephone and direct callers and answer telephone calls in an appropriate and professional manner. Keep the NSF internal directory up to date. Direct calls to appropriate staff members or departments. Take messages and relay them to the appropriate staff member. Respond to enquiries and queries. Ensure that complex queries are referred to the back office and other relevant staff members to deal with. Ensure visitors are directed correctly. Monitor entry access into premises. Receive, attend to and direct visitors to the

appropriate office or staff member they are visiting. Ensure visitors have signed in and issue them with a visitor's sticker. Ensure that relevant staff members are informed of visitors. Act and respond in a presentable manner, being the face of the entry. Monitor and ensure reception areas and meeting areas are kept neat and quiet. Ensure that pamphlets, brochures, and other relevant information is available for visitors (including removal of outdated information from public spaces). Coordinate the booking of boardrooms/ meeting rooms and parking. Assist with escalating complex queries from the website and social media pages (including tracking of queries up to resolution) Assist with ad hoc office admin duties, sending faxes, photocopying, and filing. Provide first aid when required.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/181 : **SENIOR ADMINISTRATION CLERK REF NO: DHET180/05/2023**
Branch: Planning, Policy, and Strategy
Directorate: National Qualifications Framework

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of experience in rendering secretarial and administrative support. Sound experience in using computer applications in office management including Microsoft Word, Excel, PowerPoint, and Outlook. Good general communication skills (writing emails, letters, reports etc.). Good organisational, office, and financial administrative skills. Ability to work under pressure. Knowledge of the PFMA and Batho Pele Principles is strongly recommended. A valid driver's license will be added as an advantage.

DUTIES : Rendering administrative and project management support to the Directorate dealing with the National Qualifications Framework, Recognition of Prior Learning (RPL), as well as Articulation matters. Ordering stationery and equipment, booking flights, and arranging transport and accommodation for the entire staff. Providing logistical support for meetings and arranging refreshments. Managing general cash flow and coordinating financial activities in the Directorate. Performing administration functions including dispatching posts, establishing, and maintaining a comprehensive filing system (electronic and manual), and establishing an effective document tracking system. Rendering secretariat services to the committees and compiling agendas and the minutes for meetings and workshops. Serving as Secretariat for projects' meetings. Draft submissions, covering letters, and memos for reports to be submitted to the Chief Director: Social Inclusion and Quality. Keeping track of submissions forwarded to the office of the Chief Director and action. Distribute, record, and update the register of incoming and outgoing correspondence in the office of the Director. Assist in managing general cash flow and coordinating all financial activities in the Directorate. Responsible for the operation and maintenance of standard office equipment (e.g., photocopy machines and telephones) and assets management.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/182 : **PROJECT ADMINISTRATOR REF NO: DHET181/05/2023**
Branch: Office of The Chief Financial Officer
Chief Directorate: Financial Support Services
Directorate: Development Support

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate senior national certificate (Grade 12) / Vocational (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of experience in office administration. Must have effective communication and report writing as well as sound administration project skills. The candidate should have appropriate experience in general project administration, workflow management and client

service. The prospective candidate should be proactive, effective, and self-confident and be able to work in a diverse team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel and PowerPoint is a prerequisite. Basic knowledge of project management would be an advantage.

DUTIES : Assist in the coordination and monitoring of projects funded by grants and donor funding. Assist as a Secretariat for project meetings. Compile submissions, project reports and memos. Support the middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of project funds. Recording and tracking of submissions received by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate Provide administrative support to project managers.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/183 : **DRIVER/MESSAGER: ADMINISTRATION SERVICES REF NO: DHET182/05/2023**
Branch: Office of The Director-General
Directorate: Executive Support and Administrative Services
(Twelve (12) Month Contract)
Re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid driver's license is essential. A minimum of four (4) years of experience in actual driving/messaging for the government. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES : Collect and deliver confidential documents from Presidency, Ministries and National Departments; perform external collection and delivery of confidential documents and related items; Collect and deliver mail to and from the Post Office and related items; Transport official documentation to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Drive DG, guests and officials in the office when required; work closely with Ministry; travel to Cape Town when required; Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Responsible for sessional workers; assist with administrative tasks such as filing trip sheets, compiling overtime claims, and ensuring correct odometers are recorded for each vehicle used.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/184 : **SECURITY OFFICER REF NO: DHET182/05/2023**
Branch: Technical and Vocational Education and Training
Component: Northern and Western Cape Regional Office

SALARY CENTRE REQUIREMENTS : R147 128 036 per annum (Level 03)
: Cape Town
: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid code 08 driver's license. Basic security course and Basic Education and Training. Registration with the Private Security Industry Regulatory Authority (PRISA): Be in possession of at least a Grade C Security certificate or higher and be willing to maintain firearm competency. A minimum of one (1) to two (2) years of relevant experience in a security environment. Knowledge of the access control procedures, building patrols, Overseeing security registers and key controls, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribed security procedures and the authority of security officers under these documents, and Knowledge of relevant emergency procedures. Skills required: Reading, Writing, Language, Operating equipment, Literacy, Communication

