

HIGHER EDUCATION AND TRAINING

- 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** : 9 March 2018 Closing Time 16H00
- 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 (saga) and the evaluation certificate from saqa 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 representatively 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. Note: all shortlisted candidates for sms posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

MANAGEMENT ECHELON

- POST 08/48** : **HEAD: SPECIAL PROJECTS (CHIEF DIRECTOR LEVEL) (REF NO: DHET 01/02/2018)**
Contract Post (From Date Of Appointment To March 2022 Although Provision Can Be Made For Annual Contracts Over This Period).
- 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) in human resources, project management, and/or education and training. A post-graduate qualification or extensive experience in the delivery of artisan training will be deemed an advantage. The person should have a minimum of 5-10 years' work experience in a relevant skills development context with demonstrable experience of project leadership / management at a very senior level. Experience of working in the public sector or in one of the agencies at a Senior Management level for at least five years is required, and experience of having worked in the Department of Higher Education and Training (DHET) or one of its agencies will give a decided advantage. Extensive knowledge and direct, relevant experience of managing artisan training is essential. Knowledge of the new occupational qualifications of the Quality Council for Trades and Occupations (QCTO) is also required. Extensive knowledge and/or direct experience of work in one or more of the Sector Education and Training Authorities and/or Technical and Vocational Education and Training Colleges will be an added advantage. Familiarity with the basic funding flows associated with the skills levy is required and some knowledge of the processes followed for fiscal allocations to colleges will be an advantage. Knowledge of the Centres of Specialisation programme will be deemed a strong advantage. Experience of working with stakeholders in both the public and private sector in an organizational capacity is essential. Competence in the use of Microsoft Word and Excel is necessary and competence in the use of Microsoft Project or an equivalent project management package is highly desirable. A valid driver's license and willingness to travel. Will be required to have/secure their own car.
- DUTIES** : Manage the two projects outlined above based on existing contracts, agreements and plans already in place, although room for adaptation and improvement will always exist; Serve the National Oversight Structure responsible for steering the Centres of Specialisation Programme as well as the Executive Committee co-chaired by the Deputy Directors-General for TVET and Skills Branches. Manage the work of a range of service providers contracted to the SPU for a range of specified tasks, including Occupational Team Conveners drawn from industry for each

of the priority trades, a service provider appointed to develop a new funding model for occupational programmes and a project management service provider contracted through the Government Technical Advisory Centre (GTAC) to assist with the project management of the COS programme; Oversee the development of policy prescripts for the rollout of artisan occupational programmes under the COS programme in partnership with all relevant DHET Branch partners and the QCTO; Collaborate with officials establishing the South African Institute for Vocational and Continuing Education and Training (SAIVCET) and the Post School Education and Training Planning Unit and explore longer term alignment opportunities; Oversee the continued support rollout to KZN of the 21 STEP PROCESS and furthermore oversee its rollout to further provinces as required; and Plan and implement a model for the sustainability of the work beyond March 2022.

- NOTE** : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/49** : **EXECUTIVE OFFICER: NATIONAL SKILLS AUTHORITY (CHIEF DIRECTOR LEVEL) (REF NO: DHET 02/02/2018)**
Branch: Skills Development
Directorate: National Skills Authority (Nsa)
- SALARY** : R1 127 334 per annum (All-Inclusive Remuneration Package) (Level 14)
(This is a re-advert, candidates who previously applied are encouraged to re-apply. This post is not a contract post)
- 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 10 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 agreements 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. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/50 : **CHIEF DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION (REF NO: DHET 03/02/2018) NATIONAL SKILLS FUND**

SALARY : R1 127 334 per annum (All-inclusive remuneration package) (Level 14) (This is a re-advert, candidates who previously applied are encouraged to re-apply)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in a relevant field, coupled with at least 5 to 10 years senior management working experience in managing organisations of a national scale in the private or public sector. A relevant post-graduate qualification would be a distinct advantage. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities to lead eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to excellent project management, technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client oriented, customer focused and be able to perform in a team environment. Good knowledge of the post school education and training system will be an added advantage. Good computer skills and valid driver's license are requirements. Candidate 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.

DUTIES : Head the NSF's core function area of skills development implementation consisting of eight directorates; with an estimated staff complement of +-70 permanent employees and +- 40 interns; which may also be located in the regions across the country; Initiate skills development programmes and projects timeously that are strategically aligned and in compliance with policies and procedures; Manage financial and performance information reporting on skills development programmes and projects nationally and across the regions to ensure it is performed timely and accurately; Evaluate the output, outcome and impact of skills development programs and projects; Stakeholder engagement and report writing; Problem solving; Develop programme/project management frameworks; standardized approaches and methodologies; policies and procedures related to the implementation of skills development programmes and projects; Perform strategic planning; Develop and report on performance indicators; Manage the resources of the Chief Directorate; and Participate as an active member of the NSF executive team.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/51 : **CHIEF DIRECTOR (REF NO: DHET 04/02/2018)**
Office of the Chief Financial Officer (CFO)
Chief Directorate: Supply Chain Management

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 recognised qualification in Supply Chain Management/Financial Accounting, alongside an employment record comprising at least 5 to 10 years senior management experience. Prior tenure within a Supply Chain Management environment coupled with a keen sense and understanding of the relevant Government procurement legislation and concomitant processes and procedures will prove advantageous to securing an interview. In addition the following attributes are also desirable: An in-depth knowledge of the Framework for Supply Chain Management in terms of the Preferential Procurement Policy Framework Act, Public Finance Management Act, relevant Treasury Regulations, as well as the Public Service Act and relevant regulations and legislation coupled with an understanding of the business of the Department of Higher Education and Training. A proven track record within a service delivery and customer focused environment, a willingness to adapt to formal work schedules and prepared to travel as and when required to do so. The ideal candidate should possess astute senior management, programme and project management skills, sound analytical and problem identification and solving skills, numeracy proficiency, diplomacy, solid interpersonal and decision-making, motivational and negotiation, alongside accomplished verbal communication and report writing skills. Adept computer literacy and knowledge of Government Transversal Systems. Possess

high ethical standards and an ability to conduct actions with integrity and in a fair and reasonable manner, the ability to inculcate mutual trust and respect, innovative thinking, creativity and solution orientated acumen. The ability to perform functions and take decisions independently and without instruction, hard-working and dedicated and highly motivated. The ability to work effectively and efficiently under sustained pressure and meeting tight deadlines while delivering desired results. A valid drivers's licence

DUTIES

: The successful candidate will be required to oversee the implementation of Departmental supply chain and asset management portfolios and systems in conjunction with proactive and relevant policy development and oversight of requisite delegations and control measures required and applied within ambit of the guiding legislative discourse. The incumbent will furthermore manage and guide all Departmental bid specification, evaluation and adjudication processes/structures, while enhancing and improving the ongoing development, maintenance and oversight of Departmental supply chain management procedures which include, but are not limited to demand, acquisition, logistical, disposal, performance and risk management oversight functions. In addition, the successful candidate will be required to intermittently provide informed council and guidance on all pertinent Supply Chain Management processes to the Ministry, Offices of the Director-General and Chief Financial Officer as well as Branches of the Department and its sub-structures, Regional Offices. In addition the successful candidate will also be required to: Assess supply chain performance on an intermittent basis; Control and manage budget planning and monitoring, expenditure control, cash-flow management and spending trends linked to supply chain management; Investigate any allegation of corruption, improper conduct or failure to comply with the supply chain management systems; Facilitate and promote the deployment and development of personnel within respective functional areas, as well as bolster and improve institutional capacity; Perform fiduciary functions, including reporting to the Accounting Officer and Chief Financial Officer on supply chain management-related matters and any breach or failure in compliance with any aspect of the system to the relevant authority; Analyse and interpret legislative and good governance imperatives with a view to developing sound Supply Chain Management policies and practices; Provide provincially focused financial asset and liability services to the Department; Participate in the preparation of Annual Financial Statements and manage all relevant audit related matters; Manage, maintain and oversee requisite Service Level Agreements with service providers and other agencies of the Department, where apparent; Ensure the effective, efficient and economical management and utilisation of resources allocated to the Chief Directorate.

NOTE

: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES

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

POST 08/52

: **CHIEF DIRECTOR (REF NO: DHET 05/02/2018)**
Branch: Technical and Vocational Education and Training (Tvet)
Chief Directorate: Financial Planning and Management

SALARY CENTRE

: R1 127 334 per annum (All-inclusive remuneration package) (Level 14)
: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree/advanced National Diploma (NQF level 7) or equivalent qualification in Accounting Science / Financial Management / or Public Finance Management. An Honours Bachelor's degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years' experience in the post-school education and training sector. Minimum of 5 to 10 years proven experience at Senior Management level. Registration as a Chartered Accountant (CA) with the South African Institute of Chartered Accountants (SAICA) or South African Institute of Professional Accountants (SAIPA) will be an added advantage. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET College management, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment, Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A valid driver's license.

DUTIES

: The scope of the Chief Director's work will include but not be limited to: Providing leadership to the Directorates: Institutional Funding (CFF) and Budget Planning and Management (CFB) within the Technical and Vocational Education and Training (TVET) Branch in the execution of their functions in compliance with applicable legislation, regulations and Departmental prescripts; Management of the financial functions within the TVET branch to ensure sound

financial management, oversight, formulation of governance frameworks and policies and ensuring accurate reporting within the organization; Planning and monitoring of the equitable distribution of funding to increase access to a variety of programmes in TVET Colleges; Monitoring the financial management and performance of the TVET Colleges; Development of governance frameworks for the TVET Colleges; Business Management Systems (BMS) for the TVET College financial reporting and uploading into the DHET Management Information System (MIS); Development and maintenance/review of norms and standards for funding the TVET Colleges; Development and maintenance of a costing model for the TVET qualifications and part-qualifications; Timely distribution of accurate budget allocations to TVET Colleges; Provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; Assist the TVET Branch to manage external and internal audits, including the formulation of responses to audit findings, designing and implementation of audit action plans and strengthening of internal controls; Management and oversight of the TVET Branch budgets including cash flow and expenditure monitoring; Preparation and consolidation of National Treasury Bids on behalf of the TVET Branch and interaction with the Office of the Chief Financial Officer (CFO); and serving member in various committees as nominated by the Deputy Director-General as and when required.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/53 : **DIRECTOR (REF NO: DHET 06/02/2018)**
Directorate: Budget Planning and Management

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

REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in any of the following specializations: Accounting Science, Financial Management, or Public Finance Management. The qualification should be coupled with at least 5 to 10 years' work experience in the Post-School Education and Training (PSET) sector. At least 5 years' experience at middle management level. Knowledge of the PSET legislative frameworks, policies and regulations. Experience in dashboard reporting and analysis of results. Extensive experience in development and implementation of costing models. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license.

DUTIES : The scope of the Director's work will include but not limited to: Determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Analysis and reporting on the audited Annual Financial Statements of TVET Colleges; Reporting on the level of functionality of financial management systems in TVET Colleges; Research and analysis of emerging issues to inform the development and review of funding including adequacy and pro-poor funding models. Development and maintenance of a costing model for funding TVET Colleges. Coordinate the submission of Estimates of National Expenditure (ENE) inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the Chief Financial Officer (CFO). Overview of design and updated costing models, monitoring of improved reporting through refinement of Standard Chart of Accounts. Overview and Monitoring of TVET Colleges as well as National Dashboard reports. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/54 : **DIRECTOR (REF NO: DHET 07/02/2018)**
Directorate: tvet Institutional Funding

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

- REQUIREMENTS** : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in Accounting/Economics. An Honours Bachelor's degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years' experience in the post-school education and training sector, of which at least 5 years' experience at middle management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET sector stakeholders. Excellent analytical and reporting writing skill. Problem-solving and communication skills. The incumbent should be able to perform in a team environment. Advanced Excel skills (Proficient in Microsoft office products) are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A valid driver's license.
- DUTIES** : The scope of the Director's work will include but not be limited to: Providing leadership to the Sub-Directorates: Institutional Funding responsible for the funding norms and standards including infrastructure funding norms and standards within the Technical and Vocational Education and Training (TVET) Branch. The execution of functions will be in compliance with applicable legislation, regulations and Departmental prescripts; management of the financial function within the Directorate to ensure sound financial management oversight; formulation of governance frameworks and policies and ensuring accurate reporting within the organization; planning and monitoring of the equitable distribution of funding for access to a variety of programmes in TVET Colleges; development and maintenance/review of norms and standards for funding the TVET Colleges; provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; manage the development, review and implementation of an equitable funding framework for TVET Colleges; provide support and advice to the Branch and TVET Colleges on the implementation of the funding policies, preparation and consolidation of National Treasury Bids relevant to the functions of the Directorate and interaction with the Office of the Chief Financial Officer (CFO); development of monitoring and reporting systems to support implementation of the funding policies for TVET Colleges; monitor compliance with the implementation of the funding policies for TVET Colleges; manage the advocacy of the funding policies for TVET Colleges. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.
- NOTE** : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/55** : **PRINCIPAL (REF NO: DHET 08/10/2017)**
This Post Is Based In a Tvet College
Branch: Technical and Vocational Education and Training Colleges
- SALARY** : R948 174 per annum (All-Inclusive Remuneration Package) (Level 13)
CENTRE : Khala Tvet 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. 5-10 years' work experience in the TVET or education sector with a minimum of 5 years at a middle management level. Must have relevant work experience in the Training and Development or related environment. 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.
- DUTIES** : 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.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/56 : **DIRECTOR (REF NO: DHET 09/02/2018)**
Branch: Community Education and Training
Chief Directorate: Education Training Development and Assessment
Directorate: Cet Monitoring And Evaluation

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). Due to the professional nature of the job, an appropriate (NQF level 8) will be a distinct advantage. A Degree in monitoring and evaluation, information management and/or statistics will be an added advantage. Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 to 10 years' work experience in monitoring and evaluation, performance management in an education or related environment. 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 willingness to travel.

DUTIES : Ensure monitoring and evaluation framework and applicable tools are developed and implemented. Ensure efficient monitoring and evaluation systems are implemented in CET colleges. Put systems in place to conduct whole college evaluations. Manage, support and monitor planning and policies in the CET sub-system. Manage and coordinate processes of performance and annual reporting. NOTE: All short-listed candidates will be required to undertake writing/practical/presentation exercises.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/57 : **DIRECTOR (REF NO: DHET 10/02/2018)**
Directorate: Cet 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 Accounting/Economics/Social Policy. An Honours Bachelor's degree will be an

added advantage. The qualification should be coupled with at least 5 to 10 years' experience in the post-school education and training sector, of which at least 5 years at middle management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the CET sector stakeholders. Excellent analytical and reporting writing skill. Problem-solving and communication skills. The incumbent should be able to perform in a team environment. Advanced Excel skills (Proficient in Microsoft office products) are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A valid driver's license.

DUTIES : The scope of the Director's work will include but not be limited to: Providing leadership to the Sub-Directorates: Institutional Funding responsible for the funding norms and standards including infrastructure funding norms and standards within the Community Education and Training (CET) Branch. The execution of functions will be in compliance with applicable legislation, regulations and Departmental prescripts; management of the financial function within the Directorate to ensure sound financial management oversight; formulation of governance frameworks and policies and ensuring accurate reporting within the organization; planning and monitoring of the equitable distribution of funding for access to a variety of programmes in CET Colleges; development and maintenance/review of norms and standards for funding the CET Colleges; provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; manage the development, review and implementation of an equitable funding framework for CET Colleges; provide support and advice the Branch and CET Colleges on implementation of the funding policies, preparation and consolidation of National Treasury Bids relevant to the functions of the Directorate and interaction with the Office of the Chief Financial Officer (CFO); development of monitoring and reporting systems to support implementation of the funding policies for CET Colleges; monitor compliance with the implementation of the funding policies for CET Colleges; manage the advocacy of the funding policies for CET Colleges. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/58 : **DIRECTOR (REF NO: DHET 11/02/2018)**
Directorate: Programmes, Curriculum Development and Assessment

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) in Education and Training, Curriculum Studies and/or Assessment Studies. A post-graduate degree/qualification will be an added advantage. The qualification should be coupled with at least no less than 5 to 10 years' experience in the post-school education and training sector, of which at least 5 years' experience at middle management level. This is a senior 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 license.

