1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.
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### PROVINCIAL ADMINISTRATIONS

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

APPLICATIONS: Please forward your application, quoting the relevant reference number, to the Department of Agriculture, Forestry and Fisheries Private Bag X250, Pretoria, 0001 or hand deliver at Department of Agriculture, Forestry and Fisheries Office, (please place in the box marked for applications). Reception, Agriculture Place, 20 Steve Biko Street (Formerly Beatrice Street), Arcadia, Pretoria.

CLOSING DATE: 12 October 2018

FOR ATTENTION: Mr D Moyane Tel No: (012) 319 7812

NOTE: It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 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, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered. Persons with disabilities are encouraged to apply.

OTHER POST

POST 39/01: ANIMAL HEALTH TECHNICIAN REF NO: 2/2018 (X8 POSTS)
Directorate: Inspection Services

SALARY: R299 709 per annum

CENTRE: Durban (X6 Posts)
Port Elizabeth (X2 Posts)

REQUIREMENTS: Applicants must be in possession of a National Diploma in Animal Health plus relevant experience. Registration with the South African Veterinary Council. Knowledge of PFMA, Animal Diseases Act 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000) and various relevant international guidelines and obligations. Must have in-depth knowledge of legislation/acts, regulations, policies and import or export requirement of animals and animal products. Capable and willing conduct inspections, inter alia in rail trucks, on trucks, in ships, in containers and cold storages. Good communication skills. Planning, organising, problem-solving, interpersonal relations, analytical and listening skills. Computer literacy in MS Office software. Valid driver’s licence and the ability to drive.

DUTIES: The incumbent will be responsible to render a support services to the State Veterinarian with regards to animal disease control, animal product inspections, sample collection and law enforcement. Provide extension services to clients. Provide animal quarantine services. Perform administrative and related functions.

ENQUIRIES: Dr. M.E. Machedi Tel No: (012) 309-8703

NOTE: In terms of the departmental employment equity targets, priority will be given to African males and females and Coloured, Indian and White females and people living with disabilities.
DEPARTMENT OF ENERGY

APPLICATIONS: The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)

FOR ATTENTION: Mr. D Mbhokota/ Mr. T Kekana

CLOSING DATE: 12 October 2018

NOTE: Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

OTHER POSTS

POST 39/02: APPLICATIONS PROGRAMMER

SALARY: R356 289 per annum (Level 09)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A National Diploma/ Degree in Information Technology (BSc Degree: Computer Science will be an added advantage) with a minimum of (three) 3 years’ experience in IT programming environment Plus the following key competencies: Knowledge of prioritisation and complete work under deadlines, Ability to develop and deliver presentations, Ability to create, compose and edit written materials, Intensive knowledge of system analysis principles and practices. Thinking Demand: Proper planning, organisational and paying attention to details, Ability to manipulate and analyse information. Skills: Interpersonal Skills, Training skills, Workshop facilitation, Problem solving skills, Team player, Self-motivator, Strong work ethics, Researching ability, Service delivery, Quality assurance innovative, Creative and analytical. Personal Attributes: Able to assess and evaluate information, Make decision, Ability to work well under pressure. Recommendation: Candidates will have to undergo a practical assessment on programming skills. Java or NET and MCSDs will be an added advantage.

DUTIES: Develop, maintain and implement custom-made information system. Procure, maintain and implement off-the-shelf information systems. Develop and maintain the departmental websites. Draft, maintain and implement policies and strategies pertaining to information systems and the departmental websites. Provide information technology functional support and advice. Promote the utilisation of technology as key enablers for service delivery and transformation. Provide managerial activities.

ENQUIRIES: Zimbini Ndawana (012 406 7791)

POST 39/03: ASSISTANT DIRECTOR: NETWORK ADMINISTRATION

SALARY: R356 289 per annum (Level 09)

