

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (MNAMBITHI TVET COLLEGE)

- APPLICATIONS** : Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith
- CLOSING DATE** : 09 February 2018 at 12:00
- NOTE** : Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

OTHER POSTS

- POST 03/08** : **SENIOR EDUCATION SPECIALIST (HOD) PL3 TWO POSTS**
REF: MTVET 01/2018 – EZAKHENI A CAMPUS
REF: MTVET 02/2018 – ESTCOURT CAMPUS
Nature of post: Permanent
- SALARY CENTRE** : R367 773 per. annum. plus applicable service benefits
: Ezakheni A Campus
: Estcourt Campus
- REQUIREMENTS** : A recognised 3 year Degree/Diploma in appropriate field which must include a teaching qualification. At least 5 years lecturing experience, preferably in a TVET College, with three years at an academic supervisory level. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape, human resources management and labour relations. Ability to handle pressure and meet deadlines. Strong leadership, monitoring and evaluation, communication, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professionals. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence.
- DUTIES** : Deputize in the absence of the Campus Manager. Submit annual estimates of departmental student support material needs (including consumables) to the campus manager. Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Facilitate arrangements for the maintenance of equipment and/or workshops. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the Department's needs. Advise on requirements. Oversee the maintenance of workshops, simulation, practical rooms and equipment. Plan and prepare lessons (lesson plans) and produce material such as typed notes, diagrams, patterns and any consumables for use in teaching. Ensure compliance with subject, assessment and ICASS guideline principles and health and safety regulations. Monitor and analyse lecturer and student attendance, performance and implementation of curriculum. Facilitate and monitor all policies that have an impact on teaching and learning within the DHET Provide guidance and academic support to Senior Lecturers. Maintain schemes of work, year plans and academic year plans, provide inputs on timetabling and lecturer resources. Contribute to synopses in course booklets and ensure that the subject(s) is/are properly represented at school visits/open days. Hold regular departmental meetings (minutes are taken), informing colleagues of all matters in respect of policy,

- administration and planning and related issues discussed. Determine teaching programmes of team on an equitable basis and participate in appraisals. Provide advice and guidance and encourage participation in relevant courses. Assign responsibilities and supervision of Senior Lecturers and lecturers in consultation with relevant stakeholders. Participate in the appointment and induction of new staff. Provide reports on academic matters to the Campus Manager and participate in Academic Board structures, as required. Oversee assessment processes in line with College Policy and DHET Policies and procedures. Moderation of ICASS files as laid out in the ICASS guidelines
- ENQUIRIES** : Mr SR Gabela at (036) 631 0360
- POST 03/09** : **EDUCATION SPECIALIST (SENIOR LECTURER) PL2 FOUR POSTS:**
 REF: MTVET 03/2018 (TOURISM AND HOSPITALITY R191 – LADYSMITH CAMPUS);
 REF: MTVET 04/2018 (TOURISM AND HOSPITALITY NCV – LADYSMITH CAMPUS);
 REF: MTVET 05/2018 (PUBLIC MANAGEMENT AND MANAGEMENT ASSISTANT R191 – EZAKHENI A CAMPUS);
 REF: MTVET 06/2018 (HUMAN RESOURCES/BUSINESS MANAGEMENT AND FINANCE R191 – EZAKHENI A CAMPUS)
 Nature of post: Permanent
- SALARY CENTRE** : R308 877 per annum plus applicable service benefits
 : Ladysmith Campus
 : Ezakheni A Campus
- REQUIREMENTS** : A recognised 3 or 4 year Degree/Diploma in the relevant field which must include a teaching qualification; At least 3 years lecturing experience, preferably in a TVET Sector; Accreditation as an Assessor and Moderator would be a strong recommendation; Sound communication skills; Ability to monitor and facilitate Students and Lecturers' performance and provide critical feedback in an objective manner; Good planning, organising, administration, monitoring and evaluation skills; SACE registration; Advanced computer skills (MS Word, MS Excel and PowerPoint); a valid driver's licence.
- DUTIES** : Facilitate general academic and career development of students; Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system; Co-ordinate the procurement of the programme's training needs; Provide guidance on syllabi, curriculum and learning outcomes; Create a conducive classroom environment and ensure efficient classroom management and discipline of students; Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records; Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance; Assist the Head of Division with day-to-day management duties. Oversee assessment and moderation. Supervise lecturers and manage their performance in terms of IQMS.
- ENQUIRIES** : Mr SR Gabela at (036) 631 0360
- POST 03/10** : **HR PRACTITIONER: HRD AND PERFORMANCE MANAGEMENT REF: MTVET 10/2018 – CENTRAL OFFICE**
 Nature of post: Permanent
- SALARY CENTRE** : R226 611 (Salary Level 7) per annum plus applicable service benefits
 : Central Office
- REQUIREMENTS** : A recognised Bachelor's Degree or equivalent qualification at NQF level 6 in Human Resource Development / Human Resource Management or related fields. At least minimum of three to five years' relevant experience. Good understanding of Human Resource Development / Management enabling legislation in particular the SDA, SDLA BCEA, EEA, LRA, PFMA and PSR. Excellent communication (both verbal and written), facilitation, presentation, writing, computer, financial management, good interpersonal skills. Be computer literate in Ms Office packages (Word, Excel, PowerPoint and outlook). Ability to work under pressure. Excellent working knowledge of PERSAL and all functions relating to PMDS and