DUTIES : The scope of the Director's work will include: Providing strategic 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 national curriculum, assessment, exams and quality assurance policies and legislation. 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.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual

- performance agreement, disclose his/her financial interest and be subjected to security clearance.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/59** : **DIRECTOR (REF NO: DHET 12/02/2018)**
Branch: Policy, Planning and Strategy
Directorate: Policy, Research and Evaluation
- 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 relevant field, coupled which at least 5 years middle/senior management working experience. A Post-Graduate degree in Education or a relevant Social Science discipline will be an added advantage, At least 5 to 10 years of experience in writing research and/or evaluation reports in areas pertaining to Post-School Education and Training, At least five years of experience in policy development and/or policy analysis, in the field of Post-School Education and Training. At least five years of experience in managing large-scale research and/or evaluation projects and High-level report writing, computer and verbal skills. A valid driver's licence.
- DUTIES** : Coordinate research and evaluation on Post-School Education and Training, in the Department, Provide support on policy development and implementation, in the Department, Manage key research projects on Post-School Education and Training. Prepare guides, standards, tools, protocols and templates to coordinate research and support policy development and implementation in the Department. Undertake capacity building on research and policy-related matters. Facilitate integrated and strategic policy formulation processes to ensure policy coherence across the Department. Undertake any other activities to promote research coordination and to support policy development and implementation in the Department
- NOTE** : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/60** : **DIRECTOR (REF NO: DHET 13/02/2018)**
Branch: University Education
Chief Directorate: Institutional Governance and Management Support
Directorate: Governance Support
- SALARY** : R948 174 per annum (All-inclusive remuneration package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification in a relevant field coupled with at least 5-10 years' relevant experience in a higher education or related sector and relevant management experience. A post graduate and/or legal qualification would be a distinct advantage. An extensive knowledge of the South African higher education landscape, and specifically the legislative frameworks, policies and regulations that govern the sector. The appropriate candidate will have, proven strategic management and leadership capabilities; be a strong communicator with the ability to interact with the leadership of universities and various Higher Education Sector Boards and Councils; have the ability to build relationships both individually and institutionally; the ability to work in collaboration with other government departments and relevant role-players; have excellent project management, problem solving, report writing and communication skills; and be able to perform in a team environment. Good computer skills and a good knowledge and understanding of the Public Finance Management Act (PFMA) will be an added advantage. A valid driver's licence.
- DUTIES** : The scope of the Director's work will include but not be limited to: Providing governance support to Councils, Boards and other governance structures in public higher education institutions, institutes and relevant public entities; Co-ordinating the reviewing and promulgation of statutes of universities; Co-ordinating and supporting the appointment of Ministerial Appointees to Councils and Boards of institutes and public entities; Developing, implementing and monitoring governance reporting requirements of higher education institutions; Providing governance support for the establishment of new institutions as required; Developing and monitoring institutional and system-wide performance indicators for good governance of the HE system; Developing and implementing capacity building programmes for higher education governance structures including Councils, institutional forums and Boards and Co-ordinating and supporting all aspects related to the appointment of independent assessors and administrators to higher education institutions, institutes and relevant public entities;

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/61 : **DIRECTOR (REF NO: DHET 14/02/2018)**
Directorate: Student Support and Sector Liaison

SALARY : R948 174 per annum (All-inclusive remuneration package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A minimum requirement is a Bachelor's degree or equivalent qualification in Education, Psychology or another relevant field of study. A Post-graduate qualification will be a distinct advantage. A minimum of 5-10 years' relevant experience within the higher education or related sector and relevant management experience. Experience of working with students within a higher educational context would be an added advantage. An appointable candidate will have excellent problem solving and analytic skills; people management and empowerment skills; programme and project management skills; change management skills; conflict resolution and negotiation skills; and be able to communicate well across diverse communities building relationships and understanding. The candidate must be able to anticipate and provide guidance and leadership on conflicts and complaints in a practical and constructive manner in order to achieve results. Excellent written and verbal communication as well as computer skills, specifically across the Microsoft Office Suite, are requirements. A valid driver's licence.

DUTIES : The incumbent's duties will include, but not be limited to: Monitoring the provision of student housing, financial support through the National Student Financial Aid Scheme (NSFAS) and student support services; monitoring the registration processes at institutions; working with higher education institutions to develop policies to improve student support services; developing and implementing student leadership capacity initiatives; monitoring SRC elections at higher education institutions; facilitating the participation of the student leadership in higher education policy formulation processes and Departmental programmes; managing complaints and grievances related to higher education institutions and entities; managing stakeholder relations and ensuring efficient and effective communication strategies. The appropriate candidate will be expected to manage and strategically lead a team of diverse individuals to effectively carry out the work of the Directorate, and ensure that the work is managed within budget and in accordance with the PFMA, other legislation and guidelines.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/62 : **DIRECTOR (REF NO: DHET 16/02/2018)**
National Skills Fund
Directorate: Human Resource Management and Administration

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 Human Resource Management / Public Management or administration related qualification. An Honours Bachelor's degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years' experience in a public service delivery environment, of which at least 5 years' experience at middle management level. Experience in the development of HR strategies, policies and procedures and management of resources. Service Delivery Innovation and Client Orientation. Good Strategic capability and Leadership skills. Knowledge of Change Management and transformation, Business Process Re-engineering, organisational culture Operational Management Framework. Knowledge and understanding of Transformation and Employment Equity Act. People Management and Empowerment skills. Conflict Management Skills. Sound Knowledge of Public Service Legislation, Public Service Regulations, Collective Agreements and White Paper on Transformation of the Public Service. Knowledge of Public Finance Management Act. National Skills Development and Organisational Strategy. Change Management and Project Management skills. Good verbal and written Communication skills. Good Computer skills are a requirement. Knowledge of PERSAL A valid Driver's licence and willingness to travel.

DUTIES : Manage the development of HR strategy and policies in line with National Skills Fund objectives and oversee its implementation and engage with stakeholders. Manage and monitor the

implementation of Operational Management Framework which include (Service Delivery Model, Business Process Mapping, Standard Operating Procedures, Service Standards and Service Charter) to ensure efficient use of Human and Financial Resources. Oversee the implementation of diversity management programmes. Manage the development and revision of HR strategic plan, performance and operational plan. Ensure the development of HR policies, procedures and systems for HR Operations, Human Resources Development, Talent Management, Employment Equity and Social inclusion. Oversee the development of organisational structure, maintenance of job profiles and the execution of job evaluation. Manage and motor the effective implementation of Performance Management Development Systems (PMDS) in the Department. Manage and promotion of employee health and wellness initiatives and manage the implementation of gender mainstreaming. Promote the organisational awareness, change of attitudes, perceptions and behaviour, providing support and respect of, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination in relation to (race, sexual orientation, gender belief, disability, culture). Oversee the management of recruitment and selection.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

POST 08/63 : **DIRECTOR (REF NO: DHET 18/02/2018)**
Branch: Policy, Planning and Strategy
Directorate: National Qualifications Framework

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 Human Resource Management. An Honours Bachelor's degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years' experience in a Post-School Education and Training environment, of which at least 5 years' experience at middle management level. Sound Knowledge of the National Qualification Framework Act, South African Qualifications Authority, Council for Higher Education (CHE), the Quality Council for Trades and Occupations (QCTO) and for the Quality for Council for General and Further Education and Training (Umalusi). Knowledge of Public Finance Management Act and National Skills Development Act. Good Strategic capability and Leadership skills. Change Management and Project Management skills. People Management and Empowerment skills. Stakeholder Management and good verbal and written Communication skills. Good Computer skills are a requirement. A valid Driver's licence and willingness to travel.

DUTIES : Manage the NQF Directorate to fulfil its mandate, which is to coordinate the Department of Higher Education and Training (DHET) responsibilities in terms of NQF Act. Monitor and support the actions needed to implement the statutory functions assigned to DHET, the SAQA and the three Quality Councils (QCs). Produce annual monitoring and evaluation report on the performance against the Annual Performance Plan (APPs) of SAQA, the Quality Council for CHE, the QCTO and the Umalusi. Oversee the development of the Minister's Annual Policy Guideline for SAQA and the three QCs. Initiates discussions with and provide correct advice to legal services and research directorates in terms of the NQF and bodies responsible for the implementation of NQF and the sub-frameworks of the NQF (SAQA; CHE; QCTO and Umalusi). Manage the directorate to ensure achievement of the deliverables set out in DHET's Strategic Plan and APP, including the provision and support for efficient knowledge, information and administration record keeping. Provide leadership in NQF-related knowledge, information and policy directions within DHET and to external stakeholders including representing the DHET in committees. Provide correct and empirically-based quarterly monitoring reports about SAQA's performance against their APPs, to the Chief Financial Officer. Provide an enabling environment for work and learning, coaching and monitoring for NQF Directorate staff. Provide the secretariat services to the inter-departmental NQF Steering Committee.

NOTE : All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

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

- POST 08/64** : **PROJECT MANAGER (DIRECTOR LEVEL) STAKEHOLDER MANAGEMENT (REF NO: DHET 41/02/2018)**
 Branch: Tvet Colleges
 Chief Directorate: Programmes and Curriculum Innovation
 South African Institute of Vocational and Continuing Education and Training
- SALARY** : R948 174 per annum (All-inclusive remuneration package) (Level 13) (This is a contract position until end March 2021)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/advanced National Diploma (NQF level 7). A post-graduate degree will be an advantage, Minimum of 5-10 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in the TVET Sector; Extensive knowledge of college qualifications and curricula is essential; Experience in managing resources; Understanding of the role of industry in the development of TVET qualifications; Experience in managing stakeholder relationships; Marketing experience will be an advantage; Experience in CRM systems will also be an advantage; Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training; Excellent writing ability and verbal communication; Proven co-ordination and organizational skills; A demonstrable ethos of public service promotion; transformation and service delivery excellence; Innovative thinking and leadership; Computer literacy; A valid driver's license and willingness to travel.
- DUTIES** : Develop structural mechanisms for stakeholder engagement between the DHET TVET, Skills and CET branch and Industry; Actively seek and promote industry partnerships between the DHET and Colleges; Develop marketing material on the programmes offered at TVET Colleges, Define value proposition for stakeholders to engage with colleges; Develop / set-up a Customer relations management system to manage stakeholder information, Set-up customer/stakeholder satisfaction surveys around the quality and relevance of qualifications, Develop monitoring and evaluation mechanisms to get continued feedback from stakeholders; Manage and support international partnerships.
- NOTE** : All shortlisted candidates will be required to perform a written task as part of the interview.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/65** : **PROJECT MANAGER (DIRECTOR LEVEL) PROGRAMME PLANNING AND RESEARCH (REF NO: DHET 42/02/2018)**
- SALARY** : R948 174 per annum (All-inclusive remuneration package) (Level 13) (This is a contract position until end March 2021)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/advanced National Diploma (NQF level 7). A post-graduate degree will be an advantage, Minimum of 5-10 years proven experience at Middle/Senior Management level. A minimum of 5 years' work appropriate experience, Extensive knowledge of TVET college qualifications and curricula is essential, Experience in programme planning, locally, provincially and nationally, Experience in the management of resources, Understanding of labour market research, Experience in implementation of research projects, 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, Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training, Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, A valid driver's license and willingness to travel.
- DUTIES** : Oversee the development of frameworks and systems for the programme planning processes in colleges, Oversee provincial planning units in partnership with SIP engagement with Premiers offices which shall signal the demand side, Develop short, medium and long terms plans for programmes in line with economic departments and the premiers office in provinces, Oversee the alignment of College programmes to broader departmental policies and strategies, Develop mechanisms to identify and highlight potential areas of specialisation in College programmes; Develop a programme and process for College differentiation, Develop and manage structures to ensure that planning process is in line with the DHET annual planning process, Manage the review of programmes to ensure clear links and suitability for employability; Make recommendations that College programmes are phased in or out based on economic demand in the province, Oversee the analysis of statistical information on a monthly basis with regard to supply and demand information received from the provinces and national sources, Engage with the SETAS Sector Skills Planning process stakeholders on skills forecasting, Engage with

	:	Labour Market Intelligence processes and extract best practice models for skills requirements and forecasting, Engage with Special Integrated Project processes and work with them in the different provinces on skills requirements in their respective provinces, Engage on a regular basis with colleges on ideal planning mechanisms and Engage with Department of Basic Education to align qualifications in the TVET arena.
<u>NOTE</u>	:	All shortlisted candidates will be required to perform a written task as part of the interview.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 08/66</u>	:	<u>PROJECT MANAGER (DIRECTOR LEVEL) CURRICULUM AND SYLABI DEVELOPMENT (REF NO: DHET 43/02/2018)</u>
<u>SALARY</u>	:	R948 174 per annum (All-inclusive remuneration package) (Level 13) (This is a contract position until end March 2021)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post-graduate degree will be an advantage, Minimum of 5-10 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in programme planning, intelligence gathering and reporting; Extensive knowledge of college qualifications and curricula is essential; Experience in the management of resources; Experience in curriculum and or syllabus development essential; 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; Knowledge of the TVET College policy environment particularly since the establishment of the Department of higher Education and Training; Excellent writing ability and verbal communication; Proven co-ordination and organizational skills; A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership; Computer literacy; Ability to travel; A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Develop policies and procedures for curriculum development in the TVET sector, Oversee the development of detailed syllabi (content frameworks) for curriculum statements in the occupational programmes and NC(V) syllabus, Co-ordinate the development of curricula and syllabi based on needs and priorities identified, Engage with and provide feedback/input to service providers for the development for learning material for learners and lecturers, Engage with experts and project teams who will conduct the curriculum development and review, Oversee the development of frameworks and systems for TVET curricula and syllabi review in conjunction with the department, Umalusi, QCTO and INDLELA, Develop a cyclical schedule/agenda for the review of all programmes in line with priority skills areas, Guide the process of reviewing curriculum and syllabi of the TVET system, Ensure the alignment with the Department's plans with regard to curriculum and syllabi development for the TVET system, Oversee expert teams responsible for curriculum and syllabus revision, Develop the operational plan for the Directorate and ensure its implementation, Conduct budgetary planning for the Directorate and account for allocated budget, Ensure adherence to policy and statutory directives relevant to the functional terrain of the Directorate, Monitor the execution of the operational plan for the Directorate, including budget, performance targets, and measurement metrics and reporting.
<u>NOTE</u>	:	All shortlisted candidates will be required to perform a written task as part of the interview.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 08/67</u>	:	<u>DEPUTY DIRECTOR: LEARNING PROGRAMMES (REF NO: DHET 15/02/2018)</u> Branch: Skills Development Directorate: Seta Support and Learneships
<u>SALARY</u>	:	R779 295 per annum (All-inclusive remuneration package) (Level 12)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) at least five (5) year relevant work experience of which five (5) should be at management experience. Knowledge of Development of Regulations, Classification of Occupations, Quality Management systems, Monitoring and Evaluation, Education and Training Quality Assurance, Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA and Artisan regulations. Knowledge of Departmental policies and procedures, Public service processes and procedures, Client/customer services and Financial Management. Excel, word, PowerPoint, magic systems and FoxPro. Presentation skills, Planning and facilitation skills, Project management, Business writing skills, Mentoring and coaching, Quality performance and management, Financial management, Statistic development, analytical skills, Report writing. Code EB driver's license.

