

HIGHER EDUCATION AND TRAINING

- CLOSING DATE** : 17 November 2017
- APPLICATION** : Please Forward Your Application, Quoting The Reference Number To: The Director-General, Department Of Higher Education And Training, Private Bag X 174, Pretoria, 0001 Or Hand Deliver To: 123 Francis Baard Street (Former Schoeman Str.) Pretoria.
- NOTE** : Applications Must Be Submitted On Z83 Form Obtainable From Any Public Service Department Or On The Internet At www.gov.za/documents And Must Be Accompanied By A Recently Updated Comprehensive Cv (With Three Contactable References And Certified Copies Of All Qualifications, Identity Document (Id) Not Older Than Three Months, Including Drivers Licence (Where It Is Required). It Is the Applicant's Responsibility to Have Foreign Qualifications Evaluated by the South African Qualification Authority (Saq) And the Evaluation Certificate from Saq Must Be Attached. Failure To Sign Z83 And Submit The Requested Documents Will Result In Your Application Not Being Considered. Candidates Whose Appointments Will Promote Representativity In Terms Of Race, Gender And Disability Will Receive Preference.As Of 1st July 2006, All New Appointments In The Public Service Have To Be Part Of The Government Employee Medical Scheme (Gems) In Order To Qualify For A Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. 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). Successful Candidates Will Also Be Subjected To Security Clearance Processes. Applications Received After the Closing Date or Faxed and Emailed Applications Will Not Be Considered.

MANAGEMENT ECHELON

- POST 44/31** : **DEPUTY DIRECTOR-GENERAL (REF NO: DHET 01/10/2017)**
Branch: Community Education and Training
- SALARY** : R1 370 973 per annum (All-Inclusive Remuneration Package) (Level 15)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) qualification as recognised by SAQA with a strong Education Policy or Development planning focus. A Honours, Master's or Doctorate Degree (NQF 8/9/10) and verifiable publishing track record will be an added advantage. Minimum of 8 to 10 years proven experience at Senior Management level in the Post-School Education and Training (PSET) system. Demonstrate public sector leadership acumen. Experience in the areas of post-school education and training and community education and training planning, (short, medium and long term) and implementation, and monitoring and supporting of the Community Education and Training (CET) programmes in the country. Good understanding of the functioning of post-school education and training system and the ability to engage with stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes within public service. Sound innovation, networking, networking and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act, Public Finance Management Act and Treasury Regulations. A valid driver's licence and willingness to travel the country on regular basis. Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability to create an environment for high performance culture and staff development. Deep understanding of key policy imperatives of the higher education sector, including relevant public sector governance prescripts. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multi sector processes. Ability to build trust amongst relevant stakeholders at high level. Ability to

manage multiple projects/programmes. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated, customer focused, and solution orientated and able to work under stressful situations.

DUTIES : The successful candidate will be reporting to the Director-General, will be responsible to provide strategic leadership support including supervising staff and the direction of the Department in the delivery of the core mandate and priorities set out by the Director-General and Minister and perform the following key functions: Provide Strategic leadership in the institutional design, configuration and mapping of the emerging community education and training system to respond to the needs of the out-of-school youth adult and communities. Management of the development of the Branch and CET Colleges' Strategic Plans and Annual Performance Plans plus the integration of CET subsystem with the communities. Monitor and evaluate the effectiveness, efficiency and responsiveness of the CET subsystem as part of the post-school education and training system. Provide strategic leadership in collaborating with Quality Councils for the quality assurance, accreditation and certification of relevant qualifications and part-qualifications offered in the community education and training subsystem, their articulation to the world of work and further learning. Provide strategic leadership in forging partnership with local government, provincial government, industry, university, technical and vocational education and training colleges and levy-funded public entities (SETAs and the NSF). Manage the development, provision and distribution of quality learning and teaching materials for CET Colleges. Ensure the capacity-building and support to the management, council and student leadership in CET Colleges; leading quality improvements and innovations in teaching and learning, including the lecturer development and support; managing the financial as well as human resources of the Branch.

ENQUIRIES : Mr P Mtshali Tel (0120 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises.

POST 44/32 : **EXECUTIVE OFFICER: NATIONAL SKILLS AUTHORITY (REF NO: DHET 02/10/2017)**

(2 Years Contract) Chief Director Level

Branch: Skills Development

Directorate: National Skills Authority (NSA)

SALARY : R 1 127 334 per annum (All-Inclusive Remuneration Package) (Level 14)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7), or equivalent qualification. Postgraduate Degree (NQF level 8) will be added advantage. This must be supported by experience in Skills Development Sector or related training environment. Minimum of 5 to 8 years proven experience at Senior Management level. The candidate must have appropriate management or leadership experience. Knowledge and Skills: Departmental policies and procedures, Labour Relations Act, Skills Development Act, Skills Development Levies Act, Employment Equity Act and Public Finance Management Act, Batho Pele Principles, National Skills Development Strategy, Financial management and Budgeting, Governance, Project Management, research and Policy development, Knowledge and people management and Strategic planning Good interpersonal, strategic leadership, stakeholder management and communication skills, financial and Human Resources Management skills and experience, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, change and diversity management. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be reporting to the Deputy Director General and will be responsible to provide leadership, management and technical support to the National Skills Authority (NSA); Plan and develop policies and strategic objectives of the NSA: Promote strategic alignment of skills development policies; Develop and maintain a professional standard in all communications and services to the public, ensure compliance with legislation and regulatory

bodies; Report timely to the NSA, Minister and to the Stakeholders. Maintain Skills Development operations within the NSA and the links between the NSA; Maintain an up to date understanding of the NSA operates; Stimulate the NSA to commission research into areas where understanding is insufficient to provide evidence-based advice; Provide support to the NSA and conduct investigations; Oversee program, projects and service delivery; Monitor that the day to day operations of the organisation are effectively coordinated and implemented within the framework, Implement stringent project management processes, Develop and manage marketing strategies for promoting all projects and services. Manage the resources (financial and human). Develop performance agreement and assessment for the officials within the Unit, Implement action plans to ensure achievement of output targeted, monitor performance of staff regularly, advice, coach and mentor employees in order to improve their performance. Manage budget and risks for the unit. Recommend NSA approved yearly budget to the DG and Minister for approval, Monitor and evaluate risks strategies, Implement appropriate risk awareness campaigns, Maintain effective working relationships with key stakeholders, government and commercial enterprises and Control expenditure in the unit to ensure that there is no over and under expenditure.

- NOTE** : All short-listed candidates will be required to undertake writing/presentation exercises.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POSTS 44/33** : **CHIEF DIRECTOR (REF DHET 11/10/2017)**
Branch: Technical and Vocational Education and Training
Chief Directorate: National Examinations and Assessment
- SALARY** : R1 127 334 per annum (All-inclusive remuneration package) (Level 14)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/advanced National Diploma (NQF level 7), or equivalent qualification in any of the following fields of study. A post-graduate (NQF level 8/ 9 or 10) qualification will be an added advantage. An understanding, knowledge and hands-on experience of examination and assessment related processes, prescripts and legal frameworks applicable to both the CET and/or TVET College sectors will be an added advantage. Minimum of 5 to 8 years proven experience at Senior Management level. Consideration will be given to candidates with knowledge as well as 5 to 10 years proven experience in a managerial position in an institutional, provincial and or national level in education environment. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. A minimum of 5 years relevant management experience in large-scale national examinations and assessment environment. The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education institutions and entities. Experience in the development of policies and/or legislative frameworks; Ability to work under extreme pressure and willingness to work extended hours. A valid driver's license and willingness to travel. Skills required: Ability to work in a team, good interpersonal and communication skills, advanced computer literacy, financial management, strategic planning and leadership. Advanced interpretive, data analysis and report writing skills.
- DUTIES** : Strategic leadership, policy formulation and oversight with regard to the following national examination and assessment related processes in both the CET and TVET College sectors: Manage the registration and audit of examination centres. Responsible for institutional support of site-based assessment practices. Provide administrative and IT support to all examination centres. Management of the appointment and payment of setting and marking panels. Responsible for setting and quality assurance of examination question papers, marking guidelines and site-based assessment tasks. Monitoring and support of provinces/regions and examination centres in the administration and conduct of national examinations for both CET and TVET College sectors. Marking and moderation of examination answer scripts. Distribution and secure storage of examination question papers and answer scripts. Resulting and certification of qualifications. Overall functionality of the examinations IT system. Interaction with Quality Councils for TVET College and CET qualifications. Interaction with the State Information

- Technology Agency (SITA) and other IT service providers, Liaison and support to the management of TVET Colleges and CET centres regarding the administration, management and conduct of all examination and assessment related activities. Other functions and responsibilities are based on the Senior Management Handbook, the Public Service Regulations and the Public Service Act which apply to all Senior Managers in the Public Service.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- NOTE** : All short-listed candidates will be required to undertake writing/practices/presentation exercises.
- POST 44/34** : **CHIEF DIRECTOR (REF NO: DHET 15/10/2017)**
Branch: University Education
Chief Directorate: University Planning and Institutional Funding
- SALARY CENTRE REQUIREMENTS** : R1 127 334 per annum (All-inclusive remuneration package) (Level 14)
Pretoria
A minimum requirement is a Bachelor's degree (NQF level 7). A Honours, Master, Doctorate degree (NQF level 7/8/9) would be a distinct advantage. Knowledge and understanding of the value chain of applications towards registration and admission to institution would be an added advantage. Good knowledge and understanding of the Higher Education Act, Funding Framework for Universities, Higher Education Qualification Sub-Framework, White Paper for the Post School Education and Training (PSET) System, public sector budgeting and planning will be an added advantage. Consideration will be given to candidates with in-depth knowledge of the higher education sector as well as 5 to 10 years proven experience in a managerial position on an institutional and or national level. Expertise in one or more of the following areas is a requirement: institutional planning; infrastructure planning; academic programme development and enrolment planning; funding of universities; and, higher education management information systems. The incumbent must be a strong communicator with the ability to interact with 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. The incumbent should be able to perform in a team environment and take the responsibility for managing new developments as projects. The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations and entities. A valid driver's licence and willingness to travel.
- DUTIES** : will include, but not 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 annual Ministerial Statement for University Funding; monitoring the use of earmarked funds by universities in support of government objectives towards steering the public higher education sector; monitoring the use of infrastructure funds by universities in line with the Macro Infrastructure Planning Framework for the public higher education sector; requests in terms of section 40 of the Higher Education Act; the implementation of the student housing infrastructure programme at universities; the maintenance and new developments of the higher education management information system for public and private providers; 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 P Mtshali 012 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- NOTE** : All short-listed candidates will be required to undertake writing/practical/presentation exercises.

<u>POST 44/35</u>	:	<p><u>PRINCIPALS</u> Branch: Technical and Vocational Education and Training Colleges (This is a re-advert candidates who previously applied are encouraged to re-apply) These Posts Are Based At the Tvet Colleges</p>
<u>SALARY CENTRE</u>	:	<p>R948 174 per annum (All-Inclusive Remuneration Package) (Level 13) Ingwe TVET College (REF NO: DHET 03/10/2017) West Coast TVET College (REF NO: DHET 04/10/2017) Vuselela TVET College (REF NO: DHET 05/10/2017) Capricorn TVET College (REF NO: DHET 06/10/2017)</p>
<u>REQUIREMENTS</u>	:	<p>An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post-graduate Degree (NQF level 8) qualification will be an added advantage. Experience in the Post School Education and Training sector will be an added advantage. Must have relevant work experience in the Training and Development or related environment. 5-10 years' work experience in the TVET or education sector with a minimum of 5 years at a middle management level. Extensive experience in any or all of 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 plans and projects. 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, stakeholder management. Knowledge of and/or experience of the private sector/industry will be an added advantage. A valid driver's license and willingness to travel.</p>
<u>DUTIES</u>	:	<p>To drive the efficient and effective implementation of College governance frameworks and systems and 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 development 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 and lecturer 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 College infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.</p>
<u>ENQUIRIES</u>	:	<p>Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare Tel (012) 312 5442</p>
<u>NOTE</u>	:	<p>All short-listed candidates will be required to undertake writing/practical/presentation exercises.</p>

- POST 44/36** : **PRINCIPAL (REF NO: DHET 08/10/2017)**
 Branch: Community Education and Training
 (This Post Is Based in CET College)
 (This is a re-advert candidate who previously applied are encouraged to re-apply)
- SALARY** : R948174 per annum (All-inclusive remuneration package) (Level 13)
CENTRE : Limpopo CET College
REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post-graduate Degree (NQF level 8) qualification will be an added advantage. Experience in the Post School Education and Training sector will be an added advantage. Must have relevant work experience in the Education and Training and Development or related environment. 5-10 years' work experience in the CET or education sector with a minimum of 5 years at a middle management level. Extensive experience in any or all of 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 plans and projects. 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 CET 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, stakeholder management. Knowledge of and/or experience of the private sector/industry and non-government organisation will be an added advantage. A valid driver's license and willingness to travel.
- DUTIES** : To drive the efficient and effective implementation Colleges governance frameworks and systems; and 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 finance 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 Development 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 CET curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement; To operationalize community partnerships and linkages that translate into student and lecture placements, local 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 student with holistic academic and social support; To establish and manage agreements on College infrastructure that that assures the acquisition, maintenance and management of physical resources that facilitates the achievement of strategic and operational objectives; Facilitates programme articulation and upward progression.
- ENQUIRIES** : Mr P Mtshali Tel (0120 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- NOTE** : All short-listed candidates will be required to undertake writing/practical/presentation exercises.
- POST 44/37** : **DIRECTOR (REF NO: DHET 12/10/2017)**
 Chief Directorate: TVET Systems Planning and Institutional Support
 Directorate: TVET Management and Governance Support
- SALARY** : R948 174 per annum (All-inclusive remuneration package) (Level 13)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A Degree in management and governance will be an added advantage. Due to the professional nature of the job, an appropriate (NQF level 8) will be a distinct advantage. Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in TVET College governance and management or related environments. Experience in planning and coordination of skills planning. Ability and/or experience in policy development. Advanced level of computer literacy MS Office: Word, Excel, Access, PowerPoint and Outlook). Financial management skills and knowledge of PFMA and Treasury Regulations. Excellent project management and communication skills, including proposal and report writing. The ability to lead a team and work in collaboration with other branches, government departments and entities. Ability to work under pressure and to meet deadlines. Good communication, planning, problem solving, analytical and decision-making skills, Must have sound interpersonal relations and conflict management skills. Must be in a possession of a valid driver's licence and willing to travel..
<u>DUTIES</u>	:	Ensure efficient strategic and operations planning in TVET Colleges so as to meet local, regional and national skills needs, Provide support to and monitor TVET colleges to establish efficient, transparent and accountable management and governance systems, structures and procedures. Manage strategic co-ordination of stakeholder participation to support policy and decision making in the TVET sub-system. Manage, support and monitor the implementation of applicable policies in the TVET sub-system. Put systems in place to ensure and monitor compliance by colleges in terms of submission of strategic plans, annual reports and annual financial statements amongst others. Develop, support and implement a framework for performance management of college councils, principals and deputy principals.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>NOTE</u>	:	All short-listed candidates will be required to undertake writing/practical/presentation exercises.
<u>POST 44/38</u>	:	<u>DIRECTOR (REF NO: DHET 13/10/2017)</u> Directorate: TVET Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (All-inclusive remuneration package) (Level 13)
	:	Pretoria
	:	An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A Degree in monitoring and evaluation, information management and/or statistics will be an added advantage. Due to the professional nature of the job, an appropriate (NQF level 8) will be a distinct advantage. Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in monitoring and evaluation, performance management or related environments. Experience in developing, managing, monitoring and evaluation systems and data. Highly developed research, data analysis and information management skills. Advanced level of computer literacy (especially regards using MS Office: Word, Excel, Access, PowerPoint and Outlook). Financial management skills and knowledge of PFMA and Treasury Regulations. Excellent project management and communication skills, including proposal and report writing. The ability to lead a team and work in collaboration with other branches, government departments and entities. Ability to work under pressure and to meet deadlines. Good communication, planning, problem solving, analytical and decision-making skills. Must have sound interpersonal relations and conflict management skills. Must be in a possession of a valid driver's licence and willing to travel.
<u>DUTIES</u>	:	Ensure monitoring and evaluation framework and applicable tools are developed and implemented. Ensure efficient monitoring and evaluation systems are implemented in public TVET colleges. Put systems in place to conduct whole college evaluations. Manage, support and monitor planning and policies in the TVET sub-system. Manage and coordinate processes of performance and annual reporting.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>NOTE</u>	:	All short-listed candidates will be required to undertake writing/practical/presentation exercises.