		IQMS. Knowledge to Return on Investment (ROI). Knowledge of National Skills Development Strategy 111. Be able to meet tight deadlines and be teamwork oriented. A valid driver's license is essential.
<u>DUTIES</u>	:	Develop and implement Workplace Skills Plan in the College. Ensure implementation of Annual Training Plan. Development of training needs analysis. Administer bursaries, internships and education and training programmes. Evaluate the impact made by these programmes and report to management. Provide administrative functions to ensure proper functioning of the Training Committee. Conduct Skills Audit. Ensure the sourcing of accredited service providers. Liaise with various SETAs regarding training opportunities available. Provide statistics/reports on all training/learning interventions and skills development strategies. Ensure compliance to policies and regulations on the implementation of PMDS and IQMS. Monitor the implementation of performance management systems (PMDS and IQMS).
<u>ENQUIRIES</u>	:	Mr SR Gabela at (036) 631 0360
<u>POST 03/11</u>	:	<u>SUPPLY CHAIN CLERK SUPERVISOR REF: MTVET 11/2018 – CENTRAL OFFICE</u> Nature of post: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611 (Salary Level 7) per annum plus applicable service benefits Central Office Grade 12 or equivalent qualification, PLUS a recognised Bachelor's Degree or equivalent qualification at NQF level 6 in Supply Chain Management / Accounting/Public Management or related fields. A minimum of two (2) to three years' experience in Supply Chain Management. Sound knowledge of Supply Chain Management legislations such as PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, Practice Notes, Circulars and SCM delegations. Be computer literate in Ms Office packages (Ms Word, Excel Outlook and PowerPoint), excellent numerical skills, planning, monitoring, problem solving, decision making and supervisory skills. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. Be able to meet tight deadlines and be teamwork oriented. A valid driver's license is essential.
<u>DUTIES</u>	:	Render contract management services within the College. Implement and maintain sound SCM practices with regard to demand and acquisition processes. Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhered to. Ensure consistent and effective application of supply chain practices. Assist with the development of procurement plans by end-users; Perform expenditure analysis with respect to goods and services procured. Consolidate the end-users procurement plans in the overall procurement plan for the College. Assist end-users with the drafting of specifications and terms of reference; Provide secretarial support to Bid Specification Committee. Prepare reports on SCM matters. Supervise, train and monitor staff performance within the SCM Unit.
<u>ENQUIRIES</u>	:	Mr SR Gabela at (036) 631 0360
<u>POST 03/12</u>	:	<u>LECTURERS PL1 THREE POSTS</u> REF: MTVET 07/2018 (ELECTRICAL ENGINEERING – EZAKHENI A CAMPUS REF: MTVET 08/2018 (FINANCIAL MANAGEMENT – LADYSMITH CAMPUS); REF: MTVET 09/2018 (ENGLISH NCV – EZAKHENI A CAMPUS) Nature of post: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R185 768 /245 700 per annum plus applicable service benefits Ezakhani A Campus Ladysmith Campus A recognised 3 or 4 year Degree/Diploma in the relevant field which must include a teaching qualification or industry related qualification; A lecturing experience in a TVET Sector will be an added advantage; Good interpersonal and communication skills (verbal and written). Assessor and/or Moderator training will be an added advantage. Be computer Literate in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration.