CENTRE: Head Office (Pretoria)
**REQUIREMENTS**

A National Diploma or Degree in Information Technology. Certificates in MCSD or MCSE will be an added advantage with a minimum of (three) 3 years’ Network Administration and extensive experience in IT software PLUS the following key competencies: Knowledge of infrastructure and application virtualisation technologies and solutions. Working knowledge of networking and server operating system architecture. Reliability in ensuring network security and protection of confidential data. Working knowledge of common encryption technologies. Working knowledge of ITIL. Work cooperatively and productively with the team to achieve results. Skills: Experience with setup and maintenance of internal VMWare based virtual infrastructure using Microsoft Windows server platform. Experience with Windows Server 2016+ including Microsoft Azure, Active Directory, Group Policy, PowerShell, and Internet Information Services10. Experience with SQL Server 2014+. Experience with deploying images and distribution of Windows and third party updates using Windows Server Update Services. Experience in working with systems in a Citrix/Thin Client computing environment. Experience with Backup and Recovery design, implementation, operations, optimisation and disaster recovery. Experience with network device configuration and maintenance, including routers, switches and firewalls. Experience with HP Data Protector. Strong project management skills with focus of delivering under tight timelines. Communication: Ability to communicate technical issues to a non-technical audience. Creativity: Self-motivated and strong problem solving ability. Personal Attributes: Innovative, Creative, Analytical, Able to assess and evaluate information, Make decision, Ability to work well under pressure. Recommendation: Candidates will have to undergo a practical assessment.

**DUTIES**

Provide 3rd level support for help desk, transversal systems (BAS, PERSAL and LOGIS) and system development operations. Perform impact analysis with new application systems and databases, and monitor load levelling of servers. Provide inputs and oversee monitoring of information technology policy in respect of networks, servers, internet, email and general server and workstation utilisation. Ensure Local Area Network, server and workstation configurations in accordance with user requirements. Perform network planning and problem solving as per demand. Ensure that systems are operational at all times and that back-ups and restores are performed. Provide managerial activities.

**ENQUIRIES**

Philip Leso 012 406 7730
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.

APPLICATIONS: The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 12 October 2018

NOTE: Applications must be submitted with Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. No faxed, copied or e-mailed application will be considered. Where a driver’s license is essential, such a license should be attached. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. “The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

POST 39/04: FEATURES WRITER REF NO: 3/1/5/1/18/27
Directorate: News Services

SALARY: All-inclusive salary package of R697 011 per annum (Level 11)

CENTRE: Pretoria

REQUIREMENTS: Applicants should be in possession of a recognised 3 year Degree (NQF 7) or National Diploma (NQF 6) in Journalism. Experience: four (4) years’ experience in news services environment of which two (2) years should be experience at Salary level 9 or 10. The applicant should be an energetic, creative and organised news “junkie” with a proven track record in writing for the print and online mediums. Applicant should be passionate about the programme of the South African government, especially as it relates to those South Africans who are greatly dependent upon government information and services for their well-being. Applicant should have a technical knowledge and experience of the process of news gathering and writing; general knowledge of current affairs, South African political dynamics and government policies and programmes; the ability to write feature articles and analysis pieces on a range of topics; ability to work under pressure and meet deadlines; ability to source and write well-researched articles in a fast-paced environment; excellent editing skills; and the creative thinking ability to come up with own feature ideas and contribute to the various news diaries within the Chief Directorate. Applicant should have excellent interpersonal skills and possess a valid driver’s license.

DUTIES: The successful candidate will be required to provide professional news compiling, feature writing and editing (both print and electronic forms) for www.sanews.gov.za, the Public Sector Manager magazine and Vukuzenzele newspaper. Ensure that all written material meets the needs of target audiences and deadlines for publications. Contribute towards the generation of feature and analysis ideas for content plans across the Chief
Directorate. Chair editorial meetings with writers to discuss leads and angles with regard to feature and analysis pieces. Liaise extensively with editors in the mainstream media. Attend government events of local and international relevance and confidently conduct interviews with senior government officials. Travel extensively to find feature stories of media interest. Edit feature items. Post on social media platforms when required to do so and advise reporters on social media requirements for interviews. The successful candidate must be willing to work irregular hours, on weekends and on public holidays, when required to do so.

**ENQUIRIES**

Ms R Moodley Tel No: (012) 473 0213

**NOTE**

Short-listed candidates will be subjected to a practical test. A practical test score of 70% will be required for a final shortlisting process. Preference will be given to African male/female and Coloured female.
GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS: All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001.

FOR ATTENTION: Ms M Mboke, Human Resources Tel No: 012 748 6296.

CLOSING DATE: 12 October 2018, 12 noon.