<u>POST 44/39</u>	:	<u>DIRECTOR (REF NO: DHET 14/10/2017)</u> Directorate: TVET Management Information Support
<u>SALARY</u>	:	R948 174 per annum (All-inclusive remuneration package) (Level 13)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A degree in monitoring and evaluation, information management and/or statistics will be an added advantage. Due to the professional nature of the job, an appropriate (NQF level 8) will be a distinct advantage. Knowledge and experience of information systems and data management in an educational environment will be added advantage. Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in information systems and data management or related environments. Experience in developing and managing information systems and data. Highly developed research, data analysis and information management skills. Technical expertise to compile software specifications and quality assure changes to software used in the management information systems of the TVET sub-sector. Advanced level of computer literacy (especially regards using MS Office: Word, Excel, Access, PowerPoint and Outlook). Financial management skills and knowledge of PFMA and Treasury Regulations. Excellent project management and communication skills, including proposal and report writing. The ability to lead a team and work in collaboration with other branches, government departments and entities. Ability to work under pressure and to meet deadlines. Good communication, planning, problem solving, analytical and decision-making skills. Must have sound interpersonal relations and conflict management skills. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Ensure credible data collection in line with applicable Departmental standards. Ensure and coordinate the implementation of verification processes to quality assure data submissions. Analyse data and compile reports on request by different Branches of the Department as well as other government departments. Ensure that the outputs required in the Minister's delivery agreement are monitored, measured and reported on a continuous basis so as to contribute to the deliverables within the pre-determined timeframes. Oversee a system for processing and responding to data requests and queries. Coordinate support to colleges to establish efficient information systems for accurate and valid data reporting. Manage and coordinate data verification practices. Manage and coordinate processes of performance, statistical and data reporting. Manage and improve data and information management practices of the Directorate.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>NOTE</u>	:	All short-listed candidates will be required to undertake writing/practical/presentation exercises.
<u>POST 44/40</u>	:	<u>DIRECTOR (REF NO: DHET 16/10/2017)</u> Directorate: Student Support and Sector Liaison
<u>SALARY</u>	:	R948 174 per annum (All-inclusive remuneration package) (Level 13)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) in Education or Public Management or any other relevant field of study. A post-graduate (NQF level 8) qualification and/or legal training or background will be an added advantage. Minimum of 5 years proven experience at Middle/Senior Management level. Understanding of the policy and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Exposure to management and leadership at national level. Demonstrable experience in working with teams and working with short deadlines. The ability and reputation to build relationships both individually and institutionally. Experience in government financial systems and procedures, including project planning and management. A creative and innovative thinker. Ability to function well under pressure. Excellent communication both in writing and verbally including high-level report-writing. Good planning, organisational and management skills. Willingness to travel frequently and work long and irregular hours. A valid driver's license and willingness to travel. Qualities: The incumbent must have an ability to guide, manage, motivate and develop

<u>DUTIES</u>	:	<p>subordinates so as to achieve maximum results. Must be able to anticipate and provide guidance and leadership on disagreements, confrontations, tensions and complaints in a practical and constructive manner in order to achieve results. S/he must be able to, solve service delivery difficulties, gain acceptance to plans, policy implementation and proposals. S/he must be a good writer and who, as a manager, requires minimum supervision.</p> <p>To provide regulatory support to the Universities. Co-ordinate and support the appointment of members of statutory bodies including Councils. Develop and implement programmes to support governance in higher education, with reference to the University Councils, Institutional Forums and Student Organisations. Develop and implement projects relating to student leadership training and capacity development. Conduct or facilitate research relating to the core duties of the Directorate. Facilitate administrative support relating to admissions and registration at institutions at the beginning of each academic year. Work with sector stakeholders to safeguard the academic programme from disturbance by protest actions and assist in conflict resolution at universities. Develop and implement proposals aimed at electoral democracy development in collaboration with the IEC and the Universities. Provide a mechanism to respond to sector queries and complaints received by the Department. Monitor constituency participation in the National Policy Development and Implementation. Develop a national student leadership capacity development and support services framework for the Universities, and working with the Student Support Services Associations.</p>
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>NOTE</u>	:	All short-listed candidates will be required to undertake writing/presentation exercises.
<u>POST 44/41</u>	:	<u>DIRECTOR (REF NO: DHET 17/10/2017)</u> Directorate: Governance Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R948 174 per annum (All-inclusive remuneration package) (Level 13) Pretoria</p> <p>An appropriate Bachelor's degree/ advanced National Diploma (NQF level 7), or equivalent qualification. An Honours degree (NQF level 8) in a relevant field will be added advantage coupled with at least 5-8 years' experience in a higher education or related sector. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. Minimum of 5 years proven experience at Middle/Senior Management level. A legal qualification would be a distinct advantage. 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. A valid driver's license and willingness to travel.</p>
<u>DUTIES</u>	:	<p>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</p>

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 P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

NOTE : All short-listed candidates will be required to undertake writing/practical/presentation exercises.

POST 44/42 : **DIRECTOR (REF NO: DHET 18/10/2017)**
Directorate: University Institutional Funding

SALARY : R948 174 per annum (All-inclusive remuneration package) (Level 13)
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in a financial, economic or mathematical sciences field or another relevant area, as well as at least 5 years relevant experience on a middle management/ deputy director level. Policy development skills and a relevant post graduate qualification would be an added advantage. The candidate must have a good understanding of national treasury regulations and frameworks governing the financing of the higher education sector. High level financial and analytical skills, management skills, and strategic thinking and communication skills are a requirement, together with a sound knowledge of the South African higher education sector. Computer literacy and the ability to work with large data sets is a key requirement. A valid driver's licence and willingness to travel.

DUTIES : Oversee the annual calculation of university budgets and manage the development of the Ministerial statement on university funding. Manage, maintain and review the funding framework and its implementation. Oversee the development of annual state budget and performance reports, Participate in the quarterly Financial Executive Forum of universities. Provide inputs and attend Treasury MTEF/Budget meetings. Analyse financial and audit reports submitted by institutions as part of their annual University Capacity Development Grant submissions. Monitor and ensure the effective utilisation of various earmarked grants, including the Clinical Training Grant, Veterinary Sciences Grant, Foundation Provisioning Grant, and the Historically Disadvantaged Institutions Development Grant, and develop submissions for the approval of the release of funds. Manage the Department's participation in the Joint Health Sciences Education Committee (JHSEC), Develop and review policies and guidelines for the utilisation of earmarked grants. Other duties include but are not limited to: drafting speeches, briefing notes, and replies to parliamentary and media questions; presentations to different stakeholders; travelling to and meetings with universities for various purposes; management of staff members in the Directorate; management of the Directorate budget; and inputs into budgets, the strategic plan and quarterly and annual reports of the Branch.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises.

POST 44/43 : **DIRECTOR: PUBLIC RELATIONS AND COMMUNICATIONS (REF NO DHET 41/10/2017)**

Branch: Skills Development National Skills Fund (NSF)

Directorate: Public Relations and Communications

(This is a re-advert, Candidates who previously applied are encouraged to re-apply)

<u>SALARY</u>	:	R948 174 (All-Inclusive Remuneration Package) per annum (Level 13)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/advanced National Diploma (NQF level 7). A minimum of 5 years working experience in public relations and communication in the private or public sector. Minimum of 5 years proven experience at Middle/Senior Management level. Candidates with experience in establishing new public relations and communications functions for organisations will have an added advantage. This is a senior management position that requires a dynamic individual. Further skills and competency requirements relate to strategic capability and leadership, marketing and communication management and people management and empowerment, problem solving and analysis, technical proficiency, quality management, budgeting and financial management. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Proven skills and good knowledge of the post school education and training system will be an added advantage. Competencies in publications and writing reports and speeches. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet communication requirements within tight time-frames.
<u>DUTIES</u>	:	Develop public relations and communication strategy, plans, policies and guidelines for the NSF. Develop and implement public awareness campaigns for the NSF. Oversee advocacy campaigns for the NSF. Oversee the development and maintenance of a stakeholder strategy and stakeholder map. Advise the Executive Officer (EO) and other NSF employees on media and public relations matters. Oversee media and awareness training for NSF employees. Prepare briefing notes and speeches for the EO as required. Mine for NSF success stories through reading skills development project reports and by engaging project managers. Perform story writing and sharing thereof. Manage content of NSF's website. Manage communication on social media related to the NSF. Manage all activities to improve the image and reputation of the NSF. Build and maintain good partnerships with key stakeholders at multiple levels of interaction. Ensure stakeholder satisfaction and accountability at all times. Perform external and internal communications. Manage the graphic design, proofreading and printing of all NSF external reports. Manage the resources of the Directorate. Participate as an active member of the NSF executive management team.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/44</u>	:	<u>DIRECTOR (REF NO: DHET 116/10/2017)</u> (Contract Position until 31 March 2020) Chief Directorate: Indlela Directorate: National Artisan Moderation Body (NAMB)
<u>SALARY</u>	:	R948 174 per annum (All-inclusive remuneration package) (Level 13)
<u>CENTRE</u>	:	Indlela
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced National Diploma in Education/Management/Administration or equivalent qualification at NQF Level 7. Knowledge of national artisan development systems would be an advantage with a qualification as an artisan being a mandatory requirement. Five to ten years' work experience in the skills development sector, experience with artisan development is required. Minimum of 5 years proven experience at Middle Management level. A valid driver's license. Knowledge: Knowledge of the Skills Development Act, 1998. Knowledge of White Paper on Post School Education and Training is vital. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management and Financial skills. Communication inclusive of Presentation skills. ICT Management inclusive of Systems Development Planning. Human Resource Development inclusive of Supervisory Management. Policy development inclusive of relevant Legislation. Computer literacy.
<u>DUTIES</u>	:	Ensure Quality Assurance and Regulation of national artisan development programme including NAMB statutory functions. This includes: Development

and implement policies for quality assurance of training assessment and moderation of artisan learners in collaboration with the Quality Council for Trades and Occupations (QCTO): Fulfill all the functions of the national Assessment Quality Partner for artisan Trades as determined by the QCTO: Develop and implement a strategy and system to monitor the performance of national trade testing: Coordinate the national moderation of trade testing in collaboration with DHET regional and provincial structures and public TVET Colleges: Develop, maintain and apply a national databank of artisan trade assessment and moderation instruments: Develop and maintain a national databank of registered artisan trade assessors and moderators: Determine appeals processes for artisan trade testing and moderators:

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises.

POST 44/45 : **DIRECTOR (REF NO: DHET 117/10/2017)**
(Contract Position until 31 March 2020)
Chief Directorate: Indlela
Directorate: Artisan Development (AD)

SALARY CENTRE REQUIREMENTS : R948 174 (All-inclusive remuneration package per annum) (Level 13)
: Indlela

: An appropriate Bachelor's Degree/Advanced National Diploma in Management Administration or equivalent qualification at NQF Level 7. Knowledge of national artisan development systems would be an advantage but qualification as an artisan is not a prerequisite. Five (5) to ten (10) years' work experience in artisan development is required. Minimum of 5 years proven experience at Middle Management level. A valid driver's license. Knowledge of the Skills Development Act, 1998. Knowledge of White Paper on Post School Education and Training is vital. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management and Financial skills. Communication inclusive of Presentation skills. ICT Management inclusive of Systems Development Planning. Human Resource Development inclusive of Supervisory Management. Policy development inclusive of relevant Legislation. Computer literacy.

DUTIES : Ensure that national artisan skills development policies, strategies and implementation correlate with identified national, regional and provincial economic growth path priorities. Develop and coordinate implementation of strategy for national artisan development inclusive of recognition of prior learning. Coordinate national artisan development stakeholders to achieve the defined national priorities career guidance and management to school learners and/or post school persons on artisan skills development inclusive of Decade of Artisan programme. Ensure the collection, analysis and reporting of artisan related data to relevant national and Departmental forums inclusive of DHET Annual Performance Planning and Medium-Term Strategic Framework. Ensure the development and delivery in capacity of the occupational components of artisan qualification inclusive of the development of new apprenticeship programmes. Ensure learner selection recruitment, contracting and registration onto formal learning programme agreements linked to Employers / Employer Associations or public TVET College or SETAs and Quality Assurance / Certification partners. Ensure the development and delivery in capacity of the workplaces for artisan occupational qualifications and part qualifications.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises.

POST 44/46 : **DIRECTOR (REF NO: DHET 118/10/2017)**
Directorate: University Policy and Development Support

SALARY CENTRE : All-inclusive remuneration package R948 174 per annum (Level 13)
: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced National Diploma in a relevant field, as well as at least 5 years' experience in higher education sector and in a middle management position. The candidate must have knowledge of policy development and higher education policies in general. The candidate must be able to contribute to team work and be able to grasp working knowledge of other sectors of the University Education Branch and the University Policy Chief Directorate. The ability to innovatively identify and explore areas of synergy with other components of Higher Education structures. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting. Innovation and flexibility. The ability to lead and coordinate a team of professionals who are undertaking a range of tasks and applying their own analytical and interpretative skills. The ability to interact with the leadership of the Higher Education system. Knowledge of MS Suites such as, Word, Excel, and PowerPoint etc. will be added advantage.
<u>DUTIES</u>	:	The scope of this position will include but not be limited to: development and management of policies in various areas of Higher Education, with the current focus on the recognition of Creative Outputs for the purposes of subsidy. This will also entail the implementation of such policy upon its adoption as well as its monitoring. Assist in the management and implementation of the Higher Education HIV and AIDS (HEAIDS) programme. Implementation of research and research development policy and related initiatives at HE institutions. Liaison with universities and higher education stakeholders regarding policy and related development support. Provide policy development and coordination for the internationalisation of the South African higher education system. Facilitate international opportunities, for capacity development of South African higher education system and international scholarships.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>NOTE</u>	:	All short-listed candidates will be required to undertake writing/presentation exercises.
<u>POST 44/47</u>	:	<u>PROJECT MANAGER: HETMIS PROJECT (REF NO: DHET 124/10/2017)</u> (Contract until March 2020) Branch: Policy, Planning and Strategy Chief Directorate: Systems Planning, Monitoring and Evaluation Directorate: Information Systems Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (All-inclusive remuneration package) (Level 13) Pretoria
<u>REQUIREMENTS</u>	:	A three year Bachelor's degree or diploma with computer science or information systems (or similar qualification) as a major subject. Have a minimum of 10 years total work experience, with at least 5 years' experience working on high-level information systems. Ability to create innovative solutions to complex information management challenges and possess practical experience in business process analysis. Have a strong project management and organisational skills and the ability to work well under pressure. Be highly proficient in the development and use of databases such as MS Access, SQL Server, and Oracle; have advanced knowledge of MS Excel; have advanced experience with Oracle Endeca. Have an advanced level of programming skills in the NET environment; and have excellent communication skills in writing, speaking and in preparing presentations. Experience and knowledge of the education and training systems will be an added advantage. The successful candidate must have a valid driver's licence and be prepared to travel.
<u>DUTIES</u>	:	Lead the Information Systems Management strategy of the Department and to develop a credible mechanism for skills planning. Development and management of the Higher Education and Training Management Information System (HETMIS). Development and maintenance of information policies, processes, standards and system specifications for all sub-sectors in the post-school system. Development and maintenance of data tools and applications for data collection and integration across the post-school system and related external partner databases. Provide support to the line functions in the development of their own management information systems and the development, management and maintenance of the central warehouse and reporting portal for the Department. Provide support in the implementation of the developed management information system for the post-school sectors.

- Provide support in the management of the online work integrated learning systems of the Department.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- NOTE** : All short-listed candidates will be required to undertake writing/practical/presentation exercises.

OTHER POSTS

- POST 44/48** : **DEPUTY DIRECTOR: POST-SCHOOL TEACHER EDUCATION (REF NO: DHET 20/10/2017)**
 Chief Directorate: Teaching and Learning Development
 Directorate: Teaching and Learning Development
 (This is a re-advert, Candidates who previously applied are encouraged to re-apply)

- SALARY CENTRE REQUIREMENTS** : R779 295 per annum (All-inclusive remuneration package) (Level 12)
 : Pretoria
 : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), or equivalent qualification. Relevant post-graduate qualifications (NQF level 8) will be a distinct advantage. At least 5 years relevant experience in a university-based teacher education environment. Experience in technical and vocational education and training (TVET) college lecturer education and development and/or in educator development for the adult and community education and training (ACET) environment will be a distinct advantage. At least 2 years must be in a leadership and management position. A good understanding of the historical and emerging technical and vocational education and training (TVET) and Community Education and Training (CET) landscape in South Africa, including current policy framework that regulate these sectors. A deep understanding and extensive knowledge of college lecturer development needs and insight into college lecturer education practices, policies, qualifications and programmes that seek to address lecturer development needs. Well-developed research and information management skills; good project management and communication skills, including report writing. The ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players. High level computer skills. A valid driver's license and willingness to travel.

- DUTIES** : Support universities and other post-school institutions to offer a full range of qualification programmes for post-school teachers, in line with system needs, and in line with current qualification policies for the sector. Initiate and manage projects and programmes to support and strengthen the provision and development of teachers and lecturers for the post-schooling system in line with system needs. Liaise with the CHE, SACE (or other relevant professional bodies), ETDP SETA, SACPO, teacher unions and other relevant stakeholders on standards for teachers in the post-school system and on the issues related to the quality assurance of formal teaching qualification programmes for such teachers, and thus ensure that sector requirements are appropriately taken into account in specific qualification policies for post-school teachers. Support the Director in managing the directorate, including assisting with planning, budgeting and management of staff within the line function, and deputising for the director when required to do so.

- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

- POST 44/49** : **DEPUTY DIRECTOR: TEACHING AND LEARNING DEVELOPMENT IN UNIVERSITIES (REF NO: DHET 21/10/2017)**
 (This is a re-advert, Candidates who previously applied are encourage to re-apply)

- SALARY CENTRE REQUIREMENTS** : R779 295 per annum (All-inclusive remuneration package) (Level 12)
 : Pretoria
 : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), or equivalent qualification plus 5 years of relevant experience within a higher education or related context. A relevant post-graduate qualification (NQF level 8) and experience in a relevant management position teaching will be a distinct advantage. An extensive knowledge of, and insight into 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; 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 academics at universities and with other government departments and relevant role-players; and good computer skills. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Developing, supporting and monitoring the implementation of policies to guide the qualitative use of government funds, including earmarked grants allocated to enhance teaching; learning and staff development in universities; cultivate collaboration with Quality Councils, Professional Councils, relevant government departments and other stakeholders to ensure improved learning outcomes and success in higher education qualifications; qualitatively supporting and monitoring the implementation of open and distance learning (ODL) policy for the delivery of higher education programmes in relation to its impact on quality teaching and learning outcomes; support the Director in managing the Directorate including assisting with planning, budgeting and management of staff within the line function, and deputising for the Director when required to do so.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/50</u>	:	<u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)</u> (These Posts Are Based In Tvet Colleges)
<u>SALARY CENTRE</u>	:	R779 295 per annum (All-inclusive remuneration package) (Level 12) East Cape Midlands TVET College (REF NO: DHET 24/10/2017) King Sabata Dalindyebo TVET College (REF NO: DHET 25/10/2017) Nkangala TVET College (REF NO: DHET 26/10/2017)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years' work experience in 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 relating to 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. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offering. Responsible for the management of the 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. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day to day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training

sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/51 : **DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)**
(This Post Are Based At the Tvet Colleges)

SALARY CENTRE : All-inclusive remuneration package of R779 295 per annum (Level 12)
Waterberg TVET College (REF NO: DHET 27/10/2017)
Elangeni TVET College (REF NO: DHET 28/10/2017)

REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7). A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. Five (5) years' relevant work experience. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act and Labour Relations Act, Knowledge of all policies and legislation 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. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.

DUTIES : Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable 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.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/52 : **DEPUTY PRINCIPAL: REGISTRAR (DEPUTY DIRECTOR LEVEL)**
(This Post Are Based At the TVET Colleges)

SALARY CENTRE : R779 295 per annum (All-inclusive remuneration package) (Level 12)
East Cape Midlands TVET College (REF NO: DHET 29/10/2017)
Central Johannesburg TVET College (REF NO: DHET 30/10/2017)
Ekurhuleni West TVET College (REF NO: DHET 31/10/2017)
South West Gauteng TVET College (REF NO: DHET 32/10/2017)
Tshwane South TVET College (REF NO: DHET 33/10/2017)
Tshwane North TVET College (REF NO: DHET 34/10/2017)
Western TVET College (REF NO: DHET 35/10/2017)
Maluti TVET College (REF NO: DHET 36/10/2017)
Ikhala TVET College (REF NO: DHET 37/10/2017)
Lovedale TVET College (REF NO: DHET 125/10/2017)

REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7). A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. At least 5 years' relevant work experience. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all of the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Strategic and management, conflict management, budgeting and financial management skills. Good verbal and written communication and presentation skills. Ability to form networks. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.

- DUTIES** : Oversee the planning and implementation of student support services including functions of the SRC. Oversee the planning and implementation of student registration and examination functions at the College. Oversee the management of student residences. Responsible for IT/FETMIS management and data analysis. General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external). The incumbent will be expected to travel on a frequent basis to meetings and functions and between campuses.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/53** : **DEPUTY DIRECTOR: INFRASTRUCTURE CONSTRUCTION IMPLEMENTATION SUPPORT (THREE (3) YEAR CONTRACT RENEWABLE ANNUALLY (REF NO: DHET 39/10/2017))**
Directorate: Infrastructure Maintenance and Development
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R779 295 per annum (Level 12)
: Pretoria
: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7), or equivalent qualification coupled which at least 5 years project management experience and 5 years' experience at a middle management level. Candidates that have experience in managing large infrastructure projects, portfolios of infrastructure projects and/or infrastructure programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership 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 relates 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 meet deadlines within tight time-frames. A valid driver's license and willingness to travel.
- DUTIES** : Responsible for ensuring that the construction schedule at sites is supported, support skills development projects within project portfolio, report timely and accurately on all aspects of construction, both on and off-site. Manage stakeholders for the portfolio of projects. Actively participate in both regional and national structures and platforms that are relevant for effective project support. Manage staff under his / her supervision; Provide feedback and strategic advice regarding challenges to the Director: Infrastructure Development and Support. Participate as an active member of the Department's Colleges Infrastructure Management Team. Collaboratively contribute to the development of a project management framework for projects and programmes. Effectively implement the project management framework for projects and programmes within project portfolios. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/54** : **DEPUTY DIRECTOR: INFRASTRUCTURE MONITORING AND REPORTING (THREE (3) YEAR CONTRACT RENEWABLE ANNUALLY (REF NO: DHET 40/10/2017))**
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R779 295 per annum (Level 12)
: Pretoria
: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7), or equivalent qualification coupled which at least 5 years construction experience and 5 years' experience at a middle management level.

Candidates that have experience in monitoring and reporting on large infrastructure projects, portfolios of infrastructure projects and/or infrastructure programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Quantity Surveyor, a Project Manager or Professional Project Management South Africa or other related bodies. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership 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 relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, construction 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 meet deadlines within tight time-frames. A valid driver's license and willingness to travel.

DUTIES : The successful applicant will be responsible to effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within construction portfolio. Be responsible for performing expenditure verification and performance information verification related to projects within project portfolio (with particular emphasis but not exclusively on local procurement, local employment and local empowerment. Responsible for coordinating and conducting physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio. Ensure that all documents and information related to projects and programmes in the portfolio are kept up to date and to provide reports as may be specified from time to time. Actively participate in both regional and national structures and platforms that are relevant for effective local procurement and employment. Manage staff under his / her supervision. Provide feedback and strategic advice regarding challenges to the Director: Infrastructure Development and Support. Participate as an active member of the Department's Colleges Infrastructure Management Team. Collaboratively contribute to the development of a local procurement and employment frameworks for projects and programmes. Effectively implement the project local procurement and employment frameworks for projects and programmes within project portfolios. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/55 : **DEPUTY DIRECTOR: AUTOMATIVE (REF NO: DHET 46/10/2017)**
Chief Directorate: Indlela

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
CENTRE : Indlela

REQUIREMENTS : A National Technical Diploma in Automotive Engineering or equivalent qualification. A B-Tech Degree in Technical or Engineering Studies will be an advantage. Qualified as Construction Plant Mechanic / Diesel Mechanic/Motor Mechanic/Earth Moving Equipment. Be in possession of trade test certificate/Assessor certificate/ Moderator certificate. A minimum of five (5) years supervisory and technical training experience after qualifying as an artisan. Good knowledge of Public Finance Management Act (PFMA), Treasury Regulations and related act. Good knowledge of Skills Development Acts. Manpower Training Act, National Qualification Framework, Occupational, Occupational Health and Safety Act. Good knowledge of auditing for accreditation, trade test regulations, criteria and guidelines for accreditation of training and trade testing centres, theoretical and practical knowledge in relevant trade. Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbal and in writing formally and informally. Ability to work collaboratively with a range of stakeholders in facilitating, advisory or informative capacity. Good communication and

		interpersonal skills. Good problem solving skills. Good planning and organising skills. Good computer literacy. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Manage trade tests of candidates in relevant trades (Automotive fields). Manage moderation of trade tests in the automotive the related trades to ensure fair results. Manage and oversee the development of trade test instruction sheets, mark sheets and trade test aids. Develop and implement procedure manuals in the division. Manage performance training and development of staff. Manage the budget and procurement process of the automotive division, Manage the maintenance and servicing of assets and equipment in the division. Ensure that workshops comply with the Occupational Health and Safety Act and act as Liaison Officer between INDLELA and stakeholders.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/56</u>	:	<u>DEPUTY DIRECTOR: ELECTRICAL (REF NO: DHET 47/10/2017)</u>
<u>SALARY</u>	:	R779 295 per annum (All-inclusive remuneration package) (Level 12)
<u>CENTRE</u>	:	Indlela
<u>REQUIREMENTS</u>	:	A National Technical Diploma in Electrical Engineering or equivalent qualification. A B-Tech Degree in Technical or Engineering Studies will be an advantage. Qualified as Electrician / Millwright / Instrumentation / Refrigeration / Electronics / Armature Winding. Be in possession of trade test certificate/Assessor certificate/ Moderator certificate. A minimum of five (5) years supervisory and technical training experience after qualifying as an artisan. Good knowledge of Public Finance Management Act (PFMA), Treasury Regulations and related acts. Good knowledge of Skills Development Act, Manpower Training Act, National Qualification Framework, Occupational, Occupational Health and Safety Act. Good knowledge of auditing for accreditation, trade test regulations, criteria and guidelines for accreditation of training and trade testing centres, theoretical and practical knowledge in the relevant trade. Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbal and in writing formally and informally. Ability to work collaboratively with a range of stakeholders in facilitating, advisory or informative capacity. Good communication and interpersonal skills. Good problem solving skills. Good planning and organising skills. Good computer literacy. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Manage trade tests of candidates in relevant trades (Electrical fields). Manage moderation of trade tests in the Electrical related trades to ensure fair results. Manage and oversee the development of trade test instruction sheets, mark sheets and trade test aids. Develop and implement procedure manuals in the division. Manage performance training and development of staff. Manage the budget and procurement process of the Electrical division. Manage the maintenance and servicing of assets and equipment in the division. Ensure that workshops comply with the Occupational Health and Safety Act and act as Liaison Officer between INDLELA and Stakeholders.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/57</u>	:	<u>DEPUTY DIRECTOR: MECHANICAL (REF NO: DHET 48/10/2017)</u>
<u>SALARY</u>	:	R779 295 per annum (All-inclusive remuneration package) (Level 12)
<u>CENTRE</u>	:	Indlela
<u>REQUIREMENTS</u>	:	A National Technical Diploma in Mechanical Engineering or equivalent qualification. A B-Tech Degree in Technical or Engineering Studies will be an advantage. Qualified as a Fitter and Turner or Toolmaker / Gunsmith. Be in possession of trade test certificate/Assessor certificate/ Moderator certificate. A minimum of five (5) years supervisory and technical training experience after qualifying as an artisan. Good knowledge of Public Finance Management Act (PFMA), Treasury Regulations and related acts. Good knowledge of Skills Development Act, Manpower Training Act, National Qualification Framework, Occupational, Occupational Health and Safety Act. Good knowledge of auditing for accreditation, trade test regulations, criteria and guidelines for accreditation of training and trade testing centres, theoretical and practical knowledge in the relevant trade. Ability to communicate ideas and issues to

		an audience in a tactful, influential manner, verbal and in writing formally and informally. Ability to work collaboratively with a range of stakeholders in facilitating, advisory or informative capacity. Good communication and interpersonal skills. Good problem solving skills. Good planning and organising skills. Good computer literacy and a valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Manage trade tests of candidates in relevant trades (Mechanical fields). Manage moderation of trade tests in the Mechanical related trades to ensure fair results. Manage and oversee the development of trade test instruction sheets, mark sheets and trade test aids. Develop and implement procedure manuals in the division. Manage performance training and development of staff. Manage the budget and procurement process of the Mechanical division. Manage the maintenance and servicing of assets and equipment in the division. Ensure that workshops comply with the Occupational Health and Safety Act and act as Liaison Officer between INDLELA and Stakeholders.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/58</u>	:	<u>DEPUTY DIRECTOR: FINANCING ANALYSIS (REF NO: DHET 98/10/2017)</u> Branch: Policy, Planning and Strategy Chief Directorate: Systems Planning, Monitoring and Evaluation Directorate: System Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R779 295 per annum (All-inclusive remuneration package) (Level 12) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF level 7) with a major specialization in Economics, Population Development, Statistics or a related field. A Master's degree will be an advantage. A minimum of 5 years practical experience in the field of economic research and analysis. Extensive knowledge of education policy and planning issues. Excellent report writing and presentation skills. The ability to work under pressure and meet deadlines. Advanced level of computer literacy especially in MS Excel or other statistical packages.
<u>DUTIES</u>	:	Identify and develop indicators for system monitoring. Analyse of the performance of the Post-School Education and Training (PSET) system. Monitor and analyse the expenditure on Post-School Education and Training (PSET) system. Monitor and evaluate the allocation and utilization of financial resources in the PSET system. Produce the report on Investment Trends in the PSET System. Respond to national and international reporting requirements in relation to the performance of the PSET system and the financing thereof. Provide secretariat services to the inter-branch committee on integrated funding. Develop, manage and maintain the tools to support integrated funding for PSET. Provide advice on funding in the PSET system
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/59</u>	:	<u>DEPUTY DIRECTOR: CURRICULUM SUPPORT AND IMPROVEMENT (SERVICES, HOSPITALITY AND TOURISM) (REF NO: DHET 104/10/2017)</u> Directorate: TVET Curriculum Development and Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R779 295 per annum (All-inclusive remuneration package) (Level 12) Pretoria An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) or equivalent qualification specializing in Services, Hospitality and Tourism related programmes. At least 5 years' teaching experience and at least 4 years' experience in educator professional development are essential. A post graduate qualification in education will be an added advantage. The position requires an individual with a conceptual understanding of vocational pedagogy, didactics and teaching and assessment methodologies, as well as a clear interpretation of the professional qualifications required of vocational educators in TVET colleges, and the pathways that may be pursued towards professional improvement. Knowledge of the technical education and training landscape is of critical importance, as are the competencies for ensuring that TVET lecturers are relevant and responsive to the demands of technically-orientated curricula. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent must be able to execute his/her duties in the context of competing labour market

demands that lie within the mandate of the Department, and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A valid driver's licence and willingness to travel.

DUTIES : The incumbent will be responsible for to engaging with public and private stakeholders, participate in initiatives, workshops and processes required to ensure input on a range of learning programmes needed in Services, Hospitality and Tourism vocational programmes; Collect and collate input, feedback and information from different stakeholders required to improve and update curriculum content in a specified vocational programmes; Guide the improvement of curriculum delivery based on the feedback mechanisms established with stakeholders - in a specified vocational programmes; Oversee and ensure detailed resource lists are available for all subjects in learning programmes in a specified vocational programmes; Oversee and ensure availability of quality student and lecturer learning and training support materials, available per subject of a learning programme in a specified vocational cluster - in a specified vocational programmes; Develop and oversee the implementation of internal assessment guidelines to ensure a common approach in colleges to manage, administer and implement internal assessments per learning programme in a specified vocation programmes; Manage and maintain the database and distribution of curriculum documents of subjects in a learning programme for a specified vocational programmes; Advise and support colleges on the range and scope of programme offerings (PQM) in a specified vocational programmes; Plan and support RPL, distance education and LSEN initiatives in colleges in a specified vocational programmes.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/60 : **DEPUTY DIRECTOR: ON COURSE NON-ACADEMIC SUPPORT (REF NO: DHET 105/10/2017)**
Directorate: Student Development and Support

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) or equivalent qualification. At least five (5) years actual or appropriate experience. Extensive knowledge of Post School education or related context. Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to provide leadership, think conceptually, manage people and work together in a multidisciplinary team under pressure is very important. Further aspects are proven in: Knowledge of TVET College policy environment. Excellent writing ability and verbal communication. Co-ordination and organizational skills. Promoting public service transformation and services delivery excellence. Innovative thinking and leadership, computer literacy. Ability to travel. A valid driver's licence and willingness to travel.

DUTIES : Develop on course non-academic support programmes for TVET institutions in consultation with relevant stakeholders; Oversee the implementation of on course non-academic support programmes with TVET institutions; Development and maintain a stakeholder management plan for the development and implementation of on course non-academic support programmes; Manage and support partnership and donor-funded projects aimed at the development and support of TVET Provision; Monitor, assess and report on the implementation of on course non- academic support programmes within the selected TVET; coordinate and manage programmes that will strengthen the capacity of TVET institutions to provide effective on – course non-academic support programmes to students; Monitor and support the implementation of the student support services framework ,with a focus on –course non- academic.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/61 : **DEPUTY DIRECTOR: CURRICULUM SUPPORT AND IMPROVEMENT (BUSINESS MANAGEMENT) (REF NO: DHET 106/10/2017)**
Directorate: Curriculum Development and Support

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) specializing in Business Management related programmes or equivalent qualification. At least 5 years' teaching experience and at least 4 years' experience in educator professional development are essential. A post-graduate qualification in education will be an added advantage. The position requires an individual with a conceptual understanding of vocational pedagogy, didactics and teaching and assessment methodologies, as well as a clear interpretation of the professional qualifications required of vocational educators in TVET colleges, and the pathways that may be pursued towards professional improvement. Knowledge of the technical education and training landscape is of critical importance, as are the competencies for ensuring that TVET lecturers are relevant and responsive to the demands of technically-orientated curricula. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent must be able to execute his/her duties in the context of competing labour market demands that lie within the mandate of the Department, and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A valid driver's licence and willingness to travel.

DUTIES : The incumbent will be responsible for engaging with public and private stakeholders, participate in initiatives, workshops and processes required to ensure input on a range of learning programmes needed in Business Management vocational programmes; Collect and collate input, feedback and information from different stakeholders required to improve and update curriculum content in a specified vocational programmes; Guide the improvement of curriculum delivery based on the feedback mechanisms established with stakeholders - in specified vocational programmes; Oversee and ensure detailed resource lists are available for all subjects in learning programmes in a specified vocational programmes; Oversee and ensure availability of quality student and lecturer learning and training support materials, available per subject of a learning programme in a specified vocational cluster - in specified vocational programmes; Develop and oversee the implementation of internal assessment guidelines to ensure a common approach in colleges to manage, administer and implement internal assessments per learning programme in a specified vocation programmes; Manage and maintain the database and distribution of curriculum documents of subjects in a learning programme for a specified vocational programmes; Advise and support colleges on the range and scope of programme offerings (PQM) in a specified vocational programmes; Plan and support RPL, distance education and LSEN initiatives in colleges in a specified vocational programmes.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/62 : **DEPUTY DIRECTOR: CURRICULUM AND ASSESSMENT POLICY DEVELOPMENT (REF NO: DHET 108/10/2017)**
Branch: Community Education and Training
Directorate: Programmes, Curriculum Development and Assessment

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7 or equivalent qualification in any of the following specializations: Education and Training, Curriculum Studies and/or Assessment Studies. The qualification should be coupled with at least no less than 5 years' experience in the post-school education and training sector, of which at least 3 years should be in a management position. A post-graduate degree will be an added advantage. This is a middle management position that requires a dynamic individual with knowledge of the Community Education and Training

landscape, particularly its legislative frameworks, policies and regulations on teaching, learning and assessment. The candidate must have proven curriculum and assessment capabilities. Further requirements are good 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. A valid driver's licence and willingness to travel.