DUTIES : Provide teaching and learning delivery. Facilitate teaching and general administration. Conduct assessments. Engage in subject development. Assist and mentor students. Participate in and manage all other related teaching responsibilities.

ENQUIRIES : Mr SR Gabela at (036) 631 0360

2018/2019 INTERNSHIP PROGRAMME

APPLICATIONS : 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.

CLOSING DATE : 02 February 2018, 16H00

NOTE : The department of Higher Education and Training invites South Africans unemployed graduates who are between the ages of 18-35 to apply for 2018/2019 internship programme. 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). 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, disability and TVET graduates are encouraged to apply. Correspondences will be limited to successful candidates only. Suitable candidates will be subjected to personnel suitability checks (qualification/study verification). Successful candidates will also be subjected to security clearance processes. Please visit: www.dhet.gov.za for additional information and programmes on offer. Applications received after the closing date or faxed and emailed applications will not be considered

OTHER POSTS

POST 03/13 : **INTERNSHIP (REF NO: DHET CFO/2018/01)**
Branch: CFO
Directorate: Development Support and Public Entities

SALARY : R5 353.78 per month
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma/Degree: Administration/ Financial Management/Development Studies/ Accounting as recognised by SAQA.

DUTIES : The successful candidate will be responsible to provide Oversight, monitoring and evaluating compliance reports by public entities. Provide administration support within the Directorate. Provide support to management of tranche applications for programme and projects funded by donors and grants. Assist in compiling and analysing financial reports.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/14 : **INTERNSHIP (REF NO: DHET CFO/2018/02)**
Branch: CFO
Directorate: Office of the CFO

SALARY : R5 353.78 per month
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma/B Com: Office Management or Filling or Administration or Accounting recognised by SAQA.

DUTIES : The successful candidate will be responsible to Prepare financial reports on Departmental Development Fund. Perform other duties delegated from time to time in the unit. Provide generic front office management and reception services, Filing and records management. Provide administration functions-

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/15 : **INTERNSHIP (REF NO: DHET CFO/2018/03)**
Branch: CFO
Directorate: Compliance, Internal Auditing

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/Degree/B Com: Compliance or Internal Auditing Accounting as recognised by SAQA.

DUTIES : The successful candidate will be responsible to assist with compliance verification or testing and monitoring. Assist with conducting follow-ups on Audit Action Plan. Perform any ad-hoc tasks relevant to compliance

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/16 : **INTERNSHIP (REF NO: DHET CFO/2018/04)**
Branch: CFO
Directorate: Financial Services

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/Degree/B Com: Finance with Accounting as passed subject recognised by SAQA.

DUTIES : The successful candidate will be responsible to Provide financial and administrative support to projects. Assist with monitoring of National Skills Fund projects. Assist with processing of expenditure and debt transactions. Assist with Payroll management, cash flow and budgeting.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/17 : **INTERNSHIP (REF NO: DHET CFO/2018/05)**
Branch: CFO
Directorate: Supply Chain Management and Assets Management

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/Degree: Logistics Management or Public Admin or Supply Chain or Inventory or Demand and Acquisition recognised by SAQA.

DUTIES : The successful candidate will be responsible to processing orders, payments, travel and accommodations and logistics. Receiving of requisitions, sourcing of quotations, Selecting of suppliers from CSD. Filling of Supply Chain Management documents

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/18 : **INTERNSHIP (REF NO: DHET P/2018/06)**
Branch: Planning, Policy and Strategy
Directorate: Research Coordination, Monitoring and Evaluation

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate Master's Degree: Social Science (Education) and National Diploma: Public Admin recognised by SAQA.

DUTIES : The successful candidate will be responsible to provide assistance with project support. Assist with summaries of reports Conduct internet research and undertake literature reviews.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/19 : **INTERNSHIP (REF NO: DHET P/2018/07)**
Branch: Planning, Policy and Strategy
Directorate: Career Development Services

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma: Financial Management or Auditing or HRM or Computer Science recognised by SAQA.

DUTIES : The successful candidate will be responsible to provide assistance with maintaining of various Career Development Services projects budget. Assist the Deputy Director: Information Support in programming. Develop APP's for Career Development Services and Open Learning.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/20 : **INTERNSHIP (REF NO: DHET P/2018/08)**
 Branch: Planning, Policy and Strategy
 Directorate: System Monitoring and Economic Analysis

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate Degree: Economics or Econometrics or Statistics and Mathematics recognised by SAQA.