DUTIES : To facilitate and manage the development and publication of policy guidelines, procedures and regulations regarding skills development specifically in terms of learning programmes and the Organising Framework for Occupations (OFO). Responsible for managing and maintaining the registration of Learnerships/learning programmes. To facilitate and manage collaboration between SETAs, SAQA, QCTO and other departments. To provide support to SETAs in terms of implementation of learning programmes. To manage learning programmes systems. To ensure advocacy of all learning programmes. To manage and support the QCTO in developing and implementing certification policies and procedures. To manage skills development enquires from the general public and presidential queries. Participate in Career Advise services of the DHET with SAQA. To build capacity of all SETAs for learning programmes implementation. To support SETAs and QCTO on learning programmes issues. Analyse and recommend approval of Sector Skills Plans in relation to their SETAs' Strategic Plans. Support the development of Sector Skills Plans in relations to Strategic Planning alignment. OFO Updated, maintained and disseminated. Organise and chair OFO task team meetings. SSP skills demands aggregated to identify priority programmes and occupations. Support SETAs to meet legislative requirements through Support Plans.

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

OTHER POSTS

POST 08/68 : **DEPUTY DIRECTOR: LECTURER DEVELOPMENT AND SUPPORT (REF NO: DHET 19/02/2018)**
Branch: Community Education and Training
Directorate: Cet College Lecturer Development And Support

SALARY CENTRE REQUIREMENTS : R779 295 per annum (All-inclusive remuneration package) (Level 12)
: Pretoria
: An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post-graduate degree/qualification will be an added advantage. Five (5) years' work experience in lecturer development and support. At least 5 years management experience. A sound and thorough knowledge of policies and strategies relating to lecturer development and support in the Post School Education and Training sector. 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. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all legislation, policies and strategies governing CET Colleges in South Africa.

DUTIES : Provide operational leadership on lecturer development and support. Develop legislation, policies and strategies for Continuing Professional Development in CET Colleges. Manage and Coordinate national interventions on lecturer development and support. Investigate and develop incentive schemes for lecturer development and retention. Develop appropriate databases for lecturer qualification and placement profiles in the CET College sector. Establish appropriate mechanisms for monitoring and evaluating lecturer development and support policies and strategies. Link and co-ordinate with relevant role-players and stakeholders for ensuring coherent lecturer development and support within the CET College sector. Participate in relevant structures and processes dealing with lecturer development and support issues at a national level.

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

POST 08/69 : **DEPUTY DIRECTOR: TVET BUDGET ANALYSIS, MONITORING AND REPORTING (REF NO: DHET 21/02/2018)**
Branch: Technical and Vocational Education and Training (Tvet)
Directorate: Tvet Institutional Funding

SALARY CENTRE REQUIREMENTS : 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 in Accounting. The qualification should be coupled with at least 5 years work experience in the education and training sector with 5 years at supervisory level. Knowledge of the PSET legislative requirements, policies and regulations. Experience in Business Management Systems and Dashboard reporting. Extensive experience in development and implementation of costing models. Advanced Excel (Proficient in Microsoft office products) Excellent project management and communication skills, including analytical capability and report writing; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; a valid driver's license.

DUTIES : The scope of the Deputy Director's work will include but not limited to: Determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds

to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Coordinate the submission of ENE inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the CFO. For efficient budget management, working together with the Deputy Director: Research Costing and Financial Management Systems on the continuous update of costing models; Review and refinement of Standard Chart of Accounts to enable improved reporting; Dashboard Reporting on TVET Colleges (As well as National) budgets and expenditure and serving member in various committees as nominated by the Deputy Director-General as and when required.

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

POST 08/70 : **DEPUTY DIRECTOR: RESEARCH SUPPORT AND POLICY DEVELOPMENT (REF NO: DHET 22/02/2018)**

Directorate: University Research Support and Policy Development

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

CENTRE : Pretoria

REQUIREMENTS : A Bachelor's degree in a relevant field coupled with at least 5 years' relevant experience in the higher education sector with strong project management experience and policy analysis skills. A post-graduate qualification will be a distinct advantage. The position requires a person with good knowledge of the South African higher education sector and policy environment and relevant experience in the development and implementation of higher education policies. Knowledge of local and international trends in higher education and higher education policy in particular is required. Strong administrative and operational management competencies are required. The successful candidate will have high level computer skills and experience in working with large databases. The position requires excellent analytical skills; project management; and writing and communication skills. The candidate must be prepared to work odd hours and to travel from time to time.

DUTIES : The scope of the positions will include, but not be limited to: the development, monitoring the implementation of, and reviewing policies in various areas of higher education, with a specific focus on the implementation of the Policy on the Recognition of Creative and Innovation Outputs for the purposes of subsidy. This will include the development and maintenance of the evaluation system for measuring creative and innovation outputs from public higher education institutions, and the analysis of related data, and support for the development and strengthening of creative fields of study at higher education institutions. The incumbent would also work as part of a team to oversee and support the implementation of the policy framework on internationalization of higher education.

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

POST 08/71 : **DEPUTY DIRECTOR: TEACHING QUALIFICATIONS AND POLICY (REF NO: DHET 23/02/2018)**

Chief Directorate: Teaching and Learning Development

Directorate: Teaching Qualifications and Policy

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

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree or equivalent qualification, supplemented by at least 5 years relevant experience in positions that involved the evaluation of qualifications. A relevant post-graduate degree will be an added advantage; An extensive understanding of qualification frameworks in general, both local and foreign, in addition to specific knowledge on teacher education qualifications sub-frameworks; An extensive general knowledge of the teacher education system, including key policies and frameworks that relate to teacher education, and knowledge of teacher education practices and programmes; An extensive knowledge of the range of teacher education qualifications offered currently and historically in South Africa, and in other countries, particularly countries of origin of foreign teachers who currently seek employment in South Africa; A good knowledge of employment conditions in different public education sub-systems that enables an understanding of the relationship between qualifications policies and requirements for employment and remuneration; Relevant work experience in the evaluation of qualifications and programmes; Ability to work collaboratively with public and private providers of teacher/lecturer education programmes, with other government departments, and with other organizations in quality assurance, recognitions and/or accreditation of teacher education qualifications (e.g. CHE/HEQC, SAQA etc.); Proven ability in policy analysis, policy development and policy implementation; Highly developed research, planning, information management and project management skills, and ability to manage

people; Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint.

DUTIES : Develop, maintain and review policy on the minimum requirements for qualifications for lecturers at universities and other tertiary institutions; Provide input, advice and technical support on the development of policies for teacher education; Evaluate individual foreign and difficult local qualifications for employment in schooling, TVET colleges and CET colleges by assigning REQVs; Evaluate and approve new programmes in line with the approved qualification policy for teacher education and college lecturer education; Communicate with key-role players in the tertiary education system such as SAQA, CHE, QCTO, tertiary institutions and other relevant organizations on matters related to qualifications policies and programmes for teacher education; Provide support to the education sector on the implementation and interpretation of qualifications policies; and Provide guidance and advice to, and support the training of HEIs on admission to qualification programmes.

NOTE : Shortlisted candidates will be expected to undergo a competency assessment.

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

POST 08/72 : **DEPUTY DIRECTOR: TEACHING AND LEARNING DEVELOPMENT CAPACITY IMPROVEMENT PROGRAMME (3 YEAR CONTRACT POST) (REF NO: DHET 24/02/2018)**
 Chief Directorate: Teaching and Learning Development
 Project: The Teaching and Learning Development Capacity Improvement Programme (Tldcip)

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

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification in the field plus at least five years relevant experience in primary teacher education and/or inclusive and special needs teacher education. A post-graduate qualification will be an added advantage. A good understanding of the teacher education landscape in South Africa, including current policy frameworks that regulate the sector; a deep understanding and extensive knowledge of teacher education practices, policies, qualifications and programmes that seek to address teacher 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.

DUTIES : The scope of work of the Deputy Director: Teaching and Learning Development Capacity Improvement Programme will include, but not be limited to: setting up, managing and monitoring the implementation of projects to strengthen university capacity for the education and development of primary school teachers, teachers for learners with special education needs, and teachers who are able to implement an inclusive education approach in their teaching. The position will involve promoting capacity development at universities for programme development, material development, and research in the areas of primary teacher education and inclusive and special needs teacher education.

NOTE : Shortlisted candidates will be expected to undergo a competency assessment.

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

POST 08/73 : **DEPUTY DIRECTOR: TEACHING AND LEARNING DEVELOPMENT CAPACITY IMPROVEMENT PROGRAMME (3 YEAR CONTRACT POST) (REF NO: DHET 25/02/2018)**

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

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualifications in the field plus at least five years relevant experience in university/higher education settings providing capacity development support for teaching and/or research. A post-graduate qualification will be an added advantage. A good understanding of the higher education landscape in South Africa, including current policy frameworks that regulate the sector; a deep understanding and extensive knowledge of capacity development and transformation imperatives in universities; well-developed research and information management skills; good project management and communication skills, including report writing; the ability to work in collaboration with key stakeholders in the higher education sector to set up mutually beneficial partnerships to support capacity development in universities; high level computer skills; a valid driver's license.

DUTIES : The scope of work of the Deputy Director: Teaching and Learning Development Capacity Improvement Programme will include, but not be limited to: setting up, managing and monitoring the implementation of collaborative teaching and research capacity development projects; and to build partnerships with other interested role-players in support of project implementation.

NOTE : Shortlisted candidates will be expected to undergo a competency assessment.

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

POST 08/74 : **DEPUTY DIRECTOR: PLANNING, MONITORING, EVALUATION AND REPORTING (REF NO: DHET 26/02/2018)**
Component: Human Resource Development Council (Hrdc) Secretariat

SALARY : All-inclusive remuneration package of R779 295 per annum (Level 12)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) in either of the following disciplines Public Administration/Management, and Social Science. In addition, the candidate must have a certificate in M&E or a post-graduate diploma with M&E as major. 5 years' experience as an Assistant Director in the field of Monitoring and Reporting. At least 5 years management experience. Experience in planning, design and implementation of Monitoring & Evaluation systems. Data and information analysis and ability to present performance information reports to stakeholders. Knowledge of the Public Finance Management Act and Treasury Regulations, Policy development and implementation, and be computer literate. Advanced understanding and knowledge of human resource issues and constraints in the country, Ability to develop alternative solutions as required Knowledge of human resource management and team building.

DUTIES : To provide support with regards to the development of the HRDs guiding documents, to manage monitoring of HRDC Work through monitoring of HRDC Plenary, Executive Committee, HRD Provincial Coordination Forum, Lead Agencies/departments and the Secretariat. Coordinate development of the quarterly and annual reports; stakeholder relations management support and coordination of meetings and identify on an on-going basis new areas of dialogue; to coordinate EXCO meetings and quarterly review and planning sessions. Revise and develop HRDC Secretariat Annual Plan (AP) and Operational plans for HRDC Secretariat programmes and compile progress reports. To manage human resources, finances and physical assets within the programme.

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

POST 08/75 : **DEPUTY DIRECTOR: FRAUD PREVENTION (REF NO: DHET 27/02/2018)**
Branch: Corporate Services
(This is a re-advert, candidates who previously applied are encouraged to re-apply)

SALARY : R657 558 per annum (All-inclusive remuneration package) (Level 11)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 7) in Forensic Investigation/ Law/ Forensic Audit/ Internal Auditing or equivalent qualification plus five (5) working experience in the prevention and combating of fraud/ corruption within the public service or outside the public service. At least 5 years middle management or supervisory experience. Good understanding of the theory and practices of Fraud Prevention. Affiliation with relevant professional bodies will be an added advantage. Knowledge and understanding: Good understanding of the investigation methods and techniques; Promotion of Access to Information Act (No 2 of 2000); Protected Disclosures Act (PDA) (No 26 of 2000); Promotion of Administration of Justice Act (No3 of 2000); Prevention and Combating of Corrupt Activities Act (No 12 of 2004); Public Finance Management Act (PFMA) (No 1 of 1999); Financial Intelligence Centre Act (FICA) (No 38 of 2001); and Prevention of Organised Crime Act (POCA) (No 121 of 1998). Skills: Strong analytical skill; Ability to work independently; Ability to communicate at all levels, both verbally and in writing; Interviewing skills; Ability to motivate other people; Good human relations; Ability to manage conflict situations effectively; Good leadership and managerial skills; Project Management skills; Presentation skills; and Computer literate. A valid driver's license.

DUTIES : Coordinate and monitor code of ethical values to prevent illegal, unethical, or improper conduct. Develop and review the standards of conduct by developing and periodically reviewing Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees. Monitor implementation of government code of ethics. Respond to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develop and oversee a system for uniform handling of such violations. Ensure the development and implementation of code of conduct and anti-corruption education and awareness programme. Liaise with internal stakeholders on issues of ethics and anti-corruption. Conduct Fraud/ Corruption risk assessments and investigations on allegations of fraud/ corruption. Review all the reports received, interview claimants and witnesses, and locate records in an effort to collect and disseminate evidence that relates to the allegation. Compile a report with detailed findings and recommendations. Regularly report to relevant oversight structures.

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

POST 08/76 : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)**
(REF NO: DHET 28/02/2018)
Branch: Technical and Vocational Education and Training Colleges
These Posts Are Based In Tvet Colleges

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
CENTRE : Sekhukhune Tvet College
REQUIREMENTS : 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. At least 5 years management experience. 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.

DUTIES : Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes 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 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/77 : **DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)**
(This is a re-advert, candidates who previously applied are encouraged to re-apply)

SALARY : All-inclusive remuneration package of R779 295 per annum (Level 12)
CENTRE : Central Johannesburg Tvet College (REF NO: DHET 30/02/2018)
South Cape Tvet College (REF NO: DHET 29/02/2018)
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. Five (5) years' relevant work experience. At least 5 years management 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 Excess 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. Responsible for communication and marketing for the College.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/78** : **DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT**
REF NO: DHET 31/02/2018)
(This is a re-advert candidates who previously applied are encouraged to re-apply)
- SALARY** : All-inclusive remuneration package of R779 295 per annum (Level 12)
CENTRE : Northlink Tvet College
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) or equivalent qualification relevant to the post. Five (5) years relevant experience of an insight into the key performance areas of the required post. At least 5 years management experience. A thorough understanding of the South African Human Resources Development Strategy and the National Skills Development Strategy (NSDSIII) with specific reference to the TVET Sector; a sound understanding of Education Policy; the TVET College Mandate, Macro, regional and local Socio-Economic Development imperatives; local and regional Socio-Economic Demographics; and the Role of Stakeholders and Partners in the Technical Vocational Education and Training process). Strategic and 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). A valid driver's license.
- DUTIES** : The person appointed in this position will be required to expand the business of the college in order to increase access to programmes, leading to intermediate and high level learning and increased access to occupationally-directed programmes. Informing the development of a Programme Qualification Mix (PQM) that is in alignment with the needs of the country, the province, commerce and industry and the strategic objectives of the college. This will demand continuous Environment Scanning; Studying Labour Market Trends; Analysing Labour Market Signals, Sectorial Skills Plans etc. Establish an organisational culture of academic flexibility and demand-driven responsiveness. Establish and maintain effective business development partnerships with commerce and industry focussing on Training Needs; Job Placement Opportunities for both Students and Staff. Facilitating and co-ordinating partnerships with SETAs and Higher Education Institutions for purposes of collaboration. Establish business opportunities and partnerships with the public sector. Establish and maintain International partnerships. Oversee fundraising activities. Oversight role relating to entrepreneurship development initiatives. Communication with stakeholders.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/79** : **DEPUTY DIRECTOR: FINANCE (REF NO: DHET 32/02/2018)**
This Post Is Based At Cet College
- SALARY** : All-inclusive remuneration package of R779 295 per annum (Level 12)
CENTRE : Free State Cet College
REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) in Commerce or Accounting with accredited training and courses in management practices. At least 5 years' experience in a financial function with financial reporting and people management responsibilities. At least 5 years management experience. Demonstrated experience in or understanding of: accounting and financial management practices, methods and reporting supply chain and material management principles auditing principles and practices financial information management systems 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 financial management. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Proven knowledge of the public CET sector regulatory and legislative framework and governance and public sector management and financial reporting requirements. Strategic capability and leadership; Client orientation and customer focus; Financial management; People management and empowerment; and Communication. A valid Code EB drivers' license.
- DUTIES** : To participate in the formulation and implementation of the annual college strategy, based on a 2 to 5 year view of requirements. To establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledgers and subsidiary books in accordance with applicable policy and prescripts. To provide ad hoc information, reports and technical guidance to decision-makers on an ongoing basis. To coordinate the college budget and expenditure management processes and delivery within

deadlines. To coordinate the capex budget and spending within agreed parameters, prioritising projects based on return on investment, risk and ensuring that all investments are in line with strategy. To report the budget and expenditure in the required format and present it to the management team and the college council. To review monthly financial reports for consolidation into the executive and council reports ensuring completeness, accuracy, alignment with strategy and overall insightful/meaningful commentary. To manage and optimize college cash flow and investment decisions. To continuously identify and pursue opportunities to improve control procedures throughout the college. To follow up on audit queries and ensure that corrective action is taken by responsible managers. To negotiate and review new contracts to ensure that they are commercially sound, aligned with the college strategy and financial accounting and reporting implications have been considered. To manage the compilation and generation of council presentations, interim and year-end results and annual reports. To manage the college payroll ensuring the correct people are paid the correct amounts and that the statutory deductions and pay-overs are made. To manage the supply chain from demand, through acquisition and logistics to disposal in compliance with legislation and college policy and in support of college objectives and the principle of "value for money".

- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/80** : **PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) PROGRAMME PLANNING (REF NO: DHET 44/02/2018)**
- SALARY** : R779 295 per annum (All-inclusive remuneration package) (Level 12) (This is a contract position until end March 2021)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in programme planning and research, Extensive knowledge of college qualifications and curricula is essential, Experience in managing resources, Understanding of skills planning processes, including Provincial Growth and Development Plans and Sector Skills Planning is important, Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training, Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, Research background would be an advantage. A valid driver's license and willingness to travel
- DUTIES** : Develop frameworks and systems for the provincial skills planning processes, Liaise with provincial skills planning structures to understand current and future labour market requirements. This could include the premier's office and skills units within the province, Perform on-going research with regard to current and future labour market requirements, Liaise on a regular basis with district and municipal structures to inform them of current and future labour market requirements, Participate in National labour market intelligence programmes and refine the provincial and local skills needs, Consult with and advise colleges in a particular region on an ideal programme qualification mix based on market intelligence, Support colleges to align their offering with local demand signals, Manage and support the development of a college programme differentiation strategy for the colleges in the region, Manage and interpret data; illustrate research project.
- NOTE** : All shortlisted candidates will be required to perform a written task as part of the interview.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/81** : **PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) LECTURER SUPPORT SYSTEM AND DEVELOPMENT (REF NO: DHET 45/02/2018)**
- SALARY** : R779 295 per annum (All-inclusive remuneration package) (Level 12) (This is a contract position until end March 2021)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience 'appropriate experience; Extensive knowledge of College qualifications and curricula is essential; 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; Knowledge of the TVET College policy environment particularly since the establishment of the Department of higher Education and Training, Excellent writing ability and verbal communication; Proven co-ordination and organizational skills; A demonstrable ethos of

public service promotion; transformation and service delivery excellence; Innovative thinking and leadership; Computer literacy; A valid driver's license and willingness to travel.

DUTIES : Define, and set priorities and guidelines for the development of LSS support material and framework, Oversee the development of content on the LSS framework, Asses the quality of content on the LSS framework in relation and to the priorities and guidelines set, Engage on a regular basis with all services providers to ensure that quality standards are adhered to, Support the identification of required South African Services Providers, to brief them and introduce the templates and to support the contracting of them, Monitor the performance of the selected services providers and provide advisory support to them as required, Manage the contracting process for service providers, Coordinate the network of facilitators in the colleges to deliver programmes; Manage the procurement process for services as per procurement guidelines of the department; Coordinate the network of facilitators in the colleges to deliver programmes; Provide administration and management support to the design of new lecturer upgrading/ updating packages, Develop methodology to determine priority areas; Management and administrative support to the design of training packages; Support the use of the developed design templates to run a Proof of Concept in selected topic areas where lecturers have documented challenges; Support the use of template for the design of training packages related to Year Planning, Lesson Planning, ICASS and ISAT, Research initiatives/developments that might be relevant to the process of populating the LSS subject websites, Source additional funding routes, Liaise on a regular basis with the Regional Officers responsible for LSS activities. Maintaining and advancing a national curriculum framework for TVET Colleges

NOTE : All shortlisted candidates will be required to perform a written task as part of the interview.

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

POST 08/82 : **PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) LECTURER DEVELOPMENT: CONTINUOUS PROFESSIONAL DEVELOPMENT (REF NO: DHET 46/02/2018)**

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
(This is a contract position until end March 2021)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in programme planning and research; Extensive knowledge of college qualifications and curricula is essential, Experience in managing resources; Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training; Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, A valid driver's license and willingness to travel.

DUTIES : Commission research on latest trends in lecturer development, Develop a framework for continues professional development, Investigate alternate electronic platforms which could be used to host a CPD system. Including discussions with SACE, Source an electronic platform for CPD purposes, Evaluate programmes which would contribute to CPD for college lecturers, Work with the University branch and Universities to evaluate their programmes for credit accumulation, Review the minimum requirements for employment in the TVET sector and develop a phased in programme for up skilling of all lecturers in the TVET System, Develop mechanisms for monitoring the skills profile and skills acquisition of lecturers in the TVET system, Manage a link to the corporate services branch to ensure that the CPD system is aligned with the performance management system of lecturers, Develop strong stakeholder relations and consultative structures with relevant trade unions.

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

POST 08/83 : **PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) LECTURER PROGRAMME PLANNING AND DEVELOPMENT (REF NO: DHET 47/02/2018)**

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
(This is a contract position until end March 2021)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in Lecturer Development; Extensive knowledge of college qualifications and curricula is essential, Experience in managing resources; Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training; Excellent writing ability and verbal communication, Proven co-ordination and organizational skills; A demonstrable ethos of

public service promotion, transformation and service delivery excellence; Innovative thinking and leadership; Computer literacy; A valid driver's license and willingness to travel.

DUTIES : Oversee the management and disbursement of the Skills levy in TVET Colleges, Ensure national programmes are developed to support lecturer development initiatives; Conduct research on particular skills needs of lectures and promote the development of programmes to address these needs; Develop local and international partnerships to support lecturer development and lecturer development centres; Strong relationships will be required with SETA's and cooperation in this regard must be fostered; Work with the Programmes and Curriculum unit to evaluate skills delivery in colleges and design interventions where required. Work with University Branch to evaluate university programmes for TVET Lecturers.

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

POST 08/84 : **PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) DUAL SYSTEM APPRENTICE PROGRAMME (REF NO: DHET 48/02/2018)**

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
(This is a contract position until end March 2020)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in project management, Excellent knowledge and understanding of the skills development sector in South Africa and particularly the TVET college sector, Understanding of the Skills Development act and the role of QCTO and the occupational qualifications, Sound understanding of artis an development in the country, Computer literacy is essential, A valid driver's license and willingness to travel.

DUTIES : Drive and oversee all DSPP related project activities, Foster close relations with all project stakeholders, Engage with all DSPP stakeholders including the QCTO, Colleges, Professional associations, Lead employers etc, Arrange all project meetings. These will include monthly operational meetings as well as quarterly executive meetings, Monitor all project activities, Monitor project budgets and contractual obligations of all role players, Develop a PR and communication strategy, Support and encourage employer participation in the project and Develop a monitoring and evaluation process.

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

POST 08/85 : **PROJECT SPECIALIST (DEPUTY DIRECTOR LEVEL) CURRICULUM DEVELOPER (ENGINEERING, BUSINESS STUDIES, SERVICES) X3 (THREE POSTS) (REF NO: DHET 49/02/2018)**

Currently we are recruiting for 3 Curriculum Development Specialists in the following field:
Engineering related occupations
Business related occupations
Services related occupations

SALARY : R779 295 per annum (All-inclusive remuneration package) (Level 12)
(This is a contract position until end March 2021)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post graduate degree will be an advantage, Minimum of 5 years proven experience at Middle/Senior Management level. A minimum of 5 years' work experience in stakeholder management essential, Extensive knowledge of college qualifications and curricula is essential, Experience in managing resources, Experience in curriculum development or syllabus development required, Experience in the subject field you are applying for is essential (Engineering, Business Studies and Services), 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, Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training, Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, A valid driver's license and willingness to travel.

DUTIES : Develop curriculum statements and activities relevant to the qualification/ programmes, Develop workshop infrastructure requirements to deliver the curriculum effectively to all stakeholders, Develop a rotation schedule between the College and Workplace as part of the curriculum, Support the development of assessment questions and task in consultation with NAMB, QCTO and other AQP's, Evaluate curriculums developed by subordinate facilitators, Develop quality assurance mechanisms for the curriculum, Develop feedback mechanisms which will inform

future revisions of curriculums, Procurement of curriculum development teams / consultant as required, Project management of curriculum development teams, Facilitate working group meetings, Consult with stakeholders as to the relevance of the curriculums, Oversee development of learning material for qualifications, Facilitate working group meetings, Liaise with professional bodies / organisations for registration of the qualification on their respective frameworks and Liaise with stakeholder and universities to ensure minimum admission into employment and or further or higher education is possible.

NOTE : All shortlisted candidates will be required to perform a written task as part of the interview.
ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/86 : **BRANCH COORDINATOR: EXECUTIVE SUPPORT (REF NO: DHET 20/02/2018)**
 Branch: Community Education and Training

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), or equivalent qualification. At least 5 years relevant administrative management experience. At least 5 years management experience. Familiarity with the Post Schooling Education and Training system 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 writing skills, 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: CET 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. Coordinate 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 work done within the branch. All short-listed candidates will be required to undertake a writing test.

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

POST 08/87 : **DEPUTY DIRECTOR: CHANGE MANAGEMENT AND TRANSFORMATION (REF NO: DHET 17/02/2018)**
 Directorate: Human Resource Management and Administration

SALARY : R657 558 per annum (All-inclusive remuneration package) (Level 11)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree (NQF level 7) in Industrial Psychology/ Organisational Development/ Human Resource Management or equivalent qualification with 5 years' experience within the Change Management and transformation / Organizational Development field environment. Certificate in Change Management will be an added advantage. Knowledge of Change Management and transformation, Business Process Re-engineering, Organisational Culture; Operational Management Framework. Knowledge and understanding of Transformation and Employment Equity Act, Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). A valid driver's licence and willingness to travel.

DUTIES : Develop a change management, organisational development policy and strategy to support the culture realignment strategy. Design and implement change management initiatives (culture, behaviour, systems, organisational climate assessment). Facilitate and coordinate the implementation of Operational Management Framework which include (Service Delivery Model, Business Process Mapping, Standard Operating Procedures, Service Standards and Service Charter) to ensure efficient use of Human and Financial Resources. Facilitate the implementation of diversity management programmes. Provide customer relations and frontline

improvement services (queue management which include mainstreaming of programmes pertaining to gender and women, Disability, Youth and Older Person, as well as human rights and HIV&AIDS sensitive programmes. Services standards and Charter, complaints mechanisms, reception management). Facilitate and coordinate the implementation of Service delivery improvement programmes and interventions (Batho-Pele programmes). To make the organisation aware of, change of attitudes, perceptions and behaviour, providing support and respect of, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination in relation to (race, sexual orientation, gender belief, disability, culture, language, birth, religion, pregnancy, marital status, family responsibility, age, political opinion and HIV & AIDS status), advancement of women and promotion of socio-economic empowerment programmes. Develop change management plans, including communication plan, sponsor roadmaps, coaching and training and resistance management plan. Assess projects in order to identify change management requirements, proactively identify required organisational development interventions, provide advice, as well as monitor and evaluate interventions. Manage change management and organisational development service providers and project team members. Facilitate the development, co-ordination, implementation and review of programmes and projects aimed at achieving the Department's and Government's transformation goals. Respond to Government's legislation and policies on equality, transformation and empowerment as well as international and regional obligations with regards to vulnerable groups. The overall management of human resources and finances of the unit.

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

POST 08/88 : **ASSISTANT DIRECTOR: STUDENT SUPPORT (REF NO: DHET 33/02/2018)**
Branch: University Education
Directorate: Student Support and Sector Liaison

SALARY : R417 552 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma or an equivalent qualification; 5 years' relevant experience; Understanding of the higher education system; Good knowledge of Student Support Services. Good written and verbal communication; Computer literacy; Analytical, administrative and information management skills; Project management Skills; Conflict management skills; Strategic thinking and planning skills; Good organizational skills; Good interpersonal relationships and ability to form networks; Ability to work under pressure and meet deadlines; Multi-tasking in a pressurized environment; Be willing to travel and work over time when required.

DUTIES : The responsibilities of this position will include, but not limited to: Working with the Deputy Director in monitoring the provision of student housing, NSFAS and academic support services, as well as the planning and implementation of student registration processes in universities; Monitoring career guidance and counselling services provided at universities; Providing support to universities in relation to student support services; Reviewing policies and procedures relating to the implementation of appropriate student support interventions at universities; Facilitating partnership development and networking with external agencies around student support and leadership development; and, Responding to and investigating student complaints about universities.