DUTIES : The scope of the Deputy Director's work will include: Providing operational leadership for the development and maintenance of a range of responsive education, training and development programmes for CET Colleges. Co-ordinate the development of curriculum policy statements, subject guidelines and assessment guidelines for CET. Managing the delivery of the curriculum and administration of appropriate assessment regimes to support education, training and development. Developing and monitoring the implementation of the national curriculum development and implementation policy, the national policy of learning and teaching support material. Developing and maintaining a nationally approved catalogue for student learning and teaching materials. Serving as a link between the CET Branch and the NQF structures such as the SAQA, Umalusi, QCTO and the HEQC of the CHE to ensure that CET colleges, where applicable, offer registered/accredited qualifications. Ensuring the establishment of functional academic boards.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/63 : **COORDINATOR: EXECUTIVE SUPPORT (REF NO: DHET 42/10/2017)**
Branch: Skills Development

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All-Inclusive Remuneration Package) (Level 11)
Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), or equivalent qualification. At least 5 years relevant administrative management experience. Familiarity with the Post Schooling or Human Resource Development Environment would be an added advantage. Knowledge of relevant legislative frameworks, policies and procedures pertaining to the Post Schooling Sector and the Public Services Sector. Advanced technical knowledge in office management and administration. Willingness and ability to work under pressure. A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for the following duties: Assist the DDG: Skills Development to monitor the implementation of executive decisions. Assist the DDG in developing strategic and operational plans for the branch and in managing relations with external stakeholders and coordinating special projects. Act as a principal contact and provide support to the offices of the Deputy Director- General, Director-General and Minister. Provide leadership in the management of the DDG's diary. Assist the DDG to prepare for multilateral meetings. Undertake research and compile reports for the DDG. Coordinate and manage cabinet and parliamentary matters. Manage staff within the office of the DDG. Manage the Deputy-Director General's office including correspondence management, office budget and expenditure control. Provide secretarial role in the Branch meetings such as Branch Management meetings/ Quarterly Review Meetings. Co-ordinate and consolidate all relevant documentation for the DDG, viz., Branch business plans, budgets and reports. Coordinate the DG and DDG's one-on one meetings on a regular basis to keep the DG informed of developments in the Branch. Organise and determine the most effective methods and standards of documents that will enhance the quality of the Branch. Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders. Liaise with other Branch Coordinators and officials in the Department. Assist with the quality assurance of submissions.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/64 : **DEPUTY DIRECTOR: RESEARCH, MONITORING AND EVALUATION (NSA) (REF NO: DHET 43/10/2017)**
(2 Years Contract)
Directorate: National Skills Authority (NSA)

SALARY : R657 558 per annum (All-Inclusive Remuneration Package) (Level 11)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate Bachelor's Degree in Social Studies (or equivalent qualification) with experience in Research, a minimum of 5 years' experience relevant functional experience. A minimum of 3 years managerial/ supervisory will be an advantage. Knowledge and Skills: Departmental policies and procedures, Labour Relations Act, Skills Development Act, Skills Development Levies Act, Employment Equity Act and Public Finance Management Act, Batho Pele Principles, National Skills Development Strategy, Financial management and Budgeting, Governance, Project Management, research and Policy development, Knowledge and people management and Strategic planning Computer Literacy, Analytical, communication, Interpersonal, Supervisory, Problem Solving, Report Writing and Research Skills are also required. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Director: will be responsible to commission, monitor and evaluate research studies for the NSA. Coordinate and identify the research agenda with the NSA. Commission and co-ordinate research and evaluation impact studies to enable the NSA to best fulfil its advisory function. Develop, implement and monitor NSA institutional policies for good corporate governance. Develop, implement and monitor consultation framework for social partners and stakeholders in skills development. Manage and co-ordinate NSA consultations on skills development. Prepare briefing notes and speeches for the NSA. Manage and conduct regular surveys of the NSA and present outcomes. Develop NSDS Annual Implementation Report. Coordinate NSA M&E stakeholder activities. Coordinate NSA research inputs. Produce research reports as per NSA strategic plans and Annual Performance Plans. Develop, implement and monitor the NSDS M&E framework. Coordinate and manage NSA meetings. Provide administration support services for the Secretariat and supervise personnel.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/65</u>	:	<u>DEPUTY DIRECTOR: CAPACITY BUILDING, BOARD SERVICES AND LEGAL SUPPORT (NSA) (2 YEARS CONTRACT) (REF NO: DHET 44/10/2017)</u>
<u>SALARY</u>	:	R657 558 per annum per annum (All-Inclusive Remuneration Package) (Level 11)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Applicants must be in possession of an appropriate Bachelor's Degree in Legal/Law (or equivalent qualification), a minimum of 5 years' experience relevant functional experience. A minimum of 3 years managerial/ supervisory experience will be an advantage. HRD and diversity management experience. Knowledge and Skills: Departmental policies and procedures, Skills Development Act, Skills Development Levies Act, Public Finance Management Act, Batho Pele Principles, National Skills Development Strategy, Financial Management and Budgeting, Governance, Project Management, Research, Knowledge and People Management and Strategic Planning. Computer Literacy, Analytical, communication, Interpersonal, Supervisory, Problem Solving, Report Writing and Research Skills are also required. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Director: will be responsible to coordinate capacity building programmes, board secretariat services, investigation initiatives for the NSA. Develop, implement and monitor the NSA capacity building strategy. Orientate and capacitate the NSA and stakeholders. Develop, implement and monitor investigation protocol and framework. Manage the recruitment and appointment system of the NSA members. Coordinate process in liaison with the DHET legal unit in matters involving the NSA. Coordinate board review processes. Consolidate and write advice NSA and skills development matters. Develop, implement and review NSA Board policies. Promote good corporate governance and code of conduct amongst NSA board members. Implement, review and interpret NSA Constitution. Coordinate and manage NSA meetings. Provide administration support services for the Secretariat and supervise personnel.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/66 : **DEPUTY DIRECTOR: SKILLS DEVELOPMENT PROMOTION, ADVOCACY AND MARKETING (NSA) (2 YEARS CONTRACT) (REF NO: DHET 45/10/2017)**

SALARY : R657 558 per annum per annum (All-Inclusive Remuneration Package) (Level 11)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree in Marketing and Communication (or equivalent qualification) with experience in research, a minimum of 5 years' experience relevant functional experience. A minimum of 3 years managerial/ supervisory experience will be an advantage. Knowledge and Skills: Departmental policies and procedures, Labour Relations Act, Skills Development Act, Skills Development Levies Act, Employment Equity Act and Public Finance Management Act, Batho Pele Principles, National Skills Development Strategy, Financial management and Budgeting, Governance, Project Management, Research and Policy Development, Knowledge and People Management and Strategic Planning, Computer Literacy, Analytical, Communication, Interpersonal, Supervisory, Problem Solving, Report Writing and research Skills are also required. A valid driver's licence and willingness to travel.

DUTIES : The successful candidate will be reporting to the Director: to manage and monitor the stakeholder relations on skills development. Develop, implement and manage relations management framework for social partners and stakeholders of skills development. Manage and facilitate partnerships and stakeholders for the enhancement of skills development implementation. Co-ordinate defined constituencies and public input into skills development planning implementation, feedback and evaluation. Coordinate the branch management of queries, parliamentary questions, and general public consultations and submissions. Liaise with the DHET, HRDC, QCTO, NAMB, SAQA, and other role players/stakeholders to advance the achievement of the NSDS goals. Produce the skills development advocacy as per the Annual Performance Plan. Produce stakeholder relations report. Manage NSA communications, marketing and promotion of events. Manage constituency and expert representation in skills development. Support and coordinate Provincial Skills Development Forums (PSDFs). Develop NSA marketing and communications strategy. Manage and update the NSA website. Manage NSA digital media platforms. Draft media statements and manage media monitoring processes. Prepare content for publications, magazines, etc. Coordinate NSA brand image assessments processes. Coordinate and manage NSA meetings. Provide administration support services for the Secretariat and supervise personnel.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/67 : **DEPUTY DIRECTOR: WEB MASTER (REF NO: DHET 63/10/2017)**
Branch: Corporate Services
Directorate: Government Information Technology Office (GITO)

SALARY : R657 558 per annum (All-inclusive remuneration package) (Level 11)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Web Development and/or Software Development, to work within an IT environment. At least 5 years' experience in developing and managing websites, ECM solutions experience, applying web usability and quality principles, database management including experience in mobile technology. Experience in and knowledge of Web-based languages – HTML, CSS ASP.net, VB.net and Content Management Solutions e.g. DotNetNuke, Joomla, Drupal and Wordpress. Strong knowledge and hands on SharePoint experience * Web and graphic design software, such as Visual Studio, Adobe Suite and Adobe Acrobat, 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 and must have initiative and be proactive. Experience in open source software packages or languages and ISS knowledge will be advantageous. A valid driver's licence and willingness to travel.

DUTIES : Develop and manage the Department's online strategy and related policies. Manage the Department's ECM environment. Manage the Department's

website (intranet/internet), including design and layout, Maintain the general appearance of the Department's website and ensure its ongoing development in line with best practices. Design and manage databases. Develop a website style guide and website policy. Ensure that all content placed on the website is approved in line with relevant Government and public information legislation and internal policies. Design and publish an online Newsletter, Liaise and represent the Department at Government Communication and Information System (GCIS) forum.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/68 : **DEPUTY DIRECTOR: CONTENT DEVELOPMENT, PUBLICATIONS AND SOCIAL MEDIA (REF NO: DHET 79/10/2017)**
Directorate: Communications and Media Liaison

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R657 558 per annum (Level 11)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in journalism; communications; marketing; or public relations, is required. A minimum of five years' experience, in the post school education and training sector; this should include management level experience. Applicants must be computer literate and have good written language proficiency. An excellent command of written and spoken English is required. A good grasp of government policy and objectives within the Post-School Education and Training Sector is fundamental. A proven ability to develop media and communication strategies is required as well as the planning and production of publications on predetermined time-frames. Ability to lead and manage a team, liaise with peers and internal and external clients at a professional level. A valid driver's licence and willingness to travel.

DUTIES : Provide strategic direction and leadership to the Content Development, Publications and Social Media sub-directorate. Develop social media engagement strategies, and communication strategies. Generate content material. Extensive content editing, language editing and proof-reading of written work is required. Develop, and maintain social media platforms. Direct a goal-directed presence on social media. Provide strategic leadership in the management of social media and ensure SEO (Search Engine Optimisation) and generate incoming traffic. Develop brand awareness and online reputation through social media platforms such as Facebook, Twitter and Instagram. Support and manage publications stakeholders. Draft and maintain publication protocols and international standard compliance. Provide community of practice guidance and editorial support and development to contributors in terms of developing a culture of reflection, recording and publication in TVET Colleges and the Department of Higher Education and Training. Assist in the production of four editions of TVET College Times per year and other publications. Ensure effective financial and administrative support and maintenance, budgeting and financial process and overall administrative support for publications.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/69 : **DEPUTY DIRECTOR: DATA ANALYST (REF NO: DHET 86/10/2017)**
Branch: Planning, Policy and Strategy
Directorate: Information Systems Management

SALARY CENTRE REQUIREMENTS : R657 558 per annum (All-inclusive remuneration package) (Level 11)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Information Management/Statistics/Economics. A minimum of 5 years in the analysis of large datasets and report writing is required. Knowledge of at least one statistical package (SAS/STATA). Proficient in MS Office suite. The position will suit a person with good communication, presentation, report-writing, numerical, project management, coordinating and problem solving skills. The candidate should have the ability to present complex information in an understandable manner, be able to multitask and work under pressure to meet deadlines, and have the ability to work independently and as part of a team. A valid driver's licence and willingness to travel.

<u>DUTIES</u>	:	Develop a project plan and dissemination plan for Post-School Education and Training publications. Analyse data and prepare reports for the DHET publications based on the all Higher Education and Training sectors (CET, TVET, HEIs and SETA). Analyse data from external datasets. In collaboration with other data managers, interpret data and develop recommendations based on findings. Develop quality control measures for Post-School Education and Training data. Perform quality assurance of data before dissemination. Manage and coordinate the response for data to international organisations. Develop and monitor implementation of standards. Supervise staff.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/70</u>	:	<u>ASSISTANT DIRECTOR: PHYSICAL PLANNING (REF NO: DHET 19/10/2017)</u>
<u>SALARY</u>	:	R417 552 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), as well as at least 5 years relevant experience. A qualification in the built environment will be an added advantage. The candidate must have some related experience in working with infrastructure projects at any level, good analytical skills, a sound knowledge of the South African higher education sector, and be able to think strategically and communicate well (written and verbal) with both internal and external stakeholders. Computer literacy and the ability to work with large amounts of data is a key requirement.
<u>DUTIES</u>	:	Assist with the assessment of new infrastructure project plans for approval by the Minister to ensure cost effectiveness and value for money, including the development and maintenance of the Macro Infrastructure Planning Framework. Assess annual infrastructure progress reports submitted by universities to ensure effective and appropriate use of infrastructure funds. Draft submissions to the DG/Minister for the approval and amendment of project plans and release of earmarked funds. Draft Ministerial submissions for alienation and long term lease of property in terms of the HE Act. Support the Student Housing Infrastructure Programme and all tasks related to the university specific projects and capturing of student housing data. Arrange and participate in infrastructure site visits for monitoring purposes and compile reports for audit purposes to ensure effective use of earmarked funds and Ad hoc logistics/administrative tasks including, providing technical support to Presidential Infrastructure Coordinating Council (PICC) on Strategic Infrastructure Projects (SIP14) quarterly reporting.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/71</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION (REF NO: DHET 38/10/2017)</u> Directorate: Resulting and Certification
<u>SALARY</u>	:	R417 552 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), in Information Technology or equivalent qualification. The candidate must also have a minimum of 5 years IT experience in system development/programming, knowledge and insight in programming and application functional support services. Any mainframe, project administration and supervisory experience will be an added advantage. The candidate must be able to gather the business requirements and being able to translate & develop these into a workable solution which meets the business requirements. Day to day support of the business and resolution of any incidents. Maintenance of existing applications. Establishing world-class approaches to education examination management systems. The candidate must possess extensive knowledge and experience in system administration and including advanced competence in MS office suite (e.g. MS Word, MS Excel and MS Access). The successful candidate must be adaptable, disciplined, self-confident, and able to work independently and under pressure, and ability to work with a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in database administration and management,