DUTIES : The successful candidate will be responsible to provide office administration support. Provide secretariat support and perform ad-hoc duties.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/21 : **INTERNSHIP (REF NO: DHET P/2018/09)**
 Branch: Planning, Policy and Strategy
 Directorate: Legal and Legislative Services For Education Institutions

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate Degree: LLB recognised by SAQA.

DUTIES : The successful candidate will be responsible to provide assistance with legal research and handling litigation. Provide legal advisory services and drafting legal documents.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/22 : **INTERNSHIP (REF NO: DHET P/2018/10)**
 Branch: Planning, Policy and Strategy
 Directorate: Information System Coordination

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma or Bachelor's Degree: Management or Public Admin recognised by SAQA.

DUTIES : The successful candidate will be responsible to assist with the management of projects. Assist with the development of information standards. Provide secretariat services in the directorate meetings. Perform ad-hoc duties as may delegated from time to time.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/23 : **INTERNSHIP (REF NO: DHET P/2018/11)**
 Branch: Policy and Strategy
 Directorate: Global Partnership, Africa and Middle East

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate BA Degree/ BA Honours: International Relations with Politics as major subject recognised by SAQA.

DUTIES : The successful candidate will be responsible to provide assistance with logistical and programmatic preparations to receive, host local and international guests. Perform general tasks as and when requested by Deputy Director and Assistant Director. Assist the Personal Assistant with ensuring the Director's office operations are carried out efficiently.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/24 : **INTERNSHIP (REF NO: DHET P/2018/12)**
Branch: Policy and Strategy
Directorate: Strategic Coordination and Secretariat Support, Social Inclusion and Equity

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/BA Degree: Management Assistant or Admin, Public Admin, Information Technology recognised by SAQA.

DUTIES : The successful candidate will be responsible to assist with the development and compilation of the Department annual performance plan. Assist in collation of strategic and performance inputs from branches. Facilitate provision of stationary and office equipment.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/25 : **INTERNSHIP (REF NO: DHET UE/2018/13)**
Branch: University Education
Directorate: Financial and Physical Planning

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/BA Degree: Accounting or Public Finance or Infrastructure or Health Science in Finance recognised by SAQA.

DUTIES : The successful candidate will be responsible to assist with evaluation of clinical training grants reports from Universities. Assist with submissions to release funds.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/26 : **INTERNSHIP (REF NO: DHET UE/2018/14)**
Branch: University Education
Directorate: Office Of The Deputy Director-General: University Education

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate Honours Degree: Arts or Social Science or Education recognised by SAQA.

DUTIES : The successful candidate will be responsible to provide with administration support in the office of the DDG: University Education. Conduct research on the HES. Support various research projects. Report writing and develop briefings.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/27 : **INTERNSHIP (REF NO: DHET UE/2018/15)**
Branch: University Education
Directorate: Private Higher Education Institutions

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/ Degree: Management or Economics or Social Science recognised by SAQA.

DUTIES : The successful candidate will be responsible to assist in managing information. Assist in production of certificates. Evaluating of annual reports.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/28 : **INTERNSHIP (REF NO: DHET UE/2018/16)**
Branch: University Education
Directorate: Teaching & Learning Development and Teaching & Qualification Policy

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/Bachelor's Degree: Business or Office Admin or Public Admin or Infrastructure or Health Science in Finance recognised by SAQA.

DUTIES : The successful candidate will be responsible for filing documents and other correspondences including meeting notes and decisions. Arrangements for travelling compile and submit travel claims accordingly

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/29 : **INTERNSHIP (REF NO: DHET TVET/2018/17)**
Branch: Technical Vocational Education and Training
Directorate: TVET Infrastructure Development Programme

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/ Degree: Project Management Admin or Public Admin Infrastructure or Health Science in Finance recognised by SAQA.

DUTIES : The successful candidate will assist in project. Arrange meetings. Review reports. Compile reports. File documents. Records keeping and take minutes during meetings.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/30 : **INTERNSHIP (REF NO: DHET TVET/2018/18)**
Branch: Technical Vocational Education and Training
Directorate: Financial Planning

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate B Com: Financial Accounting or Economics or Econometrics recognised by SAQA.