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

POST 08/89 : **PROJECT COORDINATOR: STAKEHOLDER MANAGEMENT (REF NO: DHET 50/02/2018)**

SALARY : R417 552 per annum (Level 10)
(This is a contract position until end March 2021)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/advanced National Diploma (NQF level 7). A minimum of 5 years' work experience 3 - 5 years' project management experience, Good knowledge of the post school education and training system, The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, Technical/Computer proficiency, monitoring and evaluation, problem solving, report writing, preparing presentations, quality management, budgeting and financial management, Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to work together in a multidisciplinary team under pressure is very important, Knowledge of the TVET College policy environment particularly since the establishment of the Department of Higher Education and Training, Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion; Ability to develop professional presentations; Aptitude for marketing essential; Transformation and service

		delivery excellence; Innovative thinking and leadership, Computer literacy, A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Responsible for ensuring stakeholder management projects are reported timeously and accurately, Facilitate the process of submitting stakeholder reports; Support the Chief Directorate in Stakeholder meetings and Task Teams, Provide secretariat services for the Stakeholder Management directorate, Project management of stakeholder meetings, Coordinate the contribution of different branches towards the implementation of stakeholder resolutions, Facilitate stakeholders working group meetings, Support the implementation of the stakeholder management strategy, Manage staff reporting to the Director and Secretariat services for the Directorate; Maintain a stakeholder database.
<u>NOTE</u>	:	All shortlisted candidates will be required to perform a written task as part of the interview.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 08/90</u>	:	<u>PROJECT COORDINATOR: LECTURER DEVELOPMENT: LECTURER SUPPORT SYSTEM (REF NO: DHET 51/02/2018)</u>
<u>SALARY</u>	:	R417 552 per annum (Level 10) (This is a contract position until end March 2021)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7). A post-graduate degree will be an advantage, A minimum of 5 years' work experience, Good knowledge of the post-school education and training system, The candidate must be a strong communicator with the ability to interact with a wide variety of stakeholders, Technical proficiency, monitoring and evaluation, problem solving, report writing, preparing presentations, quality management, and budgeting and financial management, Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to work together in a multidisciplinary team under pressure is very important, Knowledge of the TVET College policy environment particularly the establishment of the department of Higher Education and Training; Excellent writing ability and verbal communication, Proven co-ordination and organizational skills; A demonstrable ethos of public service promotion transformation and service delivery excellence; Innovative thinking and leadership; Computer literacy, A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Manage the Lecturer Support System IT database with the provider, Ensure all queries on the LSS from lecturers and other stakeholders are addressed, Upload new packages onto the LSS, Maintain documents placed on the LSS and version control of documents, Set-up stakeholder meetings, Ensure all lecturing staff remains registered on the LSS, Draw reports from the LSS data from time to time. This could include utilization statistics, reports on lecturer demographics etc, Ensure a comprehensive filing system is maintained and Prepare monthly utilization reports on the LSS.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 08/91</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (MATHEMATICS AND SCIENCES) (REF NO: DHET 54/02/2018) (6 X POSTS) (APPOINTMENTS ARE ON A 2(TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS) (</u> Branch: Technical and Vocational Education and Training Chief Directorate: Programmes and Qualifications
<u>SALARY</u>	:	R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)
<u>CENTRE</u>	:	The appointees will be located either in Pretoria or a Public TVET college campus closest to the appointee.
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in Mathematics and Sciences related programmes. At least 5 years' teaching experience and at least 3 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 and Working knowledge of practice in industry within the field applied for. 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 drivers' license is required. The incumbent must be willing to travel.
<u>DUTIES</u>	:	The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To make proposals to the South African Institute of Vocational Education and Training (SAIVECET) on curriculum amendments and improvement. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To devise and implement a plan which involves the Regional curriculum specialists to improve the professional competencies of lecturers in their respective subjects and teaching areas. To ensure that colleges have the baseline requirements to offer programmes and qualifications within their area of jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic support services are implemented in those colleges with notable student underperformance in the subject of responsibility.
<u>NOTE</u>	:	secondments from the TVET institutions and professional organisations will also be accepted as applications
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 08/92</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (LANGUAGES AND LIFE ORIENTATION) (REF NO: DHET 55/02/2018) (6 X POSTS) (APPOINTMENTS ARE ON A 2(TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS) (</u> Branch: Technical and Vocational Education and Training Chief Directorate: Programmes and Qualifications
<u>SALARY CENTRE</u>	:	R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range) The appointee will be located either in Pretoria or a Public TVET College campus closest to the appointee
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in Languages and Life Orientation related programmes. At least 5 years' teaching experience and at least 3 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 and Working knowledge of practice in industry within the field applied for. 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 drivers' license is required. The incumbent must be willing to travel.
<u>DUTIES</u>	:	The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To make proposals to the South African Institute of Vocational Education and Training (SAIVECET) on curriculum amendments and improvement. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To devise and implement a plan which involves the Regional curriculum specialists to improve the professional competencies of lecturers in their respective subjects and teaching areas. To ensure that colleges have the baseline requirements to offer programmes and qualifications within their area of jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic support services are implemented in those colleges with notable student underperformance in the subject of responsibility.

- NOTE** : secondments from the TVET institutions and professional organisations will also be accepted as applications).
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/93** : **ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (ENGINEERING AND ICT) (REF NO: DHET 56/02/2018) (14 X POSTS) (APPOINTMENTS ARE ON A 2(TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS).**
Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications
- SALARY** : R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range) the areas of specification covered by this advert include:
- CENTRE** : The appointee will be located either in Pretoria or a Public TVET College campus closest to the appointee
Electrician (2 posts)
Millwright, (2 posts)
Boilermaker (2 posts)
Plumber (2 posts)
Mechanic including automotive mechanic (2 posts)
Welder (2 posts)
Fitter and Turner (1 post)
ICT (2 posts)
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in the specified Engineering and ICT related occupation with at least 5 years' work experience in the trade occupation are essential and at least 3 years' teaching experience. 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 and Working knowledge of practice in industry within the field applied for. 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 drivers' license is required. The incumbent must be willing to travel.
- DUTIES** : The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To make proposals to the South African Institute of Vocational Education and Training (SAIVECET) on curriculum amendments and improvement. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To devise and implement a plan which involves the Regional curriculum specialists to improve the professional competencies of lecturers in their respective subjects and teaching areas. To ensure that colleges have the baseline requirements to offer programmes and qualifications within their area of jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic support services are implemented in those colleges with notable student underperformance in the subject of responsibility.
- NOTE** : secondments from the TVET institutions and professional organisations will also be accepted as applications
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/94** : **ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (BUSINESS) (REF NO: DHET 57/02/2018) (4 X POSTS) (APPOINTMENTS ARE ON A 2 (TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS).**
Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications
- SALARY** : R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)

- CENTRE** : The appointee will be located either in Pretoria or a Public TVET College campus closest to the appointee the areas of specification covered by this advert include:
Finance (2 posts)
Office Administration (2 posts)
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in Business related programmes. At least 5 years' teaching experience and at least 3 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 and Working knowledge of practice in industry within the field applied for. 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 drivers' license is required. The incumbent must be willing to travel.
- DUTIES** : The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To make proposals to the South African Institute of Vocational Education and Training (SAIVECET) on curriculum amendments and improvement. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To devise and implement a plan which involves the Regional curriculum specialists to improve the professional competencies of lecturers in their respective subjects and teaching areas. To ensure that colleges have the baseline requirements to offer programmes and qualifications within their area of jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic support services are implemented in those colleges with notable student underperformance in the subject of responsibility
- NOTE** : secondments from the TVET institutions and professional organisations will also be accepted as applications
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/95** : **ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (SERVICES) (REF NO: DHET 58/02/2018) (4 X POSTS) (APPOINTMENTS ARE ON A 2(TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS**
Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications
- SALARY** : R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)
- CENTRE** : The appointee will be located either in Pretoria or Public TVET College campuses closest to the appointee the areas of specification covered by this advert include:
Tourism (1 post)
Hospitality (2 posts)
transport and Logistics (1 post)
- T**
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in Services related programmes. At least 5 years' teaching experience and at least 3 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 and

Working knowledge of practice in industry within the field applied for. 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 drivers' license is required. The incumbent must be willing to travel.

DUTIES : The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To make proposals to the South African Institute of Vocational Education and Training (SAIVECET) on curriculum amendments and improvement. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To devise and implement a plan which involves the Regional curriculum specialists to improve the professional competencies of lecturers in their respective subjects and teaching areas. To ensure that colleges have the baseline requirements to offer programmes and qualifications within their area of jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic support services are implemented in those colleges with notable student underperformance in the subject of responsibility.

NOTE : secondments from the TVET institutions and professional organisations will also be accepted as applications

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

POST 08/96 : **ASSISTANT DIRECTOR: CURRICULUM SPECIALIST (RENEWABLE ENERGY) (REF NO: DHET 59/02/2018) (2 X POSTS) (APPOINTMENTS ARE ON A 2(TWO) YEARS CONTRACT RENEWABLE OVER A PERIOD OF 5 YEARS)**
Branch: Technical and Vocational Education and Training
Chief Directorate: Programmes and Qualifications

CENTRE : The appointee will be located either in Pretoria or Public TVET College campuses closest to the appointee

SALARY : R417 552 – R491 847 per annum (Level 10) (Salary negotiable within the salary range)

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in Renewable Energy or related programmes. At least 5 years' teaching experience and at least 3 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 and Working knowledge of practice in industry within the field applied for. 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. Knowledge of the development in the green economy environment. A valid drivers' license is required. The incumbent must be willing to travel.

DUTIES : The incumbent will be responsible to provide expert input into all curricula, existing and new, in the subject area/s for which the official is responsible. To identify and develop appropriate pedagogical and didactic approaches to facilitate and enhance vocational teaching in the TVET colleges. To set standards for student assessments and implement plans to achieve these standards. To engage with employers to identify and develop practical and application tasks that prepares students for the world of work. Support communities of practice within the particular field of work. To support and promote WIL and WPBE practices in colleges. To ensure that colleges have the baseline requirements to offer green curriculum programmes within their jurisdiction. Ensure that good quality student learning materials are readily accessible for learning purpose. To ensure that all student assessments are conducted with integrity and in compliance with the necessary national policies and guidelines. To ensure that academic

support services are implemented in those colleges with notable student underperformance in the subject of responsibility. To provide adequate skills development which meets the requirements of a greening economy. Contribute to achieving the national and international target of sustainable development and climate change. To assist TVET colleges to improve their environment performances through using resources more efficiently by phasing out toxic substances, substituting their carbon footprint, reducing waste, reducing water usage, reducing electricity consumption and by introducing new green curricula.

NOTE : secondments from the TVET institutions and professional organisations will also be accepted as applications

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

POST 08/97 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION (REF NO: DHET 60/02/2018)**
Chief Directorate: Tvet System Planning and Institutional Support
Directorate: Private Colleges

SALARY : R417 552 per annum (Level 10)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Education or Public Administration coupled with 5 years working experience in education or public sector. Programme or course in monitoring and evaluation will serve as an advantage. Knowledge of education laws and their interpretation and implementation. Knowledge of monitoring and evaluation frameworks and execution of monitoring and evaluation. Good presentation, organisation, problem-solving, analytical and project execution skills. Information processing and evaluation skills. Written and verbal communication skills. Research skills. Professional report writing skills. Document management skills.

DUTIES : Develop overall framework for monitoring and evaluation of private colleges. Implement policy and procedures for monitoring and evaluation of registered private colleges. Develop and regularly update site monitoring instruments. Plan and execute monitoring and evaluation activities that include distribution and receipt of annual reporting forms. Schedule and conduct site monitoring visits on registered private colleges. Analyse and integrate data from annual reporting forms and site monitoring visits reports to compile a comprehensive report on the compliance and performance of registered private colleges. Draft letters of cancellation of registration of defaulting registered private colleges for the Registrar of Private Colleges. Assess provisionally registered private colleges for conversion to full registration at the expiry of provisional registration periods. Handle enquiries relating to monitoring and evaluation of registered private colleges. Prepare for and participate in the Directorate's empowerment sessions with registered private colleges. Undertake research as maybe required from time to time.

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

POST 08/98 : **ASSISTANT DIRECTOR: INSTITUTIONAL ASSESSMENT COORDINATION (REF NO: DHET 61/02/2018)**
Directorate: Examination Management and Monitoring

SALARY : R417 552 per annum (Level 10)

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) which must include training in management and/ or administration. At least 5 years' experience in the administration of examinations specifically related to the handling and processing of TVET College examinations irregularities of which at least 2 years were in a supervisory capacity. The incumbent will be responsible for coordinating the administration of examination irregularities for each examination cycle, including the compilation of irregularities reports. The applicant must have a valid driver's license and be prepared to work overtime. The incumbent must be adaptable, disciplined, self-driven and be able to work independently and under pressure in a diverse team. Prerequisites: Good interpersonal and communication skills. Managerial and administrative skills. Knowledge of TVET College examination systems. Computer literacy and report writing skills and Analytical and problem solving skills.

DUTIES : Coordinate the receipt of daily irregularities reports during any examination cycle. Develop and maintain mechanisms to ensure that all examination and marking centres submit daily irregularities reports, including follow-up mechanisms in cases of non-compliance. Manage the capturing of all irregularities on the examination IT system, including all other administrative processes related to the capturing. Compile irregularities reports for each examination cycle as per directives from quality assurance councils. Manage the performance of staff and allocation of tasks and functions and Liaising with internal and external stakeholders regarding the resolution of queries related to examination irregularities. The successful candidate will be required to sign a performance agreement, declaration of secrecy and will be subjected to

security clearance. Shortlisted candidates must be willing to undergo a competency test on the day of the interview.

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

POST 08/99 : **ASSISTANT DIRECTOR: ADMINISTRATION FREE STATE COMMUNITY EDUCATION AND TRAINING (CET) COLLEGE (REF NO: DHET 34/02/2018)**
Community Education and Training Colleges

SALARY : R334 545 per annum (Level 9)

CENTRE : Free State Province

REQUIREMENTS : 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 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/100 : **ASSISTANT DIRECTOR: TALENT AND PERFORMANCE MANAGEMENT (REF NO: DHET 35/02/2018)**
National Skills Fund
Directorate: Human Resource Management and Administration

SALARY : R334 545 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's degree/National Diploma (NQF level 6/7) in Human Resource Management/Human Resource Management and Development or equivalent qualification; 5 years' relevant work experience in Performance Management and Training and Development supervisory level, Computer literacy in MS Word, Excel, PowerPoint and Outlook; Good coordination and report writing skills; Knowledge of drafting of performance agreements, WSP etc. Understanding of the Public Service Act and Public Service Regulations, Department of Public Service Administration (DPSA) Directives, PSCBC Resolutions and policies applicable to human resources management and development, as well as the ability to interpret policies, framework and legislation. A valid driver's license and willingness to travel.

DUTIES : The responsibility for the implementation of the Performance Management and Development System. The provision of advice and guidance on the Performance Management and Development System. The provision of reports, statistics and feedback on the application of the Performance Management and Development System. The development of systems and policies related to Performance Management and Development. Manage the implementation of bursary programme in line with the Departmental bursary Policy. Develop and submit WSP and ATR to ETDP-SETA according to the needs analysis and Personal Development Plans (PDP). Manage the implementation of skills development and training interventions. Develop and submit NSDS III quarterly, annual and expenditure reports to P-SETA. The management of all human, financial and other resources of the unit.

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

POST 08/101 : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS (REF NO: DHET 36/02/2018)**

SALARY : R334 545 per annum (Level 9)

CENTRE : Pretoria

- REQUIREMENTS** : An appropriate Bachelor's Degree National Diploma/(NQF level 6/7) in Psychology or equivalent qualification with 5 years' experience in Employee Health and Wellness programmes. Knowledge and understanding of Public Service Legislation, Regulations and other Policies development. Experience in individual/group work counselling. Conflict Management and interpersonal skills. Good facilitation skills and confidentiality. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). A Valid driver's license and willingness to travel.
- DUTIES** : Manage the Implementation of wellness programmes and services in the Department. Coordinate and manage the implementation of the National Strategic Plan on HIV/AIDS, STI and TB services and initiate prevention programmes, provide counselling, support in the Department including NSF. Coordinate and manage health and productivity programmes. Provide stress management and crisis support. Implement Health and safety working environment programmes/ project in the Department. Implement and manage the Employee Health and wellness strategic framework. Facilitate the development and alignment of EHW policies and plans in accordance with the strategic framework. Maintain standards operating procedures and practices for EHW services delivery that ensure confidentiality, ethical and quality services. Promote and manage physical wellness programmes for the Departments. The management of all human, financial and other resources of the unit.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/102** : **ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION (REF NO: DHET 37/02/2018)**
Directorate: Human Resource Management and Administration
- SALARY** : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF level 6/7) in Human Resource Management/ Public Management or equivalent qualification with 5 years' experience in Recruitment and Selection within the Human Resource Management field environment. Knowledge and understanding of Public Service Legislation, Regulations and other relevant Policies. Good problem solving and analytical skills. Good Planning, organisational, coordination, presentation and report writing skills. Good communication and interpersonal skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). A valid driver's licence and willingness to travel.
- DUTIES** : Manage and oversee the Recruitment and Selection Administration services of the Department. Ensure that all Recruitment and Selection Processes and activities are conducted optimally. Ensure that the quality control of adverts, placement of adverts and oversight reporting on vacant management are coordinated within the stipulated timeline. Ensure that the scheduling, shortlisting, interview, competency tests; SAQA verification are coordinated within the timeline. Ensure that a secretariat support is provided for all Senior Management Services posts. Manage the development, implementation and review policies and Staff Retention. Ensure the implementation of the Recruitment and Selection Strategy and manage the personnel within Recruitment and Selection Unit. Maintain effective Human Resource Management Information Systems. Management of Human Resource, financial and other resources.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/103** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND TRANSFORMATION (REF NO: DHET 38/02/2018)**
Directorate: Human Resource Management and Administration
- SALARY** : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Industrial Psychology/ Organisational Development/ Human Resource Management or equivalent qualification with 5 years' experience within the Change Management and transformation / Organizational Development field environment. Certificate in Change Management will be an added advantage. Knowledge of Change Management and transformation, Business Process Re-engineering, organisational culture Operational Management Framework. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). A valid driver's licence and willingness to travel.
- DUTIES** : Assist in the development of a change management, organisational development policy and strategy to support the culture realignment strategy. Assist in designing and implementing change management initiatives (culture, behaviour, systems, organisational climate assessment). Assist in the facilitating and coordinating the implementation of Operational Management Framework which include (Service Delivery Model, Business Process Mapping,

Standard Operating Procedures, Service Standards and Service Charter) to ensure efficient use of Human and Financial Resources. Assist in facilitating the implementation of diversity management programmes. Assist in providing customer relations and frontline improvement services (queue management which include mainstreaming of programmes pertaining to gender and women, Disability, Youth and Older Person, as well as human right and HIV&AIDS sensitive programmes. services standards and charter, complaints mechanisms, reception management). Assist in facilitating and coordinating the implementation of service delivery improvement programmes and interventions (Batho-Pele programmes). Assist in making the organisation aware of, change of attitudes, perceptions and behaviour, providing support and respect of, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination in relation to (race, sexual orientation, gender belief, disability, culture, language, birth, religion, pregnancy, marital status, family responsibility, age, political opinion and HIV & AIDS status), advanced of women and promotion of socio-economic empowerment programmes. Assit in develop change management plans, including communication plan, sponsor roadmaps, coaching and training and resistance management plan. Assist in assessing projects in order to identify change management requirements, proactively identify required organisational development interventions, provide advice, as well as monitor and evaluate interventions. Assist in facilitating the development, co-ordination, implementation and review of programmes and projects aimed at achieving the Department's and Government's transformation goals. Assist in responding to Government's legislation and policies on equality, transformation and empowerment as well as international and regional obligations with regards to vulnerable groups.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 544

POST 08/104 : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL AND HUMAN RESOURCE INFORMATION MANAGEMENT (REF NO: DHET 39/02/2018)**
Directorate: Human Resource Management and Administration

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF level 6/7) in Human Resource Management/ Public Management or equivalent qualification with 5 years' experience on Establishment Control. Candidates should have certificate in Establishment control and Personnel Administration. Extensive knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge of the relationship between PERSAL and Bas system will be an added advantage. A valid driver's licence is required.