		statistical analysis relating to educational data, programming and service level agreements.
<u>DUTIES</u>	:	Administer and manage the examinations databases for TVET and Community Education and Training examinations. Ensure continuous system availability in line with the signed service level agreement (SLA). Carry out all administrative duties relating to area of responsibility for operational efficiency. Perform full-lifecycle implementations in functional capacity (Define > Analysis > Design > Build > Transition > Production). To gather business requirements (AS IS and TO BE). Perform / lead Unit testing, Functional, Stress testing and User Acceptance Testing. Maintain and create functional and technical documentation for technology applications to allow the Department to monitor, fix, improve and manage all applications. Manage and own the lifecycle of tasks assigned and to apply corrective action while keeping the business updated with progress, Monitoring applications and its services. Perform and assist others with systems problems root cause analysis and reporting. Identify all defects during testing. Regularly identify defects in error logs and take corrective action. Interpret and apply the policies and quality council directives relevant to registration, resulting and certification processes for each qualifications on offer in the Technical Vocational Education and Training and CET sector. Co-ordinate, prepare and assist project & governance meetings. Maintain all relevant systems project documentation. Manage small projects-follows project management methodology as defined. Create and manage an efficient filing and tracking system. Attend to queries and customer complaints promptly. Personnel matters - Supervise 9 subordinates. Statistics Analysis - Compile daily/weekly/Monthly statistics
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 44/72</u>	:	<u>ASSISTANT DIRECTOR: QUALITY ASSURANCE SYSTEM DEVELOPMENT (REF NO: DHET 49/10/2017)</u> Chief Directorate: Indlela
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 per annum (Level 10) Indlela An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification (N, T or S stream), a qualified Artisan with competency as an Assessor and Moderator. Five year's work experience in trade testing, moderation and assessment tool development in trade qualifications. Knowledge of ICT Management inclusive of Systems Development Planning. Knowledge of Policy Development inclusive of relevant Legislation. Good knowledge of Skills Development Act, Public Finance Management Act (PFMA), Stakeholder Management. Good knowledge of Departmental policies and prescripts, project management skills. Good communication skills. Good written and verbal communication skills and ability to facilitate workshops and present policies. Planning and organizing skills. Ability to work under pressure. Good analysing and interpretation skills. Good management and supervisory skills. Computer literacy. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	ppoint and manage Artisan Trade Assessment Quality Partner representatives on all ATDQP structures and provide guidance with the development of the qualification assessment specification. Coordinating the development and maintenance of the national artisan trade tests, pre assessment, RPL toolkits, and assessment and moderation instruments for all listed artisan trades aligned to QCTO policies. Coordinate the development and maintenance of a national web based system for artisan trade testing, moderation, certification recommendation and appeals. Develop and maintain a system for continuous improvement of the national trade testing system for artisan development inclusive of building capacity and provide support to trade test centre's within the system.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/73</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT POLICY RESEARCH (REF NO: DHET 57/10/2017)</u> Directorate: SETA Support and Learnerships
<u>SALARY CENTRE</u>	:	R417 552 per annum (Level 10) Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 in Social Sciences or Development Studies, Public Administration or related field; a Masters qualification in any of these fields would be an added advantage. At least five (5) years relevant experience of which two (2) should be at supervisory level. Research, Monitoring and Evaluation. A valid driver's license is required. Skills And Competencies: An in-depth knowledge of skills development legislation/prescripts such as Skills Development Act, Skills Development Levies Act, Public Finance Management Act. Understanding of key South African labour market issues and partners; skills supply and demand in South Africa. Good understanding of the Education and Training Sector and in particular Sector Education and Training Authorities (SETAs). Good understanding and applicable knowledge of research methodology. Demonstrable ability to coordinate multiple stakeholder meetings and workshops. Demonstrable ability to review documents and produce reports. Excellent oral and written communication skills. Experience in project management, computer literacy and conflict resolution.
<u>DUTIES</u>	:	Together with the Manager support skills planning reporting and contribute to appraisal and review of Skills Strategy and Legislative Provision. Assist in managing, coordinating and supporting SETAs Research and Development and ensure SETAs' compliance with the legislative framework for Sector Skills Planning. Assist in consolidating PIVOTAL list and in ensuring dissemination of the list to DHET branches. Assist in managing, coordinating and supporting Sector Skills Planning and its implementation. Evaluation of the SETAs Sector Skills Plans to ensure alignment to the Sector Skills Plan Framework of the Department of Higher Education and Training; Assist in providing skills development capacity building support to SETAs to implement the NSDS and legislation. Support the development of a credible skills planning mechanism for SETAs and manage all relevant human resources of the unit. Together with the manager annually develop, implement and manage work plan/business plan applicable to function of the sub-directorate Skills Development Policy Research. Manage performance agreements and performance assessments of staff.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/74</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATIONS (REF NO: DHET 59/10/2017)</u> Component: Human Resource Development Council Secretariat
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 per annum (Level 10) Pretoria
<u>DUTIES</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7). At least five (5) year relevant work experience. Experience in developing communication and marketing plans. Experience in events management and coordination of campaigns. Good communication and marketing skills. Experience in management of communication and marketing projects. Understanding of the education and training sector. Demonstrable ability to coordinate multiple stakeholder meetings and workshops. Demonstrable ability to produce reports. Excellent oral and written communication skills.
<u>DUTIES</u>	:	The Assistant Director: Communication - will assist in the following duties: Developing a communication and marketing plan and monitor the implementation of the branding of the Council. Developing tools to market the work of Council and the Human Resource Development Strategy of South Africa (HRDSSA), the Integrated National Plan as well as the 5-point plan on HRD. Developing marketing catalogues and information brochures. Promoting the functioning and achievements of the Council through marketing material; Responsible for the launch of the Council events e.g. Annual Performance Reports and Strategic Plan Documents. Participate in events with HRDC social partners in marketing the activities of Council and its committees. Launching and coordinating campaigns in awareness raising. Coordinating the events conducted by Council in partnership with the communication representatives from the Presidency, GCIS, and DHET. Liaison with social partners to ensure that they are informed of the programmes of the Council and its committees.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/75 : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL (ASSISTANT DIRECTOR LEVEL) (REF NO: DHET 77/10/2017)**
Directorate: Office of the Director-General

SALARY : R417 552 per annum (Level 10)
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Office Management, Public Management or Public Administration or an equivalent qualification. At least 5 years relevant experience in an executive office. Experience in of in the office of the Director-General or Deputy Director-General will be an advantage. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful applicant is expected to be a pro-active individual with good time management, interpersonal and communication skills, database management and able to deal with people from a wide range of backgrounds and levels of seniority. He/she must possess good organisational and administrative skills, excellent analytical skills, and events co-ordination, verbal and writing skills, with a high degree for confidentiality. The incumbent must be willing to undergo screening for a security clearance.

DUTIES : The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not limited to providing general secretarial and administrative support in the office and to the Director-General in dealing with correspondence, diary management, telephony coverage, monitoring of e-mails and compiling presentations using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video and teleconferences. Logistics in coordination with the in-house travel agent and other external parties if needed for travel and accommodation arrangements will also be part of the work. The incumbent must have a valid driver's license.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

NOTE : candidates who are invited for an interview will be subjected to a written/practical test.

POST 44/76 : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES (REF NO: DHET 109/10/2017)**
Directorate: Programmes, Curriculum Development and Assessment

SALARY : R417 552 per annum (Level 10)
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 or equivalent qualification in an education and training field. Relevant post-graduate qualifications will be a distinct advantage; At least 5 years relevant experience in a post school education and training environment rendering student support services. A good understanding of the community education and training landscape in South Africa, including the current policy frameworks that regulate the sector. Good interpersonal and communication skills to interface with people from diverse backgrounds, including report writing. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, Outlook and Access. A valid driver's licence and willingness to travel.

DUTIES : The successful candidate will be responsible for the following duties: to assist with the development, maintenance and monitoring of a national Student Support Services policy for CET Colleges. Assist in providing guidance to CET Colleges on the development, management and implementation of academic support systems and materials in CET Colleges. Assist in monitoring, assessing and reporting on the teaching and learning improvement plan in CET Colleges. Assist in the development, co-ordination and management of programmes that will strengthen and support the capacity of CET Colleges to provide effective support programmes to students. To guide the development and management of policy, strategies, procedures and guidelines for student academic support for the diversity of programme offerings in CET Colleges. Assist to develop guidelines for student funding, where appropriate.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/77 : **CHIEF ARTISAN GRADE A: ELECTRICIAN (REF NO: DHET 50/10/2017)**
(2 Years Contract)

SALARY : R343 329 per annum (Level 9) (OSD Salary Scale)
CENTRE : Indlela
REQUIREMENTS : A National Technical Certificate N3 in Electrical Engineering or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Electrician Trade Test Certificate. An Assessor and Moderator Certificate will be an advantage. Knowledge of Trade Test Regulations, and Skills Development Act, 1998. Must be able to determine and close gaps in the knowledge and practical competency of candidates who have obtained credits but have failed their trade test in the Electrician trade. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skills. Good supervisory skills.

DUTIES : To determine, and close gaps in the knowledge and practical competency of candidates for those candidates who have obtained credits but have failed their trade test. Conduct assessments of candidates. Maintain and oversee training and assessment equipment, and facility. Maintain and ensure safekeeping of training and assessment records, tools and equipment. Supervise and assess performance of Trade Assistants. Maintain and ensure compliance with Occupational Health and Safety Act and Procurement and control of stock.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/78 : **CHIEF ARTISAN GRADE A: BOILERMAKER (REF NO: DHET 51/10/2017)**
(2 Years Contract)

SALARY : R343 329 per annum (Level 9) (OSD Salary Scale)
CENTRE : Indlela
REQUIREMENTS : A National Technical Certificate N3 in Civil Engineering or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Boilermaker Trade Test Certificate. An Assessor and Moderator Certificate will be an advantage. Knowledge of Trade Test Regulations and Skills Development Act, 1998. Must be able to determine and close gaps in the knowledge and practical competency of candidates who have obtained credits but have failed their trade test in the Boilermaker trade. Computer literacy (MS Word, Excel and PowerPoint). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills.

DUTIES : To determine, and close gaps in the knowledge and practical competency of candidates for those candidates who have obtained credits but have failed their trade test. Conduct Assessments of candidates. Maintain and oversee training and assessment equipment, and facility. Maintain and ensure safekeeping of training and assessment records, tools and equipment. Supervise and assess performance of Trade Assistants. Maintain and ensure compliance with Occupational Health and Safety Act and Procurement and control of stock.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/79 : **ASSISTANT DIRECTOR: ENTERPRISE ARCHITECTURE (REF NO: DHET 64/10/2017)**

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Computer Science, Information Systems/Management or other relevant discipline, Must have 5 years of Enterprise Architecture experience and the ability to multitask and work effectively, both independently and in teams, ensuring timely completion of assignments and meeting established quality standards. Demonstrate developed technical, analytical, interpersonal and communication (written and verbal) skills to manage complex projects in a

		diverse and dynamic environment. Experience applying enterprise architecture (EA) methodologies and frameworks (e.g. TOGAF, ITIL Foundation and Prince2) will be advantageous.
<u>DUTIES</u>	:	Assist in converting high-level user requirements into a deliverable design specification and assist in task estimates and project scope definitions. Provide reports, presentations, and analysis of architecture data, initiatives, and projects to support ICT decision making. Develop and visualize performance criteria (i.e. scorecard) to evaluate ICT systems in relation to strategic and business initiatives. Develop recommendations for EA policies, directives, and standard operating procedures. Assist in developing the business architecture framework outlining functions, processes, organizations, outcomes, risks, trade-offs, and other relevant business context. Facilitate working sessions with business and IT stakeholders to comprehend current operations and environment and plan preferred future operations. Research and analyse impacts of change to the organization and support acquisition and governance processes to ensure IT projects, solutions, and products are business aligned, technically sound, and consistent with the EA. Complete business process mapping through facilitation with stakeholders, resolve conflict between stakeholders, develop presentations, prepare decision support analysis, and assist with requirements development.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/80</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION SECURITY AND IT GOVERNANCE (REF NO: DHET 66/10/2017)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 9) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 in Information Security or Information Technology, must be certified with 1 (ONE) 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), 5 Years Information Technology experience of which 3 years must be within an Information Security Role, Knowledge of CGICTPF, ISO27001/2:2013, ISO22301 and COBIT will be advantageous.
<u>DUTIES</u>	:	Planning, Conducting and Reporting on Information Security Awareness and Training Programme for the Department. Implementation and Maintenance of information technology policies, procedures and standards using frameworks such as CGICTPF, 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 in accordance with the Department's standard for plans of action and milestones. Mitigate on all IT-related risks as part of 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. Assess review and report on the Department's critical ICT infrastructure.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/81</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION (8) PROVINCES (8) POSTS FOR COMMUNITY EDUCATION AND TRAINING (CET) COLLEGES</u>
<u>SALARY CENTRE</u>	:	R334 545 per annum (Level 9) Gauteng Province, (REF NO: DHET 69/10/2017) Limpopo Province, (REF NO: DHET 70/10/2017) Wazulu-Natal Province, (REF NO: DHET 71/10/2017) Eastern Cape Province, (REF NO: DHET 72/10/2017) Mpumalanga Province, (REF NO: DHET 73/10/2017) Northern Cape Province, (REF NO: DHET 74/10/2017) North West Province, (REF NO: DHET 75/10/2017) Western Cape Province (REF NO: DHET 76/10/2017)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 in Human Resource Management/Public Administration or equivalent qualification at

least five (5) years relevant experience in Administration and office management, Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Must be able to understand and interpret prescripts and policies, 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). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel.

DUTIES : Ensure effective document management and correspondence flow within the CET College, Establish and implement effective records and document management system in the office of the CET College, Render Administrative/executive support services to the office of the Principal, Oversee Administration of the office of the CET College, Manage and oversee logistics within the office of the CET College, Manage the budget in the office of the CET College, Compile and collate College statutory reports, Manage the resources in the office of the CET College General: Physical, financial and Human Resource, Coordinating responses to and submissions and reports on, all requested for information, Establish and implement effective decision and submission tracking systems, Follow up and collate progress reports on the implementation of the resolutions/decisions of all the forums coordinated from the office of the CET College and Coordinate reports/presentations to all forums attended by the office of the CET College.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/82 : **ASSISTANT DIRECTOR (PROJECT MANAGEMENT) TWO POSTS (REF NO: DHET 88/10/2017)**
(2 Year Contract Position)
Office of the Chief Financial Officer
Project Coordination Unit

SALARY CENTRE : R334 545 per annum, (Level 9)
: Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) focussed in the main, on the management and oversight of developmental, capacity enhancing and value-add projects/programmes under the auspices of the Department in collaboration with the National Skills Fund (NSF) is required. A post-graduate qualification (NQF level 8) within this area of expertise will also serve as a substantive advantage, in concert with at least 5 years' proven, prior experience in rendering project/programme management, monitoring and oversight functions at a national/Departmental level. The ideal candidate will be fully conversant with the mandate of the Department, particularly developmentally, in so far as it has relevance and bearing on funded project interventions overseen on its behalf. The incumbent should also exhibit an adept understanding for the importance of effective public service delivery, transformation and management priorities in relation to the Post School Sector and be knowledgeable regarding the relevant legislative framework. Integrity, strong values and honesty are integral attributes for this position. Further requirements relate to technical proficiency, strong administrative, organisational and general office management as well as problem solving and analysis, generic budgeting and financial management skills. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Very strong writing, communication and interpersonal skills are an essential requirement and the ideal candidate must possess a creative, proactive and highly motivated demeanour, as well as have strong time-management and organisational skills. The successful candidate must also have sound experience in the effective use and application of Microsoft applications, particularly in relation to MS Word, Excel, Outlook and PowerPoint programmes. Proven skills and experience in the application and management databases will also prove to be an added advantage. A valid driver's licence will be added as advantage.

DUTIES : The key responsibilities of this position include: the meticulous and ongoing administrative and financial (where required) planning, coordination, management, evaluation and oversight of all Departmental projects and programme interventions as overseen by the Project. Coordination Unit on behalf of the Department and in collaboration of the NSF as the direct funding

entity; the management and roll-out of the designated funding applications framework determined and developed in accordance with the Department's developmental priority areas; rendering assistance and support to the incumbent Directorates in the Department regarding the development, finalisation and approval of project proposals, implementation plans and functional budgets for approval and endorsement by the NSF. Providing support and evaluating the implementation capacity and modalities of designated departmental projects drivers and/or implementing agents (Directorates). Overseeing generic financial project management oversight and monitoring functions; developing, implementing and monitoring Service Level Agreements and Memoranda of Understanding on behalf of Departmental usuries. Ongoing monitoring and evaluation of project and programme implementation and progression; ensuring the effective and efficient dispensation and utilisation of allotted funding in terms of the Departmental (NSF) Project Fund to respective project and programme interventions. Effectively managing the interface between different internal and external stakeholder groups; ensuring that proper finalisation and project close-out processes and reporting mechanisms/criteria have been satisfied and concluded. Ongoing day-to-day management and oversight of subordinate functions and activities and performing any other occasional, delegated duties identified from time to time by the Office Head.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POSTS 44/83 : **CHIEF ARTISAN GRADE A: FITTER AND TURNER (REF NO: DHET 113/10/2017)**
Chief Directorate: Indlela

SALARY : R343 329 per annum (Level 9) (OSD Salary Scale)
CENTRE : Indlela
REQUIREMENTS : A National Technical Certificate N3 or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Fitter and Turner. Knowledge: Knowledge of Manpower Training Act, 1981, Skills Development Act, 1998 and Trade Test Regulations. Must be able to assess candidates in Fitter and Turner. Skills: Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills.

DUTIES : Conduct assessment in the Fitter and Turner trade. Maintain assessment equipment and facilities. Maintain and ensure safekeeping of assessment records. Supervise Trade Assistants Assess 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 P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/84 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (REF NO: DHET 119/10/2017)**
Directorate: Supply Chain Management

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree/National Diploma (NQF level 6/7) in Supply Chain Management or Equivalent in Financial/Logistics/Cost and Accounting Management. Five (5) years relevant experience in Acquisition Management including two (2) years at supervisory level. Knowledge: Hands-on approach on tenders, acquisition administration and contract management. Knowledge, understanding and application of Public Finance Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFMA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) guide to Accounting Officers and Related Legislation. Good leadership and communication (verbal and written) skills, presentation skills, budgeting skills, computer literacy and knowledge of legal aspects in Supply Chain Management.