DUTIES : The successful candidate will assist in managing data collection processes draw. Analyse data and compile reports. Develop data tools and frameworks. Manage cash flow of the Directorate. Process substance and Travelling and cell phone claims on behalf of the Directorate. Plan, manage, monitor and reporting of the budget. Analysing financial statement and reporting. Funding norms development and implementation.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/31 : **INTERNSHIP (REF NO: DHET TVET/2018/19)**
Branch: Technical Vocational Education and Training
Directorate: Planning and Institutional Support

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/Bachelor's Degree: Public Management or Admin or Financial Management or Information Communication Technology or Information Technology recognised by SAQA.

DUTIES : The successful candidate will assist in providing office administration support to the Directorate. Manage cash flow of the Directorate. Process substance and transport and cell phone claims on behalf of the Directorate. Coordinate meetings, conference and travelling arrangements

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/32 : **INTERNSHIP (REF NO: DHET TVET/2018/20)**
Branch: Technical Vocational Education and Training
Directorate: Public TVET Colleges

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/ Degree /Bachelor: Public Management or Management or Business Studies recognised by SAQA.

DUTIES : The successful candidate will assist in compiling and submit travel, substance and cell phones claims. Manage the filing system of the Directorate and retrieval of documents when required. Provide administration support to the Directorate in order to ensure that Directorate's administrative functions are performed well.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/33 : **INTERNSHIP (REF NO: DHET CS/2018/21)**
Branch: Corporate Services
Directorate: Communication & Media Liaison and Call Centre & Client Services

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/ Degree: Communications or Public Relations or Graphic Design or Journalism or Marketing Management or Management Assistant or Public Admin or Library & Information Science recognised by SAQA.

DUTIES : The successful candidate will be responsible for Journalism, photographing, social media, Exhibitions and media monitoring. Respond to enquiries through Call Centre, Fax and email. Handle procurement processes of the Chief Director's office. Assist with any other administration functions when required. Draft weekly plan for the Chief Director Manager and Submit to the office of the Deputy Director-General. Compile monthly, quarterly and annual reports. Respond to enquiries/queries through Call Centre, fax and email. Assist to manage DHET social media platform. Office administration (i.e. Couriering Branding bookings for travelling's, Procuring stationary, procuring communication equipment , Procuring Branding. Assist with the monitoring of internal communication platforms (i.e. notice board monitoring)

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/34 : **INTERNSHIP (REF NO: DHET CS/2018/22)**
Branch: Corporate Services
Directorate: Government Information Technology Office (GITO)

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/ Bachelor: Information Technology or Social Science or Computer Science recognised by SAQA.

DUTIES : The successful candidate will be responsible to provide transversal system (BAS, PERSAL & LOGIS) support. Assist in the administration of the entire Microsoft network environment. Installation and maintenance of network infrastructure and software.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/35 : **INTERNSHIP (REF NO: DHET CS/2018/23)**
Branch: Corporate Services
Directorate: Facilities Management and Logistics Services

SALARY : R5 353.78 per month
CENTRE : Pretoria

REQUIREMENTS : An appropriate National Diploma/ Degree: Facilities of Property Management or Public Management or Project Management recognised by SAQA.

DUTIES : The successful candidate will assist with management of transport and Departmental GG vehicle. Render effective and efficient registry services. Payment of private and state owned Municipal services. Prepare documents and files them accordingly.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/36 : **INTERNSHIP (REF NO: DHET CS/2018/24)**
Branch: Corporate Services
Directorate: Human Resource Administration, Management and Development

SALARY CENTRE REQUIREMENTS : R5 353.78 per month
Pretoria

REQUIREMENTS : An appropriate National Diploma/ Degree: Human Resource Management and Development or Management Services or Industrial Psychology or Organizational Development or Public Administration or Office Management or Records Management recognised SAQA.

DUTIES : The successful candidate will administer and processing of HR transactions and PERSAL. Coordinate recruitment and selection process such as capturing applications, arranging shortlisting and interviews. Assist with the Coordination of bursary audit. Assist with the coordination of skills programmes including Internship, Security Learnership and WIL programme. Assist in the development and implementation of the HR planning, employment equity and data analysis

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/37 : **INTERNSHIP (REF NO: DHET CS/2018/25)**
Branch: Corporate Services
Directorate: Labour Relations and Wellness

SALARY CENTRE REQUIREMENTS : R5 353.78 per month
Pretoria

REQUIREMENTS : An appropriate National Diploma/ Degree/ B Tech: Labour Relations or Laws Office Admin or Psychology or Wellness recognised SAQA.