DUTIES : *Maintain the approved institutional / College structure and the post establishment of institutions / colleges. *Maintain the budget allocation codes on PERSAL in line with the BAS code structure. *Manage and maintain the movement of personnel on the establishment spreadsheet. *Interact with salaries regarding the payroll returns to update the establishment and exception s. *Interact with HR provisioning and Conditions of service regarding personnel turnover. * Manage and maintain departmental code structure by maintaining pay points, responsibility, objectives and components.*Ensure the creation and abolishing of posts on PERSAL and linking codes to the relevant component. Manage the linking of the PERSAL responsibility to the BAS segments for costing purposes. Draw statistics and report on request. Develop and maintain an appropriate HR Informational Management System and ensure that Establishment and Structure are aligned accordingly. Management of Human Resource, financial and other resources. Provide and analyse PERSAL report to assist management in reporting.

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

POST 08/105 : **ASSISTANT DIRECTOR: SYSTEM MONITORING (REF NO: DHET 62/02/2018)**
Branch: Policy, Planning and Strategy
Directorate: System Monitoring and Economic Analysis

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7), with specialization in either Economics, Population Development, Statistics or a related field, plus five (5) years practical experience in the field of economic research and analysis. An Honours degree or a Master's degree will be an added advantage. Consideration will be given to a candidate with: extensive experience in the use of statistical software and Advanced EXCEL; extensive knowledge of education policy and planning issues; deep understanding of the post-school education and training sector, including the SETA environment; experience in the calculation of indicators in

the field of education and training and related fields; excellent report writing and presentation skills and the ability to work under pressure and meet deadlines.

DUTIES : Identifying indicators to monitor the PSET system, Coordinate the implementation and reporting of the Sustainable Development Goals and the African Union Agenda 2063 within the PSET system, Assist in the development of a framework for monitoring the PSET system, Developing research reports on the performance of the PSET, e.g. Fact Sheets, Snap reports, etc, Assist in analyzing and reporting on the findings of the Workplace Skills Plans/Annual Training Reports (WSP/ATR); Render secretariat services for various Committees managed within the Directorate; and Respond to national and international reporting requirements in relation to the performance of the PSET system and the financing thereof.

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

POST 08/106 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS (REF NO: DHET 63/02/2018)**
Directorate: Global Partnerships (International Relations)

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Politics, International Relations, Diplomacy or related field. A post graduate qualification will be an added advantage. At least five (5) years relevant work experience, of which at least two (2) years must have been in the conduct of international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multi-task; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times, and must have a driver's license. Applicants may be required to undergo competency assessment tests.

DUTIES : The appointee will be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in countries in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on matters concerning promotions of bilateral and multilateral in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; to manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

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

POST 08/107 : **ASSISTANT DIRECTOR: COLLECTIVE BARGAINING (REF NO: DHET (REF NO: DHET 64/02/2018)**
Branch: Corporate Services
Directorate: Labour Relations and Employee Wellness

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Labour Relations, Labour Law or Human Resource Management or equivalent qualification with 5 years relevant experience of which 3 years must be at supervisory level. Competency knowledge of LRA, BCEA, PSA, PSR, CETA, education sector and relevant public service regulations and policies. Sound knowledge of relevant PSCBC, ELRC and GPSSBC collective agreements, disciplinary codes in the public service, dispute resolution rules, strategies and related matters. Understanding of the Public Service reporting procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Must be willing to travel, working in a team and work under pressure. Computer literacy. A valid South African drivers' license is a prerequisite.

DUTIES : Maintain labour peace and promote sound relations between employer and employees. Represent and support the Department at the PSCBC, ELRC and GPSSBC bargaining councils meetings. Ensure Labour Relations related policy development and implementation. Monitor and evaluate compliance with collective agreements, policies and relevant legislation. Render

advisory service to all institutional management and employees regarding labour relations matters. Provide labour relations support to Regional offices and Colleges. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions. Represent the Department and Colleges at the bargaining councils' dispute resolution meetings.

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

POST 08/108 : **ASSISTANT DIRECTOR: INSPECTORATE (REF NO: DHET 65/02/2018)**

Office of the Chief Financial Officer

Directorate: Financial Services

SALARY : R334 545 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) with accounting as a subject. Preference will be given to candidates with 5 years financial experience, who have in-depth knowledge of Financial Management in Government, the Basic Accounting System (BAS), PERSAL and the compilation of financial statements. Other requirements will be: in-depth knowledge of the requirements of the PFMA and Treasury Regulations; a driver's license, good interpersonal, communication and managerial skills; experience in clearing of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Skills: Friendly and trustworthy, Accuracy, Confidence, Ability to work under pressure, Ability to work in a team and independently, Assertiveness and Self-starter.

DUTIES : Control and provide financial training to officials of the Department; Control and checking of transactions of the Department; Perform inspections to various sites of the Department; Control the update and review of all financial policies and procedures; Control the implementation of policies and procedures; Liaise with regional offices on financial matters; Liaise with the auditor-general on audit matters and Management of staff of the section.

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

POST 08/109 : **ASSISTANT DIRECTOR: PERSAL CONTROLLER (REF NO: DHET 66/02/2018)**

Branch: Corporate Services

Directorate: Human Resource Management and Administration

SALARY : R334 545 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : A recognized 3-years' National Diploma/ Bachelor's Degree in Human Resource Management/ Public Management or equivalent qualification with 5 years' experience on PERSAL Controller functions. Valid certificate in PERSAL Controller, Establishment control and Personnel Administration. Leave Administration and Labour Relations PERSAL certificate will be added advantage. Extensive knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). Knowledge of BAS system will be an added advantage.

DUTIES : User account management which will include management of all stages in the lifecycle of user access, from training, initial registration of new users to the final deregistration of users. *Assesses and records the PERSAL training needs of the Department in conjunction with section heads, in order to make nominations for training courses, as and when required. *Responsible for the orientation of all users of the system. *Responsible for the creation and maintenance of codes on the departmental code file. *Manages and controls PERSAL circulars, notices and messages and brings important issues to the attention of all users in the Department. *Ensures professional, effective and efficient interaction between the HR and Finance PERSAL Users within the department. *Develop and maintain PERSAL delegations. * Register System Change Control (SCC) in respect of all discrepancies for all transaction captured on PERSAL and Liaise with PERSAL at State Information Technology Agency (SITA) for resolution. Monitoring of access / user activities. *Attends National PERSAL Controllers' Forum and ensures that issues discussed are followed-up and relayed to users under his/her control. Manage all PERSAL functions and documents concerning PERSAL Controller functions in respect of appointments, transfers, promotions, of PERSAL users. Train staff in respect of appointment, transfer, relocation, translation at Head Office, Regional office, TVET and CET Colleges officials responsible for using PERSAL. Attend PERSAL user forum meetings. Assist with approval and authorizations' of all PERSAL transactions done by Conditions of Services staff. Registration of IP addresses and linkage to treasury for PERSAL connectivity to all TVET Colleges. Develop and maintain an appropriate Management of Human Resource, financial and other resources.

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

POST 08/110 : **CHIEF ARTISAN GRADE A: FITTER AND TURNER (REF NO: DHET 92/02/2018)**
 Branch: Skills Development
 Chief Directorate: Indlela

SALARY : R343 329 per annum (Level 9) (OSD Salary Scale)
CENTRE : Pretoria
REQUIREMENTS : A National Technical Certificate N3 or equivalent qualification coupled within 3 years supervisory and technical training experience after qualifying as an Artisan. Trade Test Certificate in Fitter and Turner and Assessor qualification. Knowledge: Knowledge of skills Development Act, 1998 and Trade Test Regulations. Must be able to assess candidates in Fitter and Turner. Skills: Computer literacy (Microsoft 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 : Conducting Moderation of Trade Test internally and externally; Conduct assessment in the Fitter and Turner, Turner and mechanical Fitter trades; Conduct audits of external Trade Test centers; Maintaining 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; and Adhere to health and safety policies and procedures.

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

POST 08/111 : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (CONDITIONS OF SERVICES) (REF NO: DHET 93/02/2018)**
 Directorate: Human Resources Management and Administration

SALARY : R281 418 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : A recognised 3 years Bachelor's Degree/Diploma/NQF level 6 in Human Resource Management/Public Administration (or equivalent qualification). A minimum of 3 years' experience in Human Resource Administration. Experience in the appointment and conditions of service of Educators and Adult Education and Training will be an advantage. Knowledge and experience of PERSAL System. Knowledge and Understanding of HR prescripts and Policies. Good Communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word and Excel). Ability to work under pressure and willingness to work extended hours when required.

DUTIES : To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos and letters. Maintain good relations and communicate professionally with clients, team members, and senior managers both verbally, written and presentations. Must be able to train, mentor and evaluate subordinates. Communicate in a professional level with staff both personally and telephonically.

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

POST 08/112 : **SENIOR PERSONNEL PRACTITIONER: ORGANISATIONAL DEVELOPMENT (REF NO: DHET (REF NO: DHET 67/02/2018)**
 Branch: Corporate Services
 Directorate: Human Resource Development

SALARY : R281 418 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Management Services/ Human Resource Management or equivalent qualification with three (3) years' experience within the Organizational Development/ Design field in the Human Resource environment. Candidates must be in possession of a job analysis training certificate (Equate or Evaluate). Exposure and understanding of Organizational design, Work-study, Job evaluation, Change Management practices and Business Process Re-engineering. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Develop, review, implement and monitor the organisational structure. Facilitate the development of Job Descriptions. Conduct Job evaluation. Render technical and general support to the component. Provide support in Change Management Strategy Development and Implementation Conduct research into Policy Development and benchmarking for practices. Assist with matters and queries related to Organizational Development.

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

- POST 08/113** : **SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET (REF NO: DHET 68/02/2018))**
 Branch: Technical and Vocational Education and Training
 Directorate: Budget Planning and Management
- SALARY** : R281 418 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification with public administration as one of the major subjects. Three (3) years relevant work experience preferably in the rendering of administrative support service. Financial management experience, Cash flow management and reporting expenditure against departmental budget. Basic knowledge and understanding of financial administration. Knowledge of relevant education legislation, policies, processes and prescripts applicable to post-school education and training institutions. Ability to analyse documents and interpret policies. Knowledge of Public Finance Management Act and Treasury Regulations. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure, meet tight deadlines and be target driven. Computer literate with extensive knowledge of MS Office Software packages.
- DUTIES** : Perform administrative duties in support of the Directorate. Render supply chain and management support services, render general administrative support services to the unit, supervise and control resources to ensure a satisfactory workflow and service delivery. Support timeous submission of expenditure reports by TVET Colleges to the Directorate; Provide support where required with the implementation of minimum standards of the Public Finance Management Act and Treasury Regulations. Properly implement and perform any other task as may be required from time to time. Draft submissions and memos. Support the management of projects in the Directorate. Secretariat to various forums hosted by the Directorate. Report writing.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/114** : **SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET (REF NO: DHET 69/02/2018))**
 Branch: Technical and Vocational Education and Training
 Chief Directorate: Financial Planning and Management
- SALARY** : R281 418 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification or equivalent qualification with public administration as one of the major subjects. Three (3) years relevant work experience preferably in the rendering of administrative support service. Financial management experience, Cash flow management and reporting expenditure against departmental budget. Basic knowledge and understanding of financial administration. Knowledge of relevant education legislation, policies, processes and prescripts applicable to post-school education and training institutions. Ability to analyse documents and interpret policies. Knowledge of Public Finance Management Act and Treasury Regulations. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure, meet tight deadlines and be target driven. Computer literate with extensive knowledge of MS Office Software packages.
- DUTIES** : Perform administrative duties in support of the Chief Directorate. Render supply chain management support services, render general administrative support services to the unit, supervise and control resources to ensure a satisfactory workflow and service delivery. Support timeous submission of expenditure reports by TVET Colleges to the Chief Directorate; Provide support where required with the implementation of minimum standards of the Public Finance Management Act and Treasury Regulations. Properly implement and perform any other task as may be required from time to time. Draft submissions and memos. Support the management of projects in the Chief Directorate. Secretariat to various forums hosted by the Chief Directorate. Report writing.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/115** : **SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 70/02/2018)**
 Chief Directorate: University Planning and Institutional Funding
 Directorate: Institutional Funding
- SALARY** : R281 418 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a 3 year relevant tertiary qualification with a minimum of three (3) year appropriate experience. The position requires a person who has organizational

and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of computer applications, including MS Word, MS Excel and MS Outlook is required. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position.

DUTIES : The successful candidate will be expected to execute various administrative tasks such as: Assisting in preparing submissions and memorandums Collecting and updating quarterly reports for the Directorate; Maintaining a central registry of contact details of higher education planning offices and other offices within higher education institutions as may be required; Making travel and accommodation arrangements for task teams, working groups etc.; Organizing meetings and minute taking at meetings; Preparing supporting documents and data for meetings.

NOTE : All interviewed candidates will be required to undertake a competency assessment.
ENQUIRIES : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/116 : **SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 71/02/2018)**
Directorate: University Research Support and Policy Development

SALARY : R281 418 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a 3 year relevant tertiary qualification with a minimum of three (3) year appropriate experience. The candidate must have some experience in project management, a working knowledge of the higher education environment and must be able to think strategically and communicate well (written and verbal) with relevant stakeholders. The candidate must have strong computer skills (MS Word, Excel and PowerPoint) and be able to work with large amounts of data. He or she must be able to provide support to various projects in the Directorate.

DUTIES : The responsibilities include but not limited to providing administrative support to the Directorate; assisting with the implementation of the research output and various other policies; support the process of journal applications for inclusion on the South African Approved Journals list; regular update and maintenance of the South African Approved Journals list; preparing data and carrying out analyses of research output performance of universities.