DUTIES : Provide secretariat support to the Bid Committees. Monitor compliance with Supply Chain Management Legislations, policies, procedures and related subscripts. Management of bids. Contract management. Assist in compilation

		of acquisition management policies and procedure manuals. Prepare and submit monthly and quarterly reports in line with the reporting requirements. Management of staff. Management of audit action plan.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/85</u>	:	<u>ASSISTANT DIRECTOR: PENSIONS AND PILIR ADMINISTRATION AND CONDITIONS OF SERVICES (REF NO: DHET 123/10/2017)</u> Directorate: Human Resource Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 (Level 9) Pretoria an appropriate 3 years Bachelor's Degree/National Diploma and at least 5 years practical experience of which 3 years would be on Chief Personnel Officer/Senior Personnel Practitioner level. Extensive conditions of service knowledge and experience in pension and PILR Administration is required. Preference will be given to candidates who have good verbal and written communication skill. It will be expected of the successful candidate to have a thorough knowledge of the PERSAL system and sensible interpretation of the Public Service Act and Regulations are additional recommendation.
<u>DUTIES</u>	:	the incumbent will be responsible for the management of pension and PILIR Administration, including all aspects of termination of service and temporary incapacity leave for the Department, including submissions to the Director-General and the Minister, approval of the transactions on PERSAL, as well as training, development, supervision and control of subordinates. In addition to the supervisory functions the incumbent may be requested to assist with all aspects of Human Resource functions regarding appointments, transfers, conditions of service, travel and subsistence claims.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/86</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 22/10/2017)</u> Directorate: Academic Planning, Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), or equivalent qualification plus 3 years relevant administrative experience. Candidates must have good interpersonal and communication skills, report writing, problem solving skills, financial management, planning and organization of work, and administration skills. Applicants should have excellent organisational skills. The ability to work with an electronic diary and experience in managing a filing system. Strong time management and problem solving skills are an advantage. It is recommended that candidates must have an ability to work under pressure and must be able to interact with people from a wide variety of backgrounds and levels. The candidate must have knowledge of PQM. Computer literacy with computer skills and a good working knowledge of Microsoft Office programmes such as Word, Excel, PowerPoint and Outlook.
<u>DUTIES</u>	:	Responsible for managing and coordinating administrative support and activities pertaining to all projects on PQMs and Enrolment Planning. These include but are not limited to: receiving and tracking of applications for new or changes to existing academic programs as well as submission in this regard; coordinating responses to calls for public comments; liaison with universities, professional bodies and other government departments and stakeholders pertaining to university academic programs. Manage all logistical arrangements regarding consultative processes pertaining to academic and enrolment planning (arranging meetings, workshops, booking venues etc.); track and process correspondence and documents; Prepare supporting documentation for meetings, presentations for workshops and project reports; Serve as secretariat for all projects, PQM Clearance Committee meetings (taking, and distributing minutes of the PQM Clearance Committee etc.) Monitoring of reports, submission deadlines, and keep track of contracts with service providers.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

- POST 44/87** : **SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 23/10/2017)**
 Directorate: Teaching and Learning Development in Universities
 (This is a re-advert, Candidates who previously applied are encourage to re-apply)
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 8)
 : Pretoria
 : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), or equivalent qualification plus 3 years relevant financial management systems; office management; work flow coordination; events and project management; management of monthly cash flow statements, procurement policies and practices and risk and fraud management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. The candidate must have above average computer skills (MS Office) and excellent report writing skills, minutes taking skills, presentation skills, written and verbal communication skills and interpersonal skills.
- DUTIES** : Manage the MTEF budget process and monthly cash flow statement for the Directorate. Provide administrative, logistical and financial support to the Directorate; Provide general office support, including filing, tracking and processing of documents and correspondence. Compile, manage and update monthly, quarterly and annual financial and progress reports. Set up meetings, compile and distribute accurate minutes of meetings. Prepare submissions. Coordinate work flow and manage progress reports in the Directorate and assume secretarial functions when required.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/88** : **SENIOR ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT (INDLELA) (REF NO: DHET 52/10/2017)**
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 8)
 : Indlela
 : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), or equivalent qualification. A minimum of three (3) years relevant experience. Knowledge of Occupational Health and Safety Act. Must be able to interpret Departmental policies and prescripts. Computer literacy (MS Word, Excel, and PowerPoint). Report writing, planning and organizing, verbal and written communication, problem solving and supervisory skills. Good presentation and marketing skills.
- DUTIES** : Ensure effective implementation of Occupational Health and Safety program and conduct meetings regarding OHS. Monitor the collection of scrap metal by Service Contractor and the removal of rubble bins under the custodian of Ekurhuleni Municipality. Oversee the maintenance and upkeep of designated buildings, machinery and equipment. Liaise with Department of Public Works regarding the buildings and equipment under their custodian. Report faulty machinery under the custodian of Department of Public Works and Act as a Liaison Officer between INDLELA and the Department of Public Works.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST44/89** : **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATION CORDINATION AND COMMUNICATION (REF NO: DHET 60/10/2017)**
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 8)
 : Pretoria
 : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7). At least three (3) year relevant work experience. Experience in providing effective administrative and logistical support for the provision administration, coordination and communication services. Competencies required: Office administration, communication skills, stakeholder management, general logistics and procurement skills event coordination, computer literacy. Excellent oral and written communication skills.
- DUTIES** : The Senior Administration Officer: Administration, Coordination and Communication Services will assist in the following duties: Prepare and manage correspondence, reports and documents. Organise and coordinate meetings, conferences, travel arrangements. Assist with day to day work of the Programme. Organise internal and external events. Handle incoming mail

and other material. Keep accurate record of the correspondence. Process Subsistence & Transport claims and cell phone claims of behalf of the Programme officials. Communicate verbally and in writing to answer inquiries and provide information. Liaison with internal and external contacts. Effectively operate office equipment and manage office space. Follow up on messages on behalf of the Director and make sure that people respond. Manage leave register of the Directorate. Copy and distribute documents as requested. Ensure the smooth running of the Directorate.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/90 : **SENIOR ADMINISTRATIVE OFFICER: POLICY RESEARCH, INFORMATION SYSTEMS AND SPECIAL PROJECTS (REF NO: DHET 61/10/2017)**

SALARY CENTRE REQUIREMENTS : R281 418 per annum (Level 8)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma (NQF level 6/7). At least three (3) year relevant work experience. Experience in providing administrative support in executing policy, research and information systems. Competencies required: planning and organising, administrative skills, ability to conduct research and write reports, computer skills in MS software, and must have understanding and knowledge of research human resource development issues and constraints in the country. Good oral and written communication skills.

DUTIES : The Senior Administration Officer: Policy, Research, Information Systems and Special Projects will assist in the following duties: To provide support in determination of HRD related research. Prepare and manage correspondence, report and documents. To participate in development of information and knowledge management. To organise and coordinate meetings, conferences, reports and documents. To perform administrative work such as S&T claims. To liaise with various institutions conducting HRD related research. To assist in providing inputs on HRD value chain including basic education, post-school education and training and work place learning. To manage leave register of the Directorate. To provide support in the development of reports for human resource and skills required.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/91 : **INFORMATION TECHNOLOGY TECHNICIANS (X4 POSTS) (REF NO: DHET 65/10/2017)**
Directorate: Government Information and Technology (Gito)

SALARY CENTRE REQUIREMENTS : R 281 418 per annum (Level 8)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma (NQF Level 6/7) in Information Technology or equivalent qualification in the IT field with at least five years of experience as an IT technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security + and ITIL will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks, Apple Macintosh Lion 101 Support Essentials as well as experience in IT helpdesk will be an advantage.

DUTIES : To provide Local Area Network and Desktop support services: To provide support to SITA transversal systems. To provide technical advice to Supply Chain Management and users on IT equipment. Provide desktop and notebooks including Apple Macs, mobile devices (iPads and tablets) support. Monitor and perform health checks on the network. Analyse and resolve technical problems on the network. Perform configuration management on the network. Administer the entire Microsoft Network Environment. To assist in administering the Microsoft Active Directory of the Department and all related Systems and Services. Assist in managing the Storage Area Network and maintenance of servers. Ensure security and privacy of networks and computer systems. Provide orientation and guidance to users on how to operate new software and computer equipment. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.).

Maintain records/logs of repairs and fixes and maintenance schedule. Identify computer or network equipment shortages and place orders. Develop and maintain local networks in ways that optimise performance. Ensure that the necessary DHET network services are available to officials when required to perform their duties. Provide technical support to the customers/end-users and solve their problems. IT helpdesk services - Provide first level contact and convey resolutions to customer issues; Register incidents, classify and be able to prioritise; Escalate unresolved queries to the next level of support. Provide communication to clients regarding the progress of incidents; and Track, route and redirect problems to correct resources.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/92 : **SENIOR INFORMATION SECURITY ANALYST (TWO POSTS) (REF NO: DHET 67/10/2017)**

SALARY CENTRE : R281 418 per annum (Level 8)
: Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 in Information Security or Information Technology. Having 1 (one) of the following international certifications: CompTIA Security+ or Certified Information Systems Security Professional (CISSP) or Certified Information Systems Auditor (CISA) will be highly advantageous, 5 Years Information Technology experience of which 2 years must be within an Information Security Role. Proven working experience on Security technologies such as Symantec Endpoint Protection (SEP), Symantec Endpoint Encryption (SEE aka PGP), Symantec Data Loss Prevention (DLP), Symantec Advanced Threat Protection (ATP), Zscaler Cloud Web Security, Identity and Access Management (IAM), Public Key Infrastructure (PKI) will be very advantageous. Knowledge of ISO27001/2:2013 will be advantageous.

DUTIES : Administration and Operations of the Department's Managed Security Services infrastructure which include both Endpoint and Perimeter Security. Manage the process of vulnerability assessments within the Department. Resolve identified issues as per the Department's audit action plan. Implement and manage an effective Patch Management Process to ensure compliance on the Department's IT Systems. Implementation of information security policies on the department's ICT infrastructure. Perform penetration testing on the Department's IT Systems.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/93 : **SENIOR APPLICATION DEVELOPER (TWO POSTS) (REF NO: DHET 68/10/2017)**

SALARY CENTRE : R 281 418 per annum (Level 8)
: Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in IT and/or Software Development, to work within an IT environment. At least 5 years' experience in developing and supporting applications, ECM solutions experience, applying web usability and quality principles, database management including experience in mobile technology. Experience in and knowledge of Web-based languages – HTML, CSS ASP.net, VB.net as well as programming languages - C#, JavaScript and Content Management Solutions e.g.; SharePoint, Joomla , Drupal and WordPress. 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.

DUTIES : Develop and oversee SDLC policies and guidelines, processes and standards and ensure that all applications conform to these standard 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 manage SharePoint farms. Configure settings, services, solutions and sites.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/94</u>	:	<u>GRAPHIC DESIGNER (REF NO: DHET 80/10/2017)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Graphic Design and Multimedia, from an accredited institution. A minimum of three years' experience in graphic design or multimedia. Computer literate with good proficiency in the following: Adobe CS5 Design Suite programmes: Photoshop, Premier Pro, Illustrator, Dreamweaver, and InDesign. Knowledge of Macromedia Flash, HTML, CSS, Microsoft Office and Content Management Systems will be an advantage. Experience with Apple Mac. Good command of written and spoken English. Good knowledge of government's Corporate Identity Manual. Ability to work in a team, liaise with peers and internal clients. Due to the technical nature of the post, the shortlisted candidates will be required to undergo a computer-based test and to submit a portfolio of their work in a carefully packaged document in full colour.
<u>DUTIES</u>	:	The successful candidate will perform the following key functions: develop a periodic schedule of graphic design tasks. Design of the department's documents including: Magazines, brochures, advertisements, posters, invitations, banners and internal print and electronic publications. Develop innovative material to enhance communication and marketing campaign toolkits. Assist to manage the quality control of all designed material, with internal clients and external service providers. Edit photographs for use in publications and mentor interns.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/95</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HR PLANNING AND POLICY (REF NO: DHET 81/10/2017)</u> Directorate: Human Resource Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Human Resource Management/Industrial Psychology or related qualification. 3 years' experience in Human Resource Planning and Policy within Human Resource environment. Experience in the development, review and implementation of HR policies. Ability to work independently and in a team. Good administrative, interpersonal and problem-solving skills. Basic research or benchmarking skills. Client-oriented, ability to work under pressure and be able to cope with a high work load. Good communication (written, verbal and liaising) skills. Computer literacy in MS Office (word, Excel, PowerPoint and Outlook). Ability to work long hours when required.
<u>DUTIES</u>	:	To assist in the compilation, review and update of the HR plan, reports and policies. Assist in the compilation, review and update of the Employment Equity plan and reports. Ensure accurate information and data. Coordinate HR planning and Employment Equity (EE) data on a monthly basis. Assist in the monitoring and evaluation of the HR policies and procedures. Co-ordinate the development and management of Human Resource Information Systems. Ensure reliable and validity of HR information. Prepare data to inputs for the HR Plan and HR Annual Oversight Report. Serve as secretariat for HR Planning and EE Committees.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/96</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 82/10/2017)</u> Directorate: Facilities Management
<u>SALARY CENTRE</u>	:	R281 418 per annum (Level 8) Pretoria

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Public Administration. Knowledge: GIAMA, Transport Policies Circular no.4 of 2000 and 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), conflict management, problem solving, computer literacy, ability to work in a team. Valid driver's licence.
<u>DUTIES</u>	:	Manage the state and leased office accommodation building. Ensure daily inspection of the building and ensure payments of claims. Liaise with all stakeholders. Managing and coordinating procurement and leased renewals of lease buildings. Manage food aid services, cleaning and maintenance of the buildings. Management of fleet and facilitate processes for the procurement of the new vehicles. Compile monthly and quarterly reports, supervise staff and effective HR management. Draft submissions, memos and letters; and assist in drafting polices.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/97</u>	:	<u>SENIOR SECURITY ADMINISTRATIVE OFFICER (REF NO: DHET 83/10/2017)</u> Directorate: Security and Advisory Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria
<u>DUTIES</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Security Management/or Occupational Health and Safety and three (3) years' experience in the Security management environment or a Grade 12 certificate or equivalent qualification with six (6) years' experience in the Security management environment preferably combined with SSA Security managers course,12 months supervisory experience. PSIRA registered grade A. Computer literacy that include a good working knowledge of Microsoft Office products. Knowledge of MISS. Thorough knowledge of all security legislation and prescripts. Knowledge of Control of Access to Public Premises and Vehicles Act. Knowledge of security directives. Analytical skills. Problem solving and analysis. Effective communication skills, both verbal and written and the ability to communicate at all levels. Customer -orientated. Organisation and coordination skills. Work independently. Supervisory/leadership skill. A valid driver's licence and willingness to travel. The following core areas of responsibility will apply but is not limited to: Implementation of Operational Plan. Ensure compliance to the operational plan of both in-house and private security officers. Supervise the implementation of operational plan. Coordinate physical security operation in Head Office. Report daily physical security related problems at Head Office. Ensure that feedback on parking requests is confirmed before the end of business day. Submit an Occurrence Book to Operational Manager daily. Ensure in-house and private security officers perform their duties according to Physical Security Policy, Information Security Policy, Criminal Procedure Act, Control of Access to Public premises and Vehicles Act and other policies. The implementation of standard operating procedures. Ensure that all security personnel in the control room and at all entrances perform their duties in accordance with SOP. Ensure that patrol checklist and registers are correctly completed and forwarded to Section Heads where a security breach was noted during patrol. Submit weekly reports on the performance of security personnel and the security deficiencies noted during patrol. Management of the surveillance system. Ensure that all employees and visitors are positively identified before access is granted. Conduct inspection on all security access control systems and submit weekly reports to management. Ensure that all offices are locked after hours. Ensure proper filing of patrol checklist. Report all security related complaints to Operational Manager.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/98</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE ADMINISTRATION (NSF PROJECTS) (REF NO: DHET 89/10/2017)</u> Two (2) Year Contract Position Financial Management (NSF Funded Project)
<u>SALARY</u>	:	R281 418 per annum, (Level 8)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) with Accounting and at least 3 years relevant work experience. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. The candidate must have above average computer skills (MS Office) and communication and interpersonal skills. The person should be friendly, trustworthy and accurate.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail checking and authorizing sundry and creditor payments on BAS, for the NSF projects including Travel Accounts for NSF projects. Checking and authorizing order payments for NSF projects on LOGIS online. Capturing of NSF project payments on BAS. Assist on Audit Queries. Responsible for the managing and clearing of general ledger accounts relating to the NSF projects. Monthly reporting on disallowance and debt accounts. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts implicating the NSF projects. Authorizing of General Journals applicable to expenditure for the NSF projects. Issuing and reconciling interdepartmental claims and claims in respect of the NSF. Clearing of suspense accounts related to expenditure. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Assist with the filing of NSF related documents, the capturing of expenditure for NSF projects, dealing with audit queries concerning NSF transactions and making copies of NSF claims.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/99</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: STUDENT DEVELOPMENT AND SUPPORT (REF NO: DHET 107/10/2017)</u> Directorate: Student Development and Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8)
	:	Pretoria
	:	An appropriate Bachelor's Degree/National Diploma/NQF Level 6/7 in Public Administration, Financial Management or equivalent qualification. At least three (3) years actual or appropriate experience in rendering administration and financial management support. Good interpersonal and communication skills to interface with people from various backgrounds; Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational and basic event management skills and Knowledge of PFMA, and Batho Pele Principles.
<u>DUTIES</u>	:	Manage and coordinate the MTEF budgeting process for the Directorate; Monitor the Directorate and donor funding allocation expenditure. Consolidate the Directorate's financial expenditure report. Manage the under expenditure and over expenditure and repriorisation of the budget. Facilitate process to ensure the Directorate meets financial reporting requirements. Manage and coordinate supply chain and procurement processes; Manage and maintain an electronic and manual record keeping system, Manage assets of the Directorate, Manage and update asset register. Provide supervision on general office support ,including filing, tracking and processing of documents and correspondence; Manage and coordinate logistics for meetings, workshops and projects; and coordinate travel arrangements for the Directorate.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/100</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 110/10/2017)</u> Directorate: Programmes, Curriculum Development and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8)
	:	Pretoria
	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 or equivalent qualification. A minimum of 3 years work experience in rendering administrative support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications such as MS Word, Excel, PowerPoint,

		Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Render support for financial administration in the Directorate. Develop and assist in the management of the Directorate's budget. Exercise expenditure control to ensure the effective utilisation of funds. Render supply chain management support services to the Directorate by obtaining quotations and complete the request forms/submissions for ordering of stationery. Handle travel and accommodation arrangements for officials of the Directorate to ensure coordinated and cost effective traveling as well as handling of subsistence and travel claims. Liaise with service providers to ensure the maintenance of equipment is kept up to date (photocopy machines, etc.) Ensure the safekeeping of all documents, records, face value and office resources. Perform any other function that may be required from time to time, including preparing packs for workshops and meetings, drafting invitation letters and agenda and the ordering of stationery.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/101</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HISTORICAL RECORDS AND CERTIFICATION (REF NO: DHET 120/10/2017)</u> Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 or equivalent qualification or ten years appropriate knowledge of examination administration and IT systems The candidate must also have a minimum of 3 years' administrative experience. The candidate must possess extensive knowledge and experience of examination administration and IT systems and intermediate competence in MS office suite (e.g. MS Word, MS Excel and MS Access).The successful candidate must be adaptable, disciplined, self-confident, and able to work independently and under pressure, and work with a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in examination administration and management. The incumbent will be expected to work overtime when necessary.
<u>DUTIES</u>	:	Service Delivery to TVET Colleges, PED and other stakeholders. To render a professional administrative examination service, Create and manage an efficient filling and tracking system, Attend to queries and customer complaints promptly, Conduct of Examinations: Examination entries, receipt of mark sheets publication of results, certification, concessions and related examination functions, Personnel matters - Supervise subordinates, Statistics - Compile daily/weekly/Monthly statistics and Manage all examinations-related enquiries received by Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/102</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: IRREGULARITIES (REF NO: DHET 121/10/2017)</u> Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) which must include experience in an administration environment. At least 5 years' experience in the administration of examinations specifically related to the handling and processing of TVET College examinations irregularities which must include some experience in the supervision of staff. The applicant will be responsible for the processing and administration of examination irregularities for each examination cycle. He/she must be able to work overtime and under pressure for extended periods of time with minimal supervision. The incumbent must be adaptable, disciplined, self-driven and be able to work in a diverse team, Good interpersonal and communication skills, Computer literacy, especially the use of Excel for manipulation of spread-sheets and databases, Excellent organizational, record keeping and electronic filing skills

<u>DUTIES</u>	:	General correspondence – recording and routing, Administration relating to processing and handling of examination irregularities, Registration of all irregularities received for current examination cycle, Compilation of reports from examination and marking centres and Monitor the conduct of examinations, with reference to centres with high occurrence of irregularities
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/103</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MONITORING, EVALUATION AND REGISTRATION (REF NO: DHET 122/10/2017)</u> Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418 per annum (Level 8) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) which at least 5 years' experience in the administration of examinations specifically related to the administering, monitoring and evaluation of TVET and/or CET College examinations; compiling of Provincial and National examination reports. Must have experience in supervising staff, Good interpersonal and communication skills, Computer literacy, especially the use of MS Word to compile reports and Excel for manipulation of spreadsheets and databases, Excellent organizational, record keeping and electronic filing skills, Must be able to work independently as well as in a team; Good report writing skills; Must have a valid code 08 driver's licence, be a current driver, willing to drive various distances, Having actual experience of working in, or with the TVET or CET environment for a minimum of 3 years.
<u>DUTIES</u>	:	The applicant will be responsible for the administrative support in respect of all National examinations of all TVET and CET Colleges for the Public, Private and Correctional Services centres with the following objectives: Reviewing and compiling the compliance tools; Provide leadership for the training and monitoring of TVET and CET colleges for examinations, Responsible for the administration conduct of examinations – the extraction and evaluation of data from the Compliance tools, Compiling examination reports for every examination cycle; Manage human resources and Communication within the section for Monitoring, procurement and registrations of centres, Collate weekly reports on the statistics and productivity of staff, Provide administrative support to Colleges with regard to examination concessions, Conduct Registration visits with the objective of evaluating Private Colleges and CET Colleges, as to their compliance and suitability to offer the TVET qualifications.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/104</u>	:	<u>PERSONAL ASSISTANT TO THE PRINCIPAL: KWAZULU-NATAL CET COLLEGE (REF NO: DHET 09/10/2017)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 7) KwaZulu-Natal CET College Pietermaritzburg A National Senior Certificate (Vocational) (NCV) Level 4; a Certificate/Diploma in secretariat or office administration qualification will be an added advantage. Three years' experience in general office administration, workflow management and client service. The ideal candidate should be proficient in MS Office; typing, written and verbal communication. Organisational and prioritisation skills; telephone etiquette and document management are some of the skills required for this job.
<u>DUTIES</u>	:	Manage the Principal's diary. Schedule meetings and set realistic appointments on behalf of the Principal. Receive clients in the office of the Principal. Answering and screening all calls, directing or attending to those not required to be attended to by the Principal. Check incoming correspondence on daily basis and make sure the Principal attends to urgent issues. File copies of all documentation. Logistical arrangements as required. Type letters, submissions/memos, reports and open mail; render a general secretarial and office auxiliary service. Arrange air, rail and road bookings and accommodation for the Principal. Monitor resolutions taken at management meetings and inform the Principal on progress made.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

<u>POST 44/105</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE (NSF PROJECTS) (REF NO: DHET 90/10/2017)</u> Two (2) Year Contract Position Financial Management (NSF Funded Project)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 7) Pretoria A Senior Certificate/Grade 12 or NCV certificate (level 4) or equivalent qualification with Accounting as a passed subject and at least 3 year relevant work experience. A three year B Com Degree will be an added advantage. The candidate must have computer skills (MS Office) and communication and interpersonal skills and should be friendly, trustworthy and accurate and should be able to liaise with project managers and NSF staff.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail checking and authorizing sundry and creditor payments on BAS, for the NSF projects including payment of Travel Accounts for NSF projects. Checking and authorising order payments for NSF projects on LOGIS online. Capturing of payments on BAS in respect of NSF projects. Assist on Audit Queries. Responsible for the managing and clearing of general ledger accounts for NSF projects. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts for NSF projects. Authorizing of General Journals applicable to expenditure for NSF projects. Assist with the filing of NSF related documents, the capturing of the budget for NSF projects and with Audit Queries concerning the NSF transactions.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/106</u>	:	<u>STATE ACCOUNTANT: CASH FLOW MANAGEMENT (NSF PROJECTS) (REF NO: DHET 91/10/2017)</u> (2 Year Contract Position) Financial Management (NSF Funded Project)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 per annum (Level 7) PRETORIA A Senior Certificate/Grade 12 or NCV certificate (level 4) or equivalent qualification with Accounting as a passed subject and three years relevant work experience. A three year B Com Degree will be an added advantage. The candidate must have computer skills (MS Office) and communication and interpersonal skills and should be friendly, trustworthy and accurate and should be able to liaise with project managers and NSF staff.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the preparation of cash flow reports to be included in the monthly cash flow statement reports to the Minister and Management and ensure that the expenditure is within the approved budget of various projects and to report any envisaged over-expenditure. Request reports, check and rectify any incorrect allocations on a daily basis with regards to NSF projects. Request report and check the commitments for NSF projects. Authorise General Journals on BAS in respect of NSF projects. Liaise with managers on cash flow matters for NSF projects. Respond to daily cash flow queries for NSF projects. Ensure that budgets for NSF projects are captured correctly in accordance with approved plans on BAS and supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Assist with the filing of NSF related documents, the capturing of the budget for NSF projects and with Audit Queries concerning the NSF transactions.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/107</u>	:	<u>PROJECT FINANCIAL ADMINISTRATOR (SENIOR ADMINISTRATIVE CLERK) THREE POSTS (REF NO: DHET 92/10/2017)</u> Two (2) Year Contract Position Project Coordination Unit
<u>SALARY CENTRE</u>	:	R226 611 per annum (Level 7) Pretoria

<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 or NCV certificate (level 4). An appropriate National Diploma/Bachelor's Degree in Accounting / Internal Audit / Compliance will be an added advantage. At least three years' (including one year internship) experience in Risk Management, Internal Audit, Compliance or Accounting environment. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Processes and Regulations and Preferential Procurement Policy Framework Act (PPPFA). Skills: Candidate must be computer literate and have excellent organizational skills. Ability to write reports. Verbal communication skills. Candidate must be able to work in a team and independently, and also to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. Render support services on departmental financial non-compliance. Provide financial and administrative support. Monitor and report on projects expenditure to ensure that allocated funds are utilised according to approved project plans. Prepare the required financial reports on the Departmental Projects Fund. Perform other delegated duties. Communicate effectively with internal and external clients.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/108</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE ADMINISTRATION (REF NO: DHET 95/10/2017)</u> Directorate: Financial Services
<u>SALARY</u>	:	R 226 611 per annum (Level 7)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 or NCV certificate (level 4,) an appropriate Bachelor's Degree/National Diploma (NQF level 6/7 with accounting as a subject will be an added advantage, alongside a minimum of one to three years relevant practical experience. Preference will be given to candidates with 1 year appropriate experience in Government Financial Accounting; 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 organising skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills, Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
<u>DUTIES</u>	:	Checking and authorizing sundry and creditor payments on BAS, which includes the Rennies Account, Telkom and Nashua Accounts. Checking and authorizing order payments on LOGIS online. Capturing of payments on BAS. Assist on Audit Queries. Responsible for the managing and clearing of general ledger accounts. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts. Authorising of General Journals applicable to expenditure. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/109</u>	:	<u>STATE ACCOUNTANT: BUDGETING (REF NO: DHET 96/10/2017)</u>
<u>SALARY</u>	:	R226 611 per annum (Level 7)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 or NCV certificate (level 4). An appropriate Bachelor's Degree/National Diploma (NQF level 6/7 with accounting as a subject, alongside a minimum of one to three years relevant practical experience. Preference will be given to candidates with appropriate experience, who have in-depth knowledge of the Basic Accounting System (BAS). Other requirements will be: in-depth knowledge of the requirements of the PFMA, Treasury Regulations and budget related policies and procedures; good interpersonal, communication and managerial skills; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and

		MS Word), Preference will be given to the candidate with knowledge in budgeting matters.
<u>DUTIES</u>	:	The consolidation of budget inputs of the Department. The managing and capturing of budget inputs on the financial system of the Department. Assisting in the compilation of budget and expenditure information when required. Monthly asset reconciliation. Assisting in compiling information for interim and annual financial statements. Preparing budget documents for management meetings when required. Assisting managers within the Department with budget inputs.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/110</u>	:	<u>PRACTITIONER: ASSESSMENT (REF NO: DHET 99/10/2017)</u> Chief Directorate: Indlela
<u>SALARY</u>	:	R226 611 per annum (Level 7)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 or NCV certificate (level 4), A National Diploma or equivalent qualification will be an added advantage. Good interpersonal relations, administration and good communication skills. A minimum of one to three years relevant practical experience in an office environment. Knowledge: Knowledge of Skills Development Act and Manpower Training Act. Good knowledge of Trade Test Regulations. Must be able to interpret Departmental policies and prescripts. Skills: Computer literacy (MS Word, Excel, Power Point). Report writing, planning and organising, verbal and written communication, problem solving and supervisory skills.
<u>DUTIES</u>	:	Capture assessment applications within 2 working days of receiving application from the SETA's and the Provincial centers, according to assessment norms per trade. Ensure that notification letters with assessment dates are dispatched to stakeholders within 7 working days after applications have been received. Scrutinize the work experience of the candidate to check whether he/she qualifies for a trade test. Ensure that all enquiries in respect of trade test requirements are handled, these include trade test dates, certificates and result they can be telephonically, individuals or emails. Ensure proper filing of applications and results for easy access and reference. Collate monthly statistics for completion and forward to the Manager for consolidation
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/111</u>	:	<u>CHIEF REGISTRY CLERK: RECORDS MANAGEMENT (REF NO: DHET 103/10/2017)</u>
<u>SALARY</u>	:	R 226 611 per annum (Level 7)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 or NCV certificate (level 4) with a minimum of 3 years' experience in Records Management/Registry. Good communication skills with a medium proficiency in writing. Computer Literacy (MS Word and Excel). Ability to work under pressure and willingness to work extended hours when required. Must have good communication skills (writing, verbal and listening). Must be conversant with all Human Resource aspects to be able to implement and advise clients.
<u>DUTIES</u>	:	Responsible for organising and maintaining the filing system. Opening, closing and tracing files. To assist staff by keeping all personnel files and records up to date. Maintain file register, draft letters and provide front desk customer service to internal staff. The suitable candidate will be expected to communicate and interact with all levels of staff indiscriminately, and have the ability to understand and interpret prescripts and policies and to treat matter/information confidential. Assist in researching and developing electronic records management systems.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/112</u>	:	<u>CHIEF ACCOUNTING CLERK: COMPLIANCE (REF NO: DHET 111/10/2017)</u> Sub-Directorate: Office Of The CFO: Compliance
<u>SALARY</u>	:	R226 611 per annum (Level 7)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate National Diploma/Bachelor's Degree in Accounting / Internal Audit / Compliance or equivalent qualification. At least one to three years' (including one year internship) experience in Risk Management, Internal Audit, Compliance or Accounting environment. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA). Skills: Candidate must be computer literate and have excellent organisational skills. Ability to write reports. The candidate must be able to work in a team and independently, and also to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. Assist with overall management of effective compliance, monitoring and reporting of the Department. Render support services on departmental compliance areas. Assist with the co-ordination of departmental audits and make follow-ups on findings that appear on the Audit Action Plan. Assist with the verification of progress made in Branches and sample testing of indicators. Assist with the administration of the Office of the CFO when required and supervise the work performance of subordinates / junior staff and interns.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/113</u>	:	<u>TRADE ASSISTANT: ASSESSMENT (11 POSTS) (REF NO: DHET 54/10/2017)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum (Level 6)
	:	Indlela
	:	A Senior Certificate/Grade 12 or NCV certificate (level 4). Six (6) month trade related experience, A minimum of 1 to 3 years' relevant experience. Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks, 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>	:	Provide candidates with necessary tools, material and / or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safe guard 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 and transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/114</u>	:	<u>PRINCIPAL SECURITY OFFICER (THREE POSTS) (REF NO: DHET 84/10/2017)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 183 558 per annum (Level 6)
	:	Pretoria
	:	A Senior Certificate/Grade 12 or NCV certificate (level 4), and at least 1 to 2 years relevant experience. PSIRA grade C with extensive relevant experience in Security, Policing, Military or related field. Registration with PSIRA grade C is a prerequisite. Members who are exempted to register in terms of the Constitution or PSIRA Act must register within 30 days of the appointment. An appropriate relevant Degree / Diploma in Security Management / Security studies / Policing / Criminal justice / Forensic Investigations/ Criminology or related studies will be an added advantage. At least 4 years Security, Police, Military or related experience. Knowledge of constitution, Criminal procedure Act, Criminal Law, MISS, MPSS, PSIRA, OHS Act. Skills: Investigations, Report writing, communication, interpersonal, problem solving, decision making, and computer literacy on MS Office packages.
<u>DUTIES</u>	:	Supervise security operation in the control room. Inspect all security registers. Receive and attend to all security complaints. Investigate all security related complaints. Submit reports in respect of all complaints. Keep record of all

incidents reported for reference purposes. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control. Capture access control cards. Print access control cards. Activate and deactivate access control cards. Produce time sheets when required.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/115 : **SENIOR ADMINISTRATION CLERK: ARTISAN DEVELOPMENT (AD) (REF NO DHET 127/10/2017)**
(Contract Position until 31 March 2020)
Chief Directorate: Indlela

SALARY CENTRE : R152 862 per annum (Level 5)
: Indlela

REQUIREMENTS : A National Senior Certificate or equivalent qualification. A minimum of 1 to 3 years' relevant experience. Knowledge: Good knowledge of Skills Development Act, 1998. Good knowledge of Provincial Artisan Development processes. Skills: Computer literacy (MS Word, Excel, Power Point). Report writing skills. Good planning and organising skills. Good verbal and written communication skills. Good problem solving skills. Administration skills.

DUTIES : Arranging and attending quarterly meetings with Provincial Artisan Development Steering Committees (PADSC), consisting of public TVET colleges, Office of the Premier and/or Provincial Human Resources Development Council). Taking accurate minutes of the steering committee meetings and ensure they are distributed timeously. Preparing meetings packs for the Steering Committee meetings and ensuring that they are distributed one week before each meeting. Assisting in the arrangements and coordination of the PADSC annual multi-steering workshop. Receiving and filing the PADSC Memorandum of Understanding (MoU) related submissions from Colleges. Compiling the PADSC reports as requested by the manager. Assisting in the planning and execution of the PADSC provincial conferences. Coordinating the ad-hoc projects.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 44/116 : **SENIOR ADMINISTRATION CLERK: FINANCE AND ADMINISTRATION (REF NO: DHET 53/10/2017)**

SALARY CENTRE : R152 862 per annum (Level 5)
: Indlela

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV certificate (level 4), A minimum of 1 to 3 years' relevant experience. Knowledge of Departmental Policies, Telephone etiquette. Sound organizational skills. Good people skills. Report writing, verbal and written communication. Client orientation and Customer focus, Problem solving skills and Administration. Computer literacy (MS Word, Excel, Power Point).