		(Verbal and written), People Management, Problem-solving, Planning, and Organizing. Ability to work under pressure, Adaptive, and Maintain high levels of confidentiality, Integrity, and Disciplined. Values: Client service focused, Committed, Proactive, Loyal, and maintaining ethical practices.
<u>DUTIES</u>	:	Perform access control functions. Ensure safety in the building and its premises. Ensuring the safety of equipment, documents, and storerooms as well as offices, monitoring the entry and exits of the building, and ensuring that no unauthorized entry takes place. Ensure all incidents are recorded in the occurrence books or registers. Any other duties assigned by supervisors.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/185</u>	:	<u>FOOD SERVICES AID HOSTEL REF NO: DHET183/05/2023</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 per annum (Level 03) Olifantsfontein ABET Level 3/Standard 8/Grade 10. Knowledge: Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Departmental policies. Knowledge of food services and accommodation services will be added advantage. Skills: Must be able to work in a team and under pressure. Must have good communication skills. Ability to read and write.
<u>DUTIES</u>	:	will include preparations and serving of meals for candidates and relevant stakeholders Prepare sandwiches and lunch for meetings and functions Operate and care for equipment and be responsible for reporting faulty equipment Ensure that linen is washed, ironed, folded, and packed in space savers. Operate and care for equipment and responsible for reporting faulty equipment. Responsible for general cleanliness and hygiene. Assist in receiving storage and packing of stock and stocktaking. Work according to duty roster and follow leave procedures. Assist supervisor with other tasks related to linen stores assistant.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/186</u>	:	<u>GROUNDSMAN GENERAL MAINTENANCE WORKER REF NO: DHET184/05/2023 (X3 POSTS)</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 per annum (Level 03) Olifantsfontein A Grade 10, ABET Level 3 certificate plus appropriate experience as a general worker. Basic literacy certificate. Good Knowledge of the Occupational Health and Safety Act. Ability to perform general work of fixing, repairing, hand tools and power tools. Knowledge: Good knowledge of fixing, repairing, and replacing equipment and materials. Good Communication skills, Skills: Good listening skills. Willing to follow instructions from supervisor. Interpersonal skills to interact with employees or residents of the building in a pleasant manner. Basic skills address leaks, clogs or drainage problems. Basic Technical skills.
<u>DUTIES</u>	:	will include inspecting and identifying equipment or machines in need of repairs Performs general repairs that do not require a specialized technician. Change office globe, fix door handle, paint, repair doors and other building fixtures Performs routine maintenance on building systems. Cleans and assist with the upkeep of the facilities. Working on minor damaged electrical wiring when shortage or severed wire occurs. Fixing potential safety hazards to avoid injuries. Painting the building when old paint has become faded or chipped.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/187</u>	:	<u>LINEN STORE ASSISTANT: HOSTEL REF NO: DHET185/05/2023</u> Branch: Skills Development Directorate: Indlela Artisan Training and Assessment
<u>SALARY CENTRE</u>	:	R147 036 per annum (Level 03) Olifantsfontein

<u>REQUIREMENTS</u>	:	ABET/Standard 8/Grade 10. Knowledge: Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Knowledge of facilities policies. Knowledge of hygiene and cleanliness. Basic knowledge of housekeeping. Knowledge of food services and accommodation services will be added advantage. Skills: Must be able to work in a team and under pressure. Must have good communication skills. Ability to read and write.
<u>DUTIES</u>	:	will include cleaning and preparations of rooms for the candidates. Ensure that linen is washed, ironed, folded, and packed in space savers. Operate and care for equipment and responsible for reporting faulty equipment. Responsible for general cleanliness and hygiene. Assist in receiving storage and packing of stock and stocktaking. Work according to duty rooster and follow leave procedures. Assist supervisor with other tasks related to linen stores assistant.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/188</u>	:	<u>TRADES AIDS: ASSESSMENT REF NO: DHET186/05/2023 (X3 POSTS)</u> Branch: Skills Development Directorate: Indlela: Artisan Training and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 per annum (Level 03) Olifantsfontein A national senior certificate/Vocational (NCV) Level 4) certificate or equivalent qualification. Six (6) months of trade-related experience. Knowledge: Knowledge of the Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Skills: Communication, reading and writing skill. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.
<u>DUTIES</u>	:	will include Providing candidates with necessary tools, materials and/or other services where needed. Properly prepare material and tools for assessment tasks a day before the assessment. Safeguard workshop/assessment area, machines, tools, and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from the workshop to asset management when required.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105
<u>POST 20/189</u>	:	<u>SECURITY OFFICER REF NO: DHET187/05/2023 (X3 POSTS)</u> Branch: Technical and Vocational Education and Training Component: Gauteng and Free State Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 036 per annum (Level 03) Bloemfontein An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. The candidate must have a PSIRA. Certificate Grade C and a valid driver's license. A minimum of one (1) to two (2) years of experience as a Security Officer. Knowledge of Departmental Policies. Good knowledge of MISS and MPSS. Good knowledge of administration and report writing skills. Good knowledge of the control of the Access to Public Premises and Vehicle Act. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organising, verbal and written communication skills, and problem-solving skills. Administrative skills.
<u>DUTIES</u>	:	Conduct effective access control at the premises. Control of keys handed to security and register book for proper control. Registering visitors and candidates entering the premises. Conduct effective patrols of all buildings on the premises on an hourly basis, conduct fire equipment checks around the premises and report all faulty equipment. Conduct investigations and produce a preliminary report on all incidents.
<u>ENQUIRIES</u>	:	Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105

POST 20/190 : **HANDYMAN REF NO: DHET188/05/2023**
Branch: Corporate Management Services
Directorate: Facilities Management

SALARY : R147 036 per annum (Level 03)
CENTRE : Pretoria
REQUIREMENTS : ABET, Grade 10. Poses good communication skills, honesty and reliability, physical strength, and coping with the physical demands of the position. Being able to work as a team.

DUTIES : Perform general assistant work: provide routine general work, compliance, and maintenance services; prepare offices for new employees and make sitting arrangements as requested by officials; load and offload furniture, equipment, and any other goods to relevant destination; assist with the waste disposal; Report electrical problems to the supervisor to inform the landlord; assist with cleaning services; and provide effective office and property care support services. Safekeeping of maintenance tools and supplies.

ENQUIRIES : Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365 / Mr D Moyane Tel No: (012) 943 3105