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

POST 08/117 : **SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 72/02/2018)**
Chief Directorate: Higher Education Policy Development and Research

SALARY : R281 418 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a 3 year relevant tertiary qualification with a minimum of three (3) year appropriate experience. The candidate must have some experience in project management, a working knowledge of the higher education environment and must be able to think strategically and communicate well (written and verbal) with relevant stakeholders. The candidate must have strong computer skills (MS Word, Excel and PowerPoint). The appropriate candidate will have experience in financial management systems; office management; work flow coordination; events and project management; management of monthly cash flow statements, and procurement policies and practices

DUTIES : The responsibilities include but not limited to Managing the MTEF budget process and monthly cash flow statement for the Chief Directorate; provide administrative, logistical and financial support to the Chief 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; compile and distribute accurate minutes of meetings; Prepare submissions; Coordinate work flow and manage progress reports in the Chief Directorate and assume secretarial functions when required.

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

POST 08/118 : **SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 73/02/2018)**
Directorate: Private Higher Education Institutions (PHEI)

SALARY : R281 418 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a 3 year relevant tertiary qualification with a minimum of three (3) years' appropriate experience. The candidate must have some experience in project management, a working knowledge of the higher education environment and must be able to think strategically and communicate well (written and verbal) with relevant stakeholders. The

appropriate candidate should be a creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills, both verbal and written, are required to deal with people at all levels in the Department and the PHEI sector and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Advanced Excel, Outlook and Power-point. Proven skills and experience with electronic databases is an important requirement for the position. The Minimum qualification is a relevant diploma or degree in information management, financial administration or electronic database management.

DUTIES : The responsibilities include but are not limited to assessing annual reports received from Private Higher Education Institutions (PHEIs) and providing recommendations to the Registrar on the assessments; processing applications for amendment and applications for conversion received from PHEIs; assisting the Deputy Director in processing student staff data; maintaining and updating the database for the monitoring of complaints and queries; authentication of certificates; liaising with DIRCO and other government Departments on the authentication of foreign qualifications; managing the process of referral of illegal providers to the South African Police Services (SAPS); and drafting affidavits for SAPS.

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

POST 08/119 : **SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 95/02/2018)**

Branch: Corporate Services

Directorate: Office of the Director-General

SALARY : R281 418 per annum (Level 8)

CENTRE : Pretoria

REQUIREMENTS : The minimum educational requirement for this post is Matric or a Diploma and at least 3 years relevant work experience in Office Management, Public Management, Public Administration or an equivalent qualification. The candidate must have an understanding of the functioning of government administration and knowledge of the PFMA, MTEF, and supply chain, asset and procurement management. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide financial and administrative support services in the office of the Director-General. The successful applicant is expected to be a proactive individual with financial analytical and asset management skills, good time management, interpersonal and communication, writing and administrative skills; database management at intermediate level. The incumbent must be willing to undergo screening for a security clearance. The incumbent must have a valid driver's license.

DUTIES : The responsibilities of the position will include but are not be limited to management of budget and cash flow and MTEF status; projection of demand and the procurement plan; management of the office procurement processes and claims; management and maintenance of assets and equipment; management of leave of staff in the office and general office administration duties including managing the registry office.

NOTE : candidates who are invited for an interview will be subjected to a competency assessment.

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

POST 08/120 : **PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION (REF NO: DHET 40/02/2018)**

National Skills Fund

Directorate: Human Resource Management and Administration

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV certificate (level 4) an appropriate National Diploma in Human Resource Management will be an added advantage, plus minimum three (3) years relevant experience in Recruitment and Selection. Thorough knowledge and understanding of applicable HR legislation and procedures. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid drivers' licence and willingness to travel.

DUTIES : Handle the administrative process with regard to Recruitment and Selection, which includes advertising of vacancies, drafting of selection committee submissions and conduct competency assessment for SMS members. Facilitate personnel suitability checks on recommended candidates. Response handling of applications, shortlisting and interviews, prepare documentation to obtain approval for nominee's appointment and prepare the offer of employment. Advise line managers and staff on matters regarding recruitment and selection. Provide support in the development and implementation of HR policies. Mentoring of interns.

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

<u>POST 08/121</u>	:	<u>ADMINISTRATIVE OFFICER: LECTURER DEVELOPMENT, STAKEHOLDER MANAGEMENT, PROGRAMME PLANNING AND CURRICULUM AND SYLABI DEVELOPMENT (4 POSTS) (REF NO: DHET 52/02/2018)</u>
<u>SALARY</u>	:	R226 611 per annum (Level 7) (This is a contract position until end March 2021)
<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) in Public Administration / Public Management will be an added advantage, including computer training and at least three (3) years relevant work experience. 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, Power point and Outlook. Good organizational and basic events management skills.
<u>DUTIES</u>	:	Support the Directorate for programme planning and research, Manage all incoming and outgoing mail of the directorate, Report on budget expenditure of the unit on a quarterly basis under the supervision of the Director, Manage the diary of the Director, Assist the planning team with all administration, printing and administrative duties, Answered telephones and take messages, Manage travel bookings of the directorate, Set up and manage appointments in the unit, Arrange quarterly executive committee meetings and Compile minutes of all meetings and follow up on outstanding matters.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 08/122</u>	:	<u>ADMINISTRATIVE OFFICER: DUAL SYSTEM APPRENTICE PROGRAMME (DSPP) (REF NO: DHET 53/02/2018)</u>
<u>SALARY</u>	:	R226 611 per annum (Level 7) (This is a contract position until 31 March 2020)
<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) in Public Administration / public management will be an added advantage, including computer training. At least three (3) years relevant work experience. 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, Power point and Outlook. Good organizational and basic events management skills.
<u>DUTIES</u>	:	Support the project specialist with all project and logistical support, Act as project secretariat, Arrange monthly project steering committee meetings, Arrange quarterly executive committee meetings, Compile minutes of all meetings and follow up on outstanding matters, Liaise with all project stakeholders, Attend project meetings. This will include traveling to various provinces from time to time, Direct enquiries to appropriate DSPP staff, Manage the DSPP office, Assist in the planning of meetings and Tend to all project communication.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 08/123</u>	:	<u>PRACTITIONER: INFORMATION TECHNOLOGY (REF NO: DHET 74/02/2018)</u> Directorate: National Artisan Development
<u>SALARY</u>	:	R226 611 per annum (Level 7)
<u>CENTRE</u>	:	Indlela
<u>REQUIREMENTS</u>	:	National Senior Certificate (Vocational) (NCV) Level 4, A recognised National Certificate in Information Technology and Computer Science or equivalent coupled with a minimum of three (3) years relevant working experience. Knowledge of SQL Server 2012, Knowledge of Microsoft Visual Studio 2013 and Share Point. Must possess Conflict management, Interpersonal, Client care, Communication, Report writing, Analytical and administration skills.
<u>DUTIES</u>	:	Coordinate and manage the IT call logs from all Directorates within the Chief Directorate. Liaise with the DHET IT Department (GITO) on all IT system issues at Indlela. Assist in Implementing and managing the NADMIS (National Artisan Development Management Information System. Provide debugging assistance to development staff and Participate in providing 7-day 24 hour on-call systems support. Compile weekly system performance reports. Coordinate and manage the IT team daily performance. Co-ordinate and manage the uploading and updating of Content to National Artisan Development Website and World Skills South Africa website.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
<u>POST 08/124</u>	:	<u>CHIEF ADMINISTRATION CLERK: TRANSIT AND WAREHOUSE (REF NO: DHET 75/02/2018)</u>

Office of the Chief Financial Officer
Directorate: Supply Chain Management

- SALARY** : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : National Senior Certificate (Vocational) (NCV) Level 4. An appropriate Bachelor's degree/National Diploma or equivalent qualification in Supply Chain Management will be an added advantage. Minimum of three (3) years' experience in Supply Chain Management Knowledge of PFMA, PPPFA, Treasury Regulations, LOGIS system, standards, practices, processes and procedures related to transit, Computer literacy and excellent report writing skills, good interpersonal and communication skills. Knowledge of the Invoice Tracking System will be an added advantage.
- DUTIES** : Ensure that all payments due to creditors are settled within 30 days from receipt of an invoice. Capturing of receipts of goods & services timely on LOGIS system and Invoice Tracking system. Liaise with end users on sign-off of invoices. Liaise with suppliers for timely delivery of goods/service. Match invoice to order & verify information. Ensure prompt distribution of goods & services to users, Follow-up on outstanding orders/commitments. Management of 0-9 file. Ensure bar coding of assets prior release to end users. Ensure safeguarding of inventories. Conduct spot checks, monthly/quarterly and annual stocktaking & keep accurate records. Timeously distribution of issues to end-users. Signing of issue vouchers that closed on LOGIS. Management of warehouse. Proper filing & safe keeping of issue vouchers. Monitor accruals & commitment reports and investigate if invoices still not paid. Provide weekly/monthly reports to management. Assist supervisor in the preparation of payment information, statistics and reporting on service providers' invoices paid and not paid. Attend to all enquiries from clients both internal and external.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/125** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR (REF NO: DHET 76/02/2018)**
Chief Directorate: System Planning and Institutional Support
- SALARY** : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4, A recognized three-year secretarial or office administration diploma/degree will be an added advantage, A minimum of three (3) year's work experience in secretarial and office administration, and rendering support services to senior management. Knowledge of administration, financial management and procurement processes. Proven literacy in MS Office (Word, Excel and PowerPoint). Excellent written and verbal communication skills. Excellent telephone etiquette, planning, organising and report writing skills. High levels of assertiveness and professionalism.
- DUTIES** : Provide receptionist/secretarial support and diary management. Render support regarding meetings and projects. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos and reports. Deal with correspondence and record keeping in the office of Chief Director.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/126** : **PERSONAL ASSISTANT TO DIRECTOR (REF NO: DHET 77/02/2018)**
Branch: Technical and Vocational Education and Training
Chief Directorate: System Planning and Institutional Support
Directorate: Monitoring and Evaluation
- SALARY** : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4, a recognized three-year secretarial or office administration diploma/degree will be an added advantage, A recognized three-year secretarial or office administration diploma/degree. A minimum of three (3) year's work experience in secretarial and office administration, and rendering support services to senior management. Knowledge of administration, financial management and procurement processes. Proven literacy in MS Office (Word, Excel and PowerPoint). Excellent written and verbal communication skills. Excellent telephone etiquette, planning, organising and report writing skills. High levels of assertiveness and professionalism
- DUTIES** : Provide receptionist/secretarial support and diary management. Render support regarding meetings and projects. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos and reports. Deal with correspondence and record keeping in the office of the Director.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

POST 08/127 : **PERSONAL ASSISTANT TO DIRECTOR (REF NO: DHET 78/02/2018)**
Branch: Technical and Vocational Education and Training
Chief Directorate: System Planning and Institutional Support
Directorate: Management and Governance Support

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4, a recognized three-year secretarial or office administration diploma/degree will be an added advantage. A minimum of three (3) year's work experience in secretarial and office administration, and rendering support services to senior management. Knowledge of administration, financial management and procurement processes. Proven literacy in MS Office (Word, Excel and PowerPoint). Excellent written and verbal communication skills. Excellent telephone etiquette, planning, organising and report writing skills. High levels of assertiveness and professionalism

DUTIES : Provide receptionist/secretarial support and diary management. Render support regarding meetings and projects. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos and reports. Deal with correspondence and record keeping in the office of the Director.

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

POST 08/128 : **PERSONAL ASSISTANT TO DIRECTOR (REF NO: DHET 79/02/2018)**
Branch: Technical and Vocational Education and Training
Chief Directorate: System Planning and Institutional Support
Directorate: Management Information Support

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4, A recognized three-year secretarial or office administration diploma/degree will be an added advantage. A minimum of three (3) year's work experience in secretarial and office administration, and rendering support services to senior management. Knowledge of administration, financial management and procurement processes. Proven literacy in MS Office (Word, Excel and PowerPoint). Excellent written and verbal communication skills. Excellent telephone etiquette, planning, organising and report writing skills. High levels of assertiveness and professionalism

DUTIES : Provide receptionist/secretarial support and diary management. Render support regarding meetings and projects. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos and reports. Deal with correspondence and record keeping in the office of the Director.

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

POST 08/129 : **PERSONAL ASSISTANT TO THE DIRECTOR: LEGAL LEGISLATIVE SERVICES FOR EDUCATION INSTITUTIONS (REF NO: DHET 80/02/2018)**
Chief Directorate: Legal and Legislative Services
Directorate: Legal and Legislative Services

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. National Diploma in Office Management/Administration will be an added advantage. Three (3) years' relevant work experience in an office/ admin support environment. Working knowledge of Microsoft Office Package with Telephone Etiquette.

DUTIES : Receive, re-direct telephone calls, clarifies instructions and notes, and take messages for the senior manager. Type reports, memos, submissions and letters. Make use and maintain office equipment such as fax machines, computers and photocopiers. Use discretion and diligence in managing the diary of the senior manager. Regularly communicate the diary of the senior manager with them. Manage the flow of information and documents to and from the office of the senior manager. Safe guard all documentation in the office of the manager in line with relevant legislation and policies. Coordinate inputs, collate and compile reports, such as: task registers, monthly and management reports. Check submissions and reports for alignment, grammar errors, and related, make notes and recommendations to the senior manager. Coordinate leave and telephone accounts for the unit. File documents for the senior manager and the unit where necessary. Procure stationery for the office. Coordinate travel arrangements. Coordinate the signing of documents such as procurement advices and monthly salary reports. Scrutinize documents to determine actions/information/other documents required for meetings. Collect,

compile all necessary documents for the senior manager to inform him/her on the contents. Records minutes/decisions and communicate to the relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Collect and coordinate all the documents that relate to the manager's budget. Provide budget inputs to the manager for determining funding requirements for MTEF submissions. Keep record of expenditure commitments, monitor expenditure and advise the manager of possible over/under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Compare 57 the MTEF allocation with the requested budget and inform the manager of transformations. Identify the need to move funds between items, consult with the manager and compile draft memos of transformations. Remain up date with regard to prescripts/policies and other documents. Apply prescripts/policies with understanding. Keep abreast with procedures and processes that apply in the office of the manager.

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

POST 08/130 : **PERSONAL ASSISTANT TO THE DIRECTOR: CET MONITORING AND EVALUATION (REF NO: DHET 81/02/2018)**
Branch: Community Education and Training

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added Advantages

DUTIES : The successful candidate will be responsible for the following duties: Provide administrative support in the managers' office. Manage and administer the managers' diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the managers' office by handling all correspondence and queries requiring the attention of the manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external client.

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

POST 08/131 : **PERSONAL ASSISTANT TO THE DIRECTOR: INSTITUTIONAL FUNDING (REF NO: DHET 82/02/2018)**
Branch: Community Education and Training

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added Advantages

DUTIES : The successful candidate will be responsible for the following duties: Provide administrative support in the managers' office. Manage and administer the managers' diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the managers' office by handling all correspondence and queries requiring the attention of the manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine

submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external client.

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

POST 08/132 : **PERSONAL ASSISTANT TO THE DIRECTOR: BUDGET PLANNING AND MANAGEMENT (REF NO: DHET 83/02/2018)**

Branch: Technical and Vocational Education and Training

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.

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

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

POST 08/133 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: FINANCIAL PLANNING AND MANAGEMENT (REF NO: DHET 84/02/2018)**

Branch: Technical and Vocational Education and Training

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.