DUTIES : Answering incoming calls, forward to the relevant offices and provide basic information. Capture assessment applications within 2 working days of receiving. Taking messages received and forward documents delivered. Receive and refer visitors to the relevant offices. Bookings of venues for meetings and conferences held at INDLELA. Supply statistics of meeting bookings on a monthly bases. Relieving of Switchboard Operator, attend to administration services. Keep the reception area in a healthy environment.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/117 : **SENIOR ADMINISTRATION CLERK (FIVE POSTS) (REF NO: DHET 58/10/2017)**
Directorate: SETA Performance Management

SALARY CENTRE : R152 862 per annum (Level 5)
: Pretoria

REQUIREMENT : A Senior Certificate/Grade 12 or NCV certificate (level 4). A minimum of 1 to 3 years' experience in general office administration. Computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint and

- Outlook. Knowledge of administration procedures, monitoring, evaluation, reporting and maintaining good record keeping systems. Communication skills, client orientation and customer focus, accountability, ethical conduct and report writing skills.
- DUTIES** : Responsible for overall general administration in the Directorate SETA Performance Management (Monitoring and Reporting) including co-ordination 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, typing of correspondence such as reports, letters and internal memos. To assist the Deputy-Director in the running of the office and provide support when required. Provide support to administration and reporting on SETAs quarterly reports. Provide clerical support in the development of strategic plans, annual performance plans, and service level agreement. Provide/Maintain Clerical duties/support to ensure compliance on SETA governance. Clerical support in the monitoring of SETA service delivery improvement
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/118** : **SENIOR ADMINISTRATION CLERK: PLANNING, MONITORING, EVALUATION AND REPORTING (REF NO: DHET 62/10/2017)**
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)
: Pretoria
: A Senior Certificate/Grade 12 or NCV certificate (level 4). At least one (1) year relevant work experience. An understanding of planning, reporting, monitoring and evaluation of programmes. Competencies required: planning and organizational skills, report writing, good interpersonal skills, computer skills, and must have understanding and knowledge of monitoring and evaluation issues in the country, knowledge of public sector regulations, systems and processes and good communication skills and ability to interact professionally and work as a team. Good oral and written communication skills.
- DUTIES** : Provide Administration, logistical and operational support to the smooth functioning of the HRDC Secretariat strategic planning and review sessions. Assist in managing the reporting function of the HRDC Secretariat. Participate in preparation for the production of the units' annual performance and operational plans. Assist in the management activities and functions of Planning, Reporting, Monitoring and Evaluation Programme.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/119** : **SENIOR ADMINISTRATION CLERK: OFFICE OF THE DIRECTOR-GENERAL (REF NO: DHET 78/10/2017) (2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R 152 862 per annum (Level 5)
: Pretoria
: A Senior Certificate/Grade 12 or NCV certificate (level 4). At least one (1) to three (3) years relevant work experience. A National Diploma or Degree in Public Management or Public Administration will be added advantage. A minimum of two years' experience in secretarial work and general administration. Knowledge of office financial management such as procurement, supply chain management, asset management and office maintenance. Computer literacy and the use of the following computer applications: Ms Word, Excel, PowerPoint and Outlook. Knowledge of administration procedures and secretarial duties. Communication skills, client orientation and customer focus, accountability, ethical conduct and report writing skills.
- DUTIES** : The incumbents will be responsible for the overall general administration in the office of the Director-General. Processing invoices and claims and making of travel and accommodation arrangements. Processing of requisitions, supply chain management and procurement of goods and services. Scan, e-file and hyperlink documents and to maintain both electronic and manual record keeping systems. Operation and maintenance of standard office equipment (fax, photocopy machine, internet connections and telephones) and asset management. Handling of confidential documents. Performance of administrative tasks such as minute taking, typing of correspondence such as reports, letters and internal memos. Responding to enquiries received from

- internal and external stakeholders and interface with internal and external clients.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/120** : **SENIOR ADMINISTRATION CLERK (REF NO: DHET 87/10/2017)**
Branch: Planning, Policy and Strategy
Directorate: National Qualifications Framework
- SALARY CENTRE REQUIREMENTS** : R 152 862 per annum (Level 5)
: Pretoria
: A Senior Certificate/Grade 12 or NCV certificate (level 4), or Occupational certificate Level 4. A minimum of 1-3 years' work experience in rendering secretariat and administrative duties. Sound experience in using Computer applications in office management including Microsoft Word, Excel, PowerPoint and Outlook. Good organisational, office and financial administrative skills. Ability to work under pressure. Knowledge of PFMA and Batho Pele Principles are strongly recommended. A valid driver's licence will be added as advantage.
- DUTIES** : Render secretariat and administrative support to the Directorate unit dealing with the national coordinating mechanism for the recognition of prior learning, as well as the Articulation unit. Render secretariat services to the Mutual Recognition of Qualifications Committee, which is checked by the Director: NQF Directorate. Distribute, record and update register of incoming and outgoing correspondence in the office of the Director, related to the RPL unit and articulation unit at the Registry and Maintain both electronic and manual record keeping systems. Responsible for the operation and maintenance of standard office equipment (fax, photocopy, machine, and telephones) and assets management. Recording of confidential documents. Performance of administrative tasks such as taking minutes, typing of correspondence such as letters and internal memos.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/121** : **SENIOR ACCOUNTING CLERK: CASH FLOW MANAGEMENT (REF NO: DHET 93/10/2017)**
(2 Year Contract Position)
Financial Management (NSF Funded Project)
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)
: Pretoria
: A Senior Certificate/Grade 12 or NCV certificate (level 4) with accounting as a passed subject. At least 1-3 years relevant work experience. The candidate must have communication and interpersonal skills and should be trustworthy and accurate.
- DUTIES** : Handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the preparation of monthly cash flow reports to Management for NSF projects and ensure that the expenditure for NSF projects is within the approved budget of various functions and to report any envisaged over-expenditure, the preparation of DDG's monthly cash flow statements for NSF projects. Request reports, check and rectify any incorrect allocations on a daily basis in respect of NSF projects. Respond to daily cash flow queries for NSF projects. Capturing the approved budgets for NSF projects on BAS. Assist with the filing of NSF related documents, the capturing of the budget for NSF projects and with Audit Queries concerning the NSF transactions.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/122** : **ADMINISTRATION CLERK (OFFICE ADMINISTRATOR) (REF NO: DHET 94/10/2017)**
(2 Year Contract Position)
Project Coordination Unit
- SALARY CENTRE** : R152 862 per annum, (Level 5)
: Pretoria

- REQUIREMENTS** : A Senior Certificate/Grade 12 or NCV certificate (level 4) A qualification in Public Administration and Office Systems Management will be an added advantage, alongside a minimum of one to three years relevant practical experience. Integrity, strong values and honesty are integral attributes for this position. Further requirements relate to technical proficiency, strong administrative, organisational and general office management as well as problem solving and analysis, generic budgeting and financial management skills. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good writing, communication and inter-personal skills. A personable attitude with good communication skills are a prerequisite, in concert with an ability to comfortably interact with persons at all levels in the Department. The incumbent must also have prior experience in the effective use and application of Microsoft applications, particularly in relation to MS Word, Excel, Outlook and PowerPoint programmes. Proven skills and experience in the application and management databases is also an essential requirement for the position.
- DUTIES** : The responsibilities of the position include: Meticulous oversight and management of manual and electronic record and information management systems and databases comprising the ongoing mapping, collation, recording, retrieval, digitising and storage of information; the oversight and management of orders and related purchasing functions, as and when required. Performing occasional secretarial functions. Rendering office management support services. Taking down and finalising minutes when required, as well as preparing presentations, correspondence and spreadsheets. Quality assuring documentation. Corresponding with relevant internal and external stakeholders and coordinating and maintaining stakeholder relations. Managing incoming and outgoing mail. Overseeing office stationary requisition functions, managing office assets and planning and well as coordinating travel, accommodation, S&T claims and other logistical requests on behalf of office personnel. Planning and oversight of event logistics, alongside the management and preparation of generic event materials and their subsequent dissemination, as and when required.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/123** : **SENIOR ACCOUNTING CLERK: SALARY PAYMENTS AND DEDUCTIONS (TWO POSTS) (REF NO: DHET 97/10/2017)**
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)
: Pretoria
: A Senior Certificate/Grade 12 or NCV certificate (level 4) with accounting as a passed subject, Friendly, trustworthy and accuracy, alongside a minimum of one to three years relevant practical experience.
- 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.
- ENQUIRIES** : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
- POST 44/124** : **SENIOR ADMINISTRATION CLERK: HOSTEL (REF NO: DHET114/10/2017)**
Chief Directorate: Indlela
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)
: Indlela
: A Senior Certificate/Grade 12 or NCV certificate (level 4). A minimum of one to three years relevant practical experience. Knowledge: Good knowledge of Occupational Health and Safety Act. Knowledge of Departmental Policies. Skills: Computer literacy (MS Word, Excel, Power Point). Report writing,

<u>DUTIES</u>	:	planning and organising, verbal and written communication, problem solving skills. Administration skills. Good supervisory skills.
	:	Registering candidates for the accommodation and issuing of keys for the rooms. Ensure proper management of linen, assets and equipment. Manage the cleaning of the rooms and laundry services. Ensure the machinery is always in good order. Compile monthly statistics regarding candidates booking and ensure the rooms are always available. Compile working schedules for staff and submit overtime claims to HRM. Ordering of stock from suppliers and submit invoices for payment. Ensure the effective safekeeping of stock.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/125</u>	:	<u>SENIOR PERSONNEL OFFICER: (CONDITIONS OF SERVICE) (REF NO DHET 126/10/2017)</u> Directorate: Human Resource Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 5) Pretoria A National Senior Certificate (Grade 12) or NCV level 4. At least 1 to 3 years' experience in Human Resource Administration. Experience in the appointment and conditions of service of Lecturers in both Community Education and Training (CET) and Technical and Vocational Education and Training (TEVT) will be an advantage. Knowledge and experience of PERSAL System. Good communication skills with a high proficiency in writing. Computer Literacy (MS Word and Excel). Ability to work under pressure and willingness to work extended hours when required.
<u>DUTIES</u>	:	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 exceptional client service and life skills. Must have excellent communication skills which include the writing of submissions, memos and letters. The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/126</u>	:	<u>DRIVER (REF NO: DHET 101/10/2017)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R127 851 per annum (Level 4) Pretoria Grade 10 or 7-12 months relevant experience. A minimum of one to two years relevant practical experience. Code 8 valid driver's licence. PDP will be an added advantage. Knowledge of the city/ies in which the function will be performed. 2 years and above driving experience. Excellent time management and ability to work under pressure. Good communication skills.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and other items (e.g. mail and documents). Collect and deliver documents and related items in the Department. Execute all instructions by supervisors. Report defects to transport officer timely. Complete all the required and prescribed records and log book with regard to the vehicle and the goods handled. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of prescripts for the correct utilisation of motor vehicles. Perform any other duties as instructed by supervisors.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/127</u>	:	<u>FOOD SERVICE AID: HOSTEL (2 POSTS) (REF NO: DHET 55/10/2017)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R107 886 per annum (Level 3) Indlela A minimum of Grade 10 or ABET level 1-4. A National Senior Certificate/Grade 12 or equivalent qualification will be an added advantage. At least one (1) to two (2) years relevant work experience. Good knowledge of Occupational Health and Safety Act. Good knowledge of cleaning. Good knowledge of serving food and washing of dishes. Communication and report writing skills. Good knowledge of handling queries.

DUTIES : Preparation of meals (Breakfast, lunch and supper) which includes chopping of vegetables, preparation of protein dishes, vegetables dishes and salads for candidates and stakeholders. Ensure the correct method of cooking and cooking techniques. Serving of the meals which involves serving method e.g. Buffet and clear up tables. Assist with stocktaking which involves packing of groceries according to the correct methods e.g. LIFO and FIFO methods and receiving of stock checking of stock quality and quantities, Ensure customer satisfaction and attend to client and customer needs. General Cleaning of kitchen e.g. kitchen equipment, utensils, cutlery and crockeries using the correct methods to prevent cross contamination.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/128 : **SENIOR SECURITY OFFICER (FOUR POSTS) (REF NO: DHET 85/10/2017)**

SALARY : R107 886 per annum (Level 3)
CENTRE : Pretoria
REQUIREMENTS : Candidates must be in possession of a Grade 10 and or NQF level 4 will be an added advantage with a minimum of 2 years related experience in Security Industry plus Grade "C" PSIRA accredited certificate. Knowledge and experience in CCTV related duties. Knowledge and experience in the application of the Minimum Information Security Standards (MISS Documents), Fire Arms Control Act, Occupational Health and Safety Act, Protection of Information Act, Promotion of Access to Information Act and Control of Access to Public Premises and Vehicle Acknowledge and experience in operating fire detection and extinguishing systems well as CCTV and access control systems. Good communication skills (written and verbal) and interpersonal relations. Computer literacy. Successful candidate will be required to work shifts (including night shifts) as well as irregular hours.

DUTIES : To operate and respond to all aspects of Control Room Operation including emergency response i.e. Fire and emergency alarm system. To operate, monitor, evaluate and maintain CCTV systems. Manage the dedicated emergency telephones and the telephone system and be aware of emergency response procedures. Manage the radio networks communicating with Security. Report as necessary any incidents to the emergency services and report any failures or issues to the Head of Security. Issuing and returning of access control identity cards. Operating of the fire detection and extinguishing system. Operating of the CCTV and access control systems. CCTV monitoring. Investigating of security incidents. Implementation of security emergency procedures.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/129 : **FOOD SERVICE AID (REF NO: DHET 100/10/2017)**

SALARY : R107 886 per annum (Level 3)
CENTRE : Pretoria
REQUIREMENTS : A minimum of Grade 10 or ABET level 1-4. A minimum of one to two years relevant practical experience. Special requirements/skills needed: Knowledge of a limited range of work procedures such as organising and planning, tea preparation, equipment, etc. must be physically fit and healthy.

DUTIES : Preparing and serving tea/coffee, supplying/refilling water in boardrooms, washing of cutleries, glasses/cups and jugs cleaning of microwaves and fridges; and cleaning of kitchens; collect glasses, cups from the Managers' offices to be washed and ensure that water jugs are filled. Ensure serviceability of equipment and report any defects or shortages. Be able to work independently and in a team environment, and apply a high standard of hygiene as well as safety measures.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/130 : **SENIOR SECURITY OFFICER: SECURITY (REF NO: DHET 115/10/2017)**
 Chief Directorate: Indlela

SALARY : R107 886 per annum (Level 3)
CENTRE : Indlela

<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 or NCV certificate (level 4). Be in possession of a Security Certificate Grade C and a valid driver's licence. A minimum of one – two (1-2) years' experience as a Security Officer. Knowledge: Good knowledge of Occupational Health and Safety Act. Knowledge of Departmental Policies. Skills: Computer literacy (MS Word, Excel, Power Point). Report writing, planning and organizing, verbal and written communication, problem solving skills. Administration skills.
<u>DUTIES</u>	:	Effective implementation of access control procedures to the main entry. Control of keys handed to security and register book for proper control. Registering visitors and candidates entering premises. Conduct effective patrols to all buildings on the premises on an hourly basis and conducting fire hydrates check around the premises. Provide information regarding incidents to investigating officers. Report faulty equipment/systems.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/131</u>	:	<u>GROUNDSMAN (REF NO: DHET 10/10/2017)</u>
<u>SALARY</u>	:	R90 234 per annum (Level 2)
<u>CENTRE</u>	:	KwaZulu-Natal CET College, Phindangene CLC, Lamontville, Durban
<u>REQUIREMENTS</u>	:	ABET (L1 – 4) Special requirements (skills needed): At least one (1) to two (2) years relevant work experience Communication- and inter personal skills. Must be physically healthy. Experience in maintenance will be an added advantage.
<u>DUTIES</u>	:	Maintain gardens, prune trees, fertilise lawns and gardens. Ensure safety awareness with the use of all equipment on all tasks. Daily removal of garden refuse and upkeep and maintenance of the selected gardens. Clean official offices, classes, halls and classrooms which include mopping of floors and washing of windows. Clean drains and ablution facilities. Execute all ad hoc cleaning tasks as issued by order.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/132</u>	:	<u>GROUNDSMAN: MAINTENANCE (6 POSTS) (REF NO: DHET 56/10/2017)</u> Chief Directorate: Indlela
<u>SALARY</u>	:	R 90 234 per annum (Level 2)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A minimum of Grade 10 or ABET level 1-4. A National Senior Certificate/Grade 12 or equivalent qualification will be an added advantage. At least one (1) to two (2) years relevant work experience. Experience in maintenance will be an added advantage. Knowledge: Good knowledge of Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Skills Communication and report writing skills. Good knowledge of handling queries.
<u>DUTIES</u>	:	Cutting of lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns and surrounding areas. Removal of old flowers and plants, including removal of weeds and cleaning of roads, paving, walkways and paths. Pruning of trees. Planting of new flowers and plants. Ability to clean toilets and ablution blocks. Ability to assist with any reasonable task such as cleaning of rubble bins and empty into the big industrial bins.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442
<u>POST 44/133</u>	:	<u>GENERAL WORKER (REF NO: DHET 102/10/2017)</u>
<u>SALARY</u>	:	R90 234 per annum (Level 2)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	ABET or Grade 10. A minimum of one to two years relevant practical experience. Possess good communication skills, honest and reliable, physical strength and cope with physical demands of the position. Be able to work in a team.
<u>DUTIES</u>	:	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. Provide effective office and property care support services. Safekeeping of maintenance tools and supplies.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442

POST 44/134 : **GENERAL WORKER (REF NO: DHET 112/10/2017)**

SALARY : R90 234 per annum (Level 2)
CENTRE : Northern Cape CET College
REQUIREMENTS : ABET or Grade 10. A minimum of one to two years relevant practical experience. Possess good communication skills, honest and reliable, physical strength and cope with physical demands of position. Be 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. Provide effective office and property care support services. Safekeeping of maintenance tools and supplies.

ENQUIRIES : Mr P Mtshali Tel (012) 312 5089 / Ms X Rikhotso Tel (012) 312 5513 / Mr R Kgare Tel (012) 312 5442