DUTIES : The successful candidate will perform counselling and make referrals. Assist in Psycho- Social interventions activities. Must have knowledge and understanding of Employee Health Wellness policies and framework. Understanding of collective bargaining, negotiations and assistance with the disciplinary processes.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/38 : **INTERNSHIP (REF NO: DHET CS/2018/26)**
Branch: Corporate Services
Directorate: Office Of The Deputy Director-General: Corporate Services And Office Of The Chief Director: Human Resource Development

SALARY CENTRE REQUIREMENTS : R5 353.78 per month
Pretoria

REQUIREMENTS : An appropriate National Diploma/ Degree: Public Management or Admin or Office Management or Risk Management or Auditing or Forensic Auditing recognised SAQA.

DUTIES : The successful candidate will be responsible for scanning files and hyperlinking of documents. Handling of confidential documents and responding to enquiries. Perform Risk Management and fraud prevention activities. Provide secretarial support to the Risk Management committee. Perform administrative duties

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/39 : **INTERNSHIP (REF NO: DHET SD/2018/27)**
Branch: Skills Development
Directorate: National Skills Fund and Work Intergrated Learning Programme

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/ Degree: Public Management or Financial Management or Project Management or Information Technology or Legal Assistance or Communication or Public Relation or Supply Chain Management or Internal Auditing or Management Assistance recognised SAQA.

DUTIES : The successful candidate will assist managers with projects administration. Assist Directorates with office administration duties. Sorting of data from SETAs, UOT's and TVET. Managing incoming and outgoing of data to stakeholders. Perform other administrative duties. Assist to design relevant audit procedures for planned audits. Assisting with execution of audits as per the internal audit plan, in accordance with internal audit methodology and International Standards of Internal Audit. Assist with the conducting of legal research and provide legal advice including drafting legal opinions. Assist with ensuring compliance to risk management policies, procedures and systems. Update the risk register, compliance report and central litigation and investment register. Assist with maintaining of accurate weekly timesheets and monitoring hours spend against available budget and provide regular reports.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/40 : **INTERNSHIP (REF NO: DHET SD/2018/28)**
Branch: Skills Development
Directorate: National Skills Authority

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/ Degree: Marketing or Communications Honours Degree: Information System or Research recognised SAQA.

DUTIES : The successful candidate will assist in coordinating National Skills Authority advocacy Activities. Manage National Skills Authority media platforms. Assist in coordinating National Skills Authority events. Assist in developing National Skills Authority marketing and communication strategy

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/41 : **INTERNSHIP (REF NO: DHET CET/2018/29)**
Branch: Community Education and Training Colleges
Directorate: Institutional Development Support, Programme Curriculum, Development and Assessment

SALARY : R5 353.78 per month
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma/ Degree: Office Management or Admin recognised SAQA.

DUTIES : The successful candidate will monitor and report on Chief Director's budget. Arrange Prepare and record proceeding of meeting. Assist in procurement and other logistics. Provide administration support.

ENQUIRIES : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125

POST 03/42 : **INTERNSHIP (REF NO: DHET CET/2018/30)**
Branch: Community Education and Training Colleges
Directorate: Regional Offices and Colleges (Provinces)

SALARY : R5 353.78 per month
CENTRE : Eastern Cape, Northern Cape, Western Cape, North West, Mpumalanga, Limpopo, Free State, Kwazulu-Natal & Gauteng

- REQUIREMENTS** : An appropriate National Diploma/ Degree: Human Resource Management or Public Admin or Office Admin or Finance or Town Planning or Quantity Surveying or Information Management or Information Technology or Accounting or Management Assistant or Data Management recognised SAQA.
- DUTIES** : The successful candidate will provide administrative support. Assist the CET directorates with distribution, collection and capturing of annual snap surveys and examination enquires. Assist with procurements processes and making travelling arrangements. Filling documents relating to corporate services. Assist with other administrative of the entire Microsoft network environment. Installation and maintenance of network infrastructure and software. Assist with preparations of financial reports. Processing of expenditure and debts transactions
- ENQUIRIES** : Ms N Khoza 012 312 5192 / Mr W Makgoale 012 312 5760 / Ms M Managa 012 312 5805/ Mr M Rooi 012 312 5125