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

POST 08/134 : **PERSONNEL ASSISTANT TO DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (REF NO: DHET 85/02/2018)**

National Skills Fund

Directorate: Human Resource Management and Administration

SALARY : R226 611 per annum (Level 7)

CENTRE : Pretoria

- REQUIREMENTS** : A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of three (3) years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.
- DUTIES** : The successful candidate will be responsible for the following duties: Provide administrative support in the Director's office. Manage and administer the Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Director in line with the relevant legislation and policies. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the Director. Clarify instructions and notes on behalf of the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/135** : **LABOUR RELATIONS OFFICER (REF NO: DHET 90/02/2018)**
Directorate: Labour Relations, Employee Health and Wellness
- SALARY** : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 or NCV certificate (level 4). An appropriate 3 year degree will be an added advantage with at least 3 years' relevant experience. An in-depth understanding of Labour legislation, such as the Basic Conditions of Employment Act, Employment Equity Act, Labour Relations Act, Public Service Act, Skills Development Act and Regulations. Public Finance Management Act and Employment of Educators Act, is essential. He/she will need a broad understanding of labour relations issues, plus excellent negotiation and communication skills. Applicants also need to be computer literate and a valid drivers' licence.
- DUTIES** : The successful candidate will perform the following duties: Take responsibility for all aspects relating to labour relations. Manage disputes resolutions. Conduct investigations. Manage procedures of misconduct, grievance and disputes in the Department. Represent the Department at Conciliation and Arbitration meetings. Offer an advisory service to management and line functions with regard to labour relations matters. Oversee appropriate interventions, awareness and training programmes that will promote and ensure healthy labour relations. Coordinate consultative meetings with organised labour and management in the Department. Seek mandate from management regarding the agenda for tabling at consultative forums. Ensure the correct, fair, consistent and acceptable applications of discipline to employees at all levels. Consistently maintain discipline and grievance case management on a monthly basis.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/136** : **PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT (REF NO: DHET 91/02/2018)**
Directorate: Human Resource Management and Development
- SALARY** : R226 611 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 or NCV certificate (level 4). A recognized 3 year Bachelor's degree/Diploma/NQF level 6 in Human Resource Management will be an added advantage. 3 years Public Service work experience in Performance Management within an HR environment. Good knowledge of drafting performance agreements and conducting performance appraisals. Understanding of Public Service legislation, regulations and policies, Ability to interpret and implement the Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS) policies, relevant Directives and Circulars. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.
- DUTIES** : Provide advice and guidance on the Implementation of PMDS and IQMS. Support effective implementation of the Performance Management and Development System and Integrated Quality Management System (IQMS). Support effective management of individuals' performance management. Capture all PMDS documents on Persal and spreadsheet. Develop an effective performance management database. Effective record management. Assist in conducting training sessions on the PMDS Policy. Facilitate and coordinate Branch Moderation process. Provide support and assistance with Work plan development, drafting of performance

agreements and conducting performance appraisals Facilitate and present in IQMS/ PMDS-related workshops and training sessions; coordinate performance moderation sessions; Ensure legislative and policy compliance.

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

POST 08/137 : **PRACTITIONER: FRAUD PREVENTION (REF NO: DHET 94/02/2018)**
Office of the Deputy Director-General: Corporate Services

SALARY : R226 611 per annum (Level 7)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12, NCV Level 4 Certificate; An appropriate Bachelor Degree or National Diploma in Forensic Investigation/Law/Forensic Audit/Internal Auditing will be an added advantage with at least 3 years working experience in the prevention and combating of fraud/corruption within the public services or outside the public service. Understanding of the theory and practices of fraud prevention. Affiliation with relevant professional bodies will be an added advantage. Knowledge and understanding: Promotion of access to information Act (No 2 of 2000); Protected Disclosures Act (PDA) (No 26 of 2000); Promotion of Administration of Justice Act (No3 of 2000); Prevention and combating of corrupt Activities Act (No12 of 2004); Public Finance Management Act (PFMA) (No 1 of 1999), Financial Intelligence Centre Act (FICA) (No 38 of 2001); Prevention of Organized Crime Act (POCA) (No 121 of 1998). SKILL: Analytical skills, Good communication skills, Computer and data capturing skill, Interviewing skill, Ability to motivate other people; Project Management and Presentation skills. A valid driver's license.

DUTIES : Assist in monitoring implementation of policies and procedures for general operation of the ethics program and its related activities to prevent illegal, unethical or improper conduct. Assist in responding to alleged violations of rules, regulations, policies, procedures and standards of conduct. Assist in maintaining uniform handling of such violations. Implementation of code of conduct and anti-corruption education and awareness programme. Assist in ensuring that employees prioritise moral values for DHET. Register all the cases reported and maintain an updated register of fraud/corruption cases. Analyse cases reported and investigated fraud/corruption cases. Collect evidence that relates to the allegations. Compile reports for review/further processes. Assist in liaising with law enforcement agencies where needed. Assist in liaising with internal stakeholders on issues of ethics and fraud/corruption to direct them to be appropriate channels. Assist in conducting fraud/corruption risk assessment, monitor and report as required. Perform any other duty that may relate to combating fraud/corruption within the Department including Administrative duties of the unit.

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

POST 08/138 : **SENIOR ADMINISTRATION CLERK: PAYMENT (REF NO: DHET 86/02/2018)**
Directorate: Supply Chain Management

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

REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4 and Minimum of one (1) to two (2) years' experience in SCM Environment. Good written and verbal communication skills. Ability to organise and prioritize work. General computer literacy skills and knowledge in Programs such as MS Word, Excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Good communication and administrative skills. Knowledge and experience on LOGIS and BAS.

DUTIES : Administration of Payment: capture invoices on LOGIS and BAS, submit feedback to supervisor on all invoices still outstanding; Administer GPW account, follow-up on GPW outstanding orders, reconcile GPW statements Monthly; capture requisitions on LOGIS and ensure that the budget codes are correct, monitor bookings for Travel and Accommodation.

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

POST 08/139 : **SENIOR ADMINISTRATION CLERK (REF NO: DHET 87/02/2018)**
Directorate: Private Higher Education Institutions (Phei)

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

REQUIREMENTS : A National Senior Certificate (Vocational) (NCV) Level 4. A minimum of one (1) to two (2) years appropriate experience, and a working knowledge of the higher education environment is required. A tertiary qualification will be an added advantage. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. Good time-management and organisational skills, as well as excellent interpersonal

- and communication skills, both verbal and written, are required. Experience in the use of computer applications such as MS Word, Excel, Outlook and Power-point and proven skills and experience with electronic databases is an important requirement for the position.
- DUTIES** : Safe-keeping of all documents, records and office resources; handling the electronic and physical filing of documents; capturing of accreditation reports; archiving of Directorate's documents; handling telephonic enquiries; support in the managing of the Directorate's budget to ensure cost effectiveness; support expenditure control to ensure the effective utilization of funds; support audit queries to supply the Manager with the required information; support monthly private telephone accounts to ensure timely collection and paying in amounts due to the cashier; support in obtaining quotations and complete the request forms/ submissions for ordering of stationery; support the Loss Control Liaison Officer to report all losses in the Directorate to the Loss Control Officer; support in handling matters pertaining to personnel enquiries in the Directorate; support in handling 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; support in liaising with service providers to ensure the maintenance of equipment (Facsimile, photocopy machine, etc.).
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/140** : **CALL CENTRE TEAM LEADER (REF NO: DHET 88/02/2018)**
Chief Directorate: Indlela
Directorate: National Artisan Development
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5)
: Indlela
: National Senior Certificate (Vocational) (NCV) Level 4, A recognised National Call Centre Certificate or equivalent coupled with a minimum of one (1) to two (2) years relevant working experience in a Call Centre as a Team Leader. Programme or course in Team Leadership will serve as an advantage. Knowledge of working in a Skills Development related environment and the execution and implementation of Call Centre operational policies. Knowledge of data gathering and analysis, knowledge of data validation and evaluation. Good communication, planning and organising, problem-solving, analytical, listening, administration, conflict management, time management and people skills, leadership, written and verbal communication, conflict management, administration, coaching, client care and client management, interpersonal and listening skills.
- DUTIES** : Monitor and manage Inbound and Outbound calls in the Call Centre. Logging the nature and the outcome of all calls on the CRM system. Monitor and Coaches the team to ensure quality of service delivered is accurate and is of the required and appropriate standard. Manage the Call Centre team. Communicate information in a timely, accurate and understood manner to all team members. Monitor and implement any Human Resources policies and procedures. Resolve workplace conflicts satisfactorily. Ensure complaints and concerns are resolved or escalated in a timely manner. Proportionately allocate work among Call Centre staff. Create and foster strong interdepartmental relationships. Monitoring performance and productivity standards and identify areas of improvement. Taking departmental disciplinary actions as and when necessary. Compile accurate monthly, quarterly and yearly data reports and as and when required. Handle escalated irate callers in a professional manner, Analyse, organize and critically evaluate information pertaining to data received, Follow-up with SETA's/INDLELA on any discrepancies and data not received within 24 hours of incident occurring.
- ENQUIRIES** : Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442
- POST 08/141** : **CALL CENTRE AGENT EIGHT (8) POSTS (REF NO: DHET 89/02/2018)**
Branch: Skills Development
Chief Directorate: Indlela
Directorate: National Artisan Development
- SALARY CENTRE REQUIREMENTS** : R127 851 per annum (Level 4)
: Indlela
: National Senior Certificate (Vocational) (NCV) Level 4, A recognised Call Centre Certificate coupled with a minimum of six (6) months to one year working experience in a Call Centre. Knowledge of working in an outbound and inbound Call Centre. Knowledge of data administration and analysis will serve as an advantage. Good communication, planning and organising, computer skills, analytical, listening, administration, time management and people skills. Written and verbal communication skills.
- DUTIES** : Organise and manage activities when attending to stakeholder enquiries so that responses are delivered in a professional manner, Communicate effectively when responding to stakeholders' requirements so that informed, accurate advice is provided, Answer Calls within 3 rings, Effective

follow-up and communication (Verbal or Written) , Dealing with challenging callers in a professional manner, thus promoting a positive DHET/NADSC image and retaining stakeholder goodwill, Analyse, organize and critically evaluate information pertaining to data received, Follow-up with SETA's/INDLELA on any discrepancies and data not received within 24 hours of incident occurring.

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

POST 08/142 : **CAMPUS MANAGERS POSTS (2)**

SALARY : R453 246 (Level: 5) Notch R453 246- R772 176
CENTRE : Esayidi Technical and Vocational Education and Training College (TVET)
Kokstad Campus X1 - REF: NO 02/02/2018
Clydesdale Campus X1 - REF: NO 03/02/2018

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 7) teacher's qualification (Minimum qualification: M+3), professionally qualified. Minimum seven (7) years relevant experience in a TVET College of which both NCV and Report 191 classroom teaching experience is essential. Minimum five (5) years of experience in a verifiable management position in a TVET College. Experience in design of internal administration system to ensure sound general administration. Good computer skills (incl. Word, Excel and PowerPoint). Must have Coltech knowledge. Sound report writing & presentation skills. Extensive knowledge of CET Act 16 of 2006, as amended. Valid driver's license. SACE Certificate or proof of SACE registration.

DUTIES : Assist senior management in the effective management and administration of the College in keeping with all relevant legislation, policy and procedures. Managing Academic and Administrative activities of the Campus. Implement quality management systems, policies and process for monitoring classroom practices, assessment, and moderation and performance records. Maintain effective communication and relations with management, staff, students and parents. Management and ensuring optimal utilization of the Campus academic and physical resources including buildings, assets as well as human resource. Responsible for performance management and development of campus staff. Ensuring the alignment of the Campus resources and the activities with the College Strategic Plan, Annual Performance Plan and Operation Plan. Responsible for ensuring good relations with College stakeholders including businesses, community and social partners. Maintain contact with parents, guardians and sponsors concerning the behavior and performance of students. Contribute to the audit review and monitoring processes related to corporate objectives. Market services and network with Industries.

ENQUIRIES : Mrs Thara Govender 039 684 0140/039 684 0110

CLOSING DATE : 09 March 2018

APPLICATIONS : All applications to be posted to: Human Resource Manager, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: ESAYIDI TVET COLLEGE, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240 not later than 12h00 on the closing date. NB. All certificates and Qualifications must be certified. (The date of the certification must not be older than three months) Applications Received After the Closing Date or Faxed and Emailed Applications Will Not Be Considered

NOTE : Applications to be submitted on Z83 obtainable from any Public Service Department, should be accompanied by a comprehensive CV and certified copies of all qualifications obtained, Identity Document, Driver's License and SACE certificate or proof of registration with SACE.

POST 08/143 : **ASSISTANT DIRECTOR LABOUR RELATIONS (REF: 04/02/2018)**

SALARY : R334 545 (Level 9) Notch R334 545 - R394 035

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF level 6/7) in Labour Relations/ Studies / Law with HR or equivalent qualification from a recognized institution. Three (3) to five (5) years of supervisory experience. Traceable experience and knowledge of applicable legislations, BCEA, LRA, Employment of Educators Act, Employment Equity Act, SDA, PFMA, PSA , PSR.POPI, ELRC and PSCBC resolutions. Computer literate with competency in the Microsoft office suit with particular knowledge of excel. Maintain a high level of confidentiality at all times. Good communication and reporting skills both written and verbal. Valid driver's license.

DUTIES : Perform all duties related to the Labour Relations Office. Conduct preliminary investigations to establish the need for formal disciplinary procedures. Prepare and facilitate disciplinary hearings. Handle all Labour Relations, internal and external Legal matters (Court/CCMA). Ensure formal engagement between Labour and Employer for purposes of consultation and negotiations. Perform HR duties and any other HR Related tasks as directed by the Supervisor. Coordinate and facilitate Labour Relations trainings and workshops. Submit reports timeously

as they may be required by College, Region or DHET. Planning and organizing work efficiently and effectively.

- ENQUIRIES** : Mrs Thara Govender 039 684 0140/039 684 0110
- CLOSING DATE** : 09 March 2018
- APPLICATIONS** : All applications to be posted to: Human Resource Manager, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: ESAYIDI TVET COLLEGE, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240 not later than 12h00 on the closing date. NB. All certificates and Qualifications must be certified. (The date of the certification must not be older than three months) Applications Received After the Closing Date or Faxed and Emailed Applications Will Not Be Considered
- NOTE** : Applications to be submitted on Z83 obtainable from any Public Service Department, should be accompanied by a comprehensive CV and certified copies of all qualifications obtained, Identity Document, Driver's License and SACE certificate or proof of registration with SACE.
- POST 08/144** : **ASSISTANT DIRECTOR: QUALITY ASSURANCE (REF: 05/02/2018)**
- SALARY** : R334 545 (Level 9) Notch R334 545 - R394 035
- REQUIREMENTS** : A Bachelor's Degree / National Diploma in Operations/ Quality Management or an equivalent educational qualification with a certificate in Quality Management. Three (3) to five (5) years of working experience in a quality management environment. A minimum of five (5) years' experience in an Educational Sector will be an added advantage. Auditing experience of the ISO 9001 Quality Management Systems will be an added advantage. Computer Literacy with competency in the Microsoft office suit with particular knowledge of excel. A valid EB driver's license.
- DUTIES** : Design, implement and monitor College Quality Management System. Facilitation of the implementation of ISO 9001 internal audit systems. Monitoring and evaluation of College Processes. Conducting audits in relation to policies compliance. Creation of a document Data Base. Implementing of College Continuous improvement plan.
- ENQUIRIES** : Mrs Thara Govender 039 684 0140/039 684 0110
- CLOSING DATE** : 09 March 2018
- APPLICATIONS** : All applications to be posted to: Human Resource Manager, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: ESAYIDI TVET COLLEGE, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240 not later than 12h00 on the closing date. NB. All certificates and Qualifications must be certified. (The date of the certification must not be older than three months) Applications Received After the Closing Date or Faxed and Emailed Applications Will Not Be Considered.
- NOTE** : Applications to be submitted on Z83 obtainable from any Public Service Department, should be accompanied by a comprehensive CV and certified copies of all qualifications obtained, Identity Document, Driver's License and SACE certificate or proof of registration with SACE.