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z83, A recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver’s license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

POST 39/05: ARTISAN FOREMAN GRADE A (RUBBERSTAMP PRODUCTION) REF NO: GPW 18/62

SALARY: R286 500 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years’ post qualification experience, Excellent understanding of printing process, Proficiency in CorelDraw 15 and Adobe CS 6 is a necessity, Good communication skills, Good interpersonal skills, Quality conscious, Excellent reading skills, Excellent knowledge of Microsoft Excel and Word, Grade 12 will be an added advantage.

DUTIES: Responsible to oversee the Rubberstamps production section, Creation of quotations, Design and layout of stamps according to client specification, Proofing and editing of copy for rubberstamps, Stock and consumables management, Liaising with clients, Mentor and manage junior artisans / support staff.

ENQUIRIES: Ms. H. Macozoma Tel No: 012 748 6345

POST 39/06: ARTISAN FOREMAN GRADE A (GRAPHIC DESIGN) REF NO: GPW 18/63

SALARY: R286 500 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press with 5 years’ post qualification experience, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take a
DUTIES: Manage quality of designs throughout all phases of a project, Proof reading of jobs, Perform scanning of jobs, impositioning of jobs and printing of plates, Liaising with client’s, Mentor and manage artisan (designers).

ENQUIRIES: Ms H Macozoma Tel No: (012) 748-6345

POST 39/07: ARTISAN FOREMAN GRADE A (MECHANIZED BINDING, SPECIAL PRODUCTS) REF NO: GPW 18/64

SALARY: R286 500 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test certificate in mechanized/craft binding, 5 years’ post-qualification experience, Good knowledge of binding/folding/cutting equipment and processes, Good interpersonal relations, Quantity Conscious, Planning and organising skills, Grade 12 will be an added advantage.

DUTIES: Oversee the mechanised binding and finishing of printed matter, Allocate tasks to artisans, Ensure optimum quality standards, Ensure reconciling of production information daily, Supervision and staff management.

ENQUIRIES: Mr. M Mudau Tel No: (012) 748 6142

POST 39/08: ARTISAN (SPECIALISED PRODUCTION) (WEB-FED: CONCEPTA) REF NO: GPW 18/65

SALARY: R269 931 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in Lithography / Continuous Stationary Machine Minding, 5 years’ post-qualification experience, Knowledge of computerized printing presses, Good computer skills, Quality conscious, Quality Conscious, Planning and organising skills, Willingness to work shifts, Grade 12 will be an added advantage.

DUTIES: Operate an automated 9-colour web-fed offset printing machine with specialized finishing equipment (sheeter, folder, numbering unit and web deliver unit), Set up and adjust rollers, cylinders, loading paper reels on machine, Check registration, quality uniformity of print, colour densities as well as correct delivery of the end product, Train learners, artisans and printers assistants, Adhere to Occupational Health and Safety regulations and procedures.

ENQUIRIES: Mr. M Mudau Tel No: (012) 748 6142

POST 39/09: ARTISAN (SPECIALISED PRODUCTION) (GRAPHIC DESIGNER) REF NO: GPW 18/66

SALARY: R269 931 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 10 or equivalent qualification, plus a completed apprenticeship and passed trade test in Electronic Origination/Pre-press in the printing industry and 5 years’ post-qualification experience, Computer skills: Proficiency on Apple Mac with Adobe Creative Suite, Ability to take work from concept through to repro, Knowledge of commercialised printing and printing processes, Advanced typing skills, Good communication skills, Creativity (planning, organising, problem-solving skills), Knowledge of CTP is a must, Grade 12 will be an added advantage.

DUTIES: Be responsible for typesetting, design and layout of jobs from concept to plates, as well as colour retouching, Carry out quality checking, Perform scanning of jobs (ability to operate scanner), impositioning of jobs and printing of plates.

ENQUIRIES: Ms H Macozoma Tel No: (012) 748-6345
**POST 39/10** : ARTISAN (PRODUCTION) GRADE A (MECHANISED BINDING) REF NO: GPW 18/67 (X6 POSTS)

**SALARY** : R179 523 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Grade 10 or equivalent qualification plus a completed apprenticeship and passed trade test in mechanized/craft binding, Basic computer skills, Quality conscious, Good knowledge of mechanized binding equipment / craft binding operations, Willingness to work shifts, Grade 12 will be an added advantage.

**DUTIES** : Responsible to adjust, run and maintain Mechanised binding and or personalisation equipment/machines, Ensure optimum productivity and maintain high quality standards of binding, Reconcile documents daily, Responsible for basic operating and maintenance, Adherence to Occupational Health and Safety regulations and procedures.

**ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 - 6329  
Mr. M Mudau Tel No: (012) 748 6142
ANNEXURE E

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS : Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE : 12 October 2018 at 12h00

NOTE : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 3 months of the closing date, please regard your application as unsuccessful. The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POSTS

POST 39/11 : DEPUTY DIRECTOR: HR PLANNING, PERFORMANCE AND DEVELOPMENT (GTAC) – REF NO: G018/2018
Corporate Services: Human Resources Management
Term: Permanent

SALARY : R826 053 - R973 047 per annum (Level 12) (All-inclusive Package)
CENTRE : Pretoria

REQUIREMENTS : Degree (NQF Level 7) in the fields of Human Resources Management and/or Training and Development. 5 - 7 years’ experience in human resources management and/or development, at least 2 of which at a supervisory level. Experience in the public service is an advantage. Appropriate experience in HRD or a related field. Knowledge of and experience in HRD policy implementation and monitoring. Knowledge of PMDS prescripts. Experience in Project Management (young professionals programme). Knowledge of the following: Bursary scheme administration, Skills Development Planning, PMDS and Workplace Skills Plans (WSP). HRD principles. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Communication/Interpersonal skills. Accountability and ethical conduct. Excellent report writing skills. Good communication skills.

DUTIES : Development of implementation of PMDS policy and strategy. Co-ordinate PMDS implementation across the department. Provide expect advice to SMS and non SMS members on PMDS issues. Ensure the implementation of the bursary scheme. Facilitate the development of the HRD policy and strategy. The development of WSPs for the relevant Branches. Manage the leadership development programme. Monitor and evaluate the implementation of all training interventions. Co-ordinate PMDS implementation as well as the following: HR Planning Performance and development frameworks, Organizational Design and Post Establishment: Job Design and Evaluation, Recruitment and selection, Secondments and Probation Management, Performance Management, Talent Management, Training and Development.

ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442

POST 39/12 : ASSISTANT DIRECTOR: PROFESSIONAL SERVICES CONTRACTS MANAGEMENT (GTAC)-REF NO: G019/2018
Professional Services Procurement
Term: Permanent

SALARY : R356 289 - R419 679 per annum (Level 09) (All-inclusive Package)
CENTRE: Pretoria


ENQUIRIES: Kaizer Malakoane Tel No: (012) 315 5442

POST 39/13: PERSONAL ASSISTANT: PROFESSIONAL SERVICES PROCUREMENT (PSP) – REF NO: G020/2018

Salary: R299 709 - R353 043 per annum (Level 08)

DUTIES: Extensive diary management including organisation & administration of meetings, setting up internal and external meetings, events, and conferences. Handle all correspondence and communication including mail, letters, memorandums and responding to routine mail, handling telephone and customer enquiries related to the Chief Director: Professional Services Procurement. Manage and control the CD’s task items for the team to ensure timely adherence to deadlines. Typing of all correspondence for PSP Unit and maintain confidentiality of all correspondence and communication for the unit. Produce and proof read correspondence, documents, meeting packs and presentations. Administrative responsibilities including but not limited to filing, maintenance of records, expenses, photocopying for the business unit. Provide support to the Chief Director in the co-ordination of the unit activities by ensuring that the unit meets objectives and serves internal and external customers in an efficient and timely manner. This includes ensuring, on a day-to-day basis matters that requires follow-up are acted on by the CD: PSP. Maintain confidential correspondence and reports for the unit. Perform procurement administrative functions for the Unit; Perform and ensure timely reconciliation of subsistence and travel claims for manager; Ensure that leave register are updated and submitted to HR. Remain abreast with the procedures and processes that apply in the office of the Chief Director.
ENQUIRIES : Kaizer Malakoane Tel No: (012) 315 5442
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

POST 39/14: CHIEF DIRECTOR (REF NO: DHET 13/09/2018)
This is a re-advert candidate who previously applied are encourage to re-apply
Branch: University Education
Chief Directorate: University Planning and Institutional Funding

SALARY: R1 189 338 per annum (Level 14) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma or equivalent qualification. A Doctorate degree would be a distinct advantage. Consideration will be given to candidates with in-depth knowledge of at 5 to 10 years’ experience in the higher education sector as well as 5 years proven experience in a senior managerial level at an institutional and or national level. Expertise in one or more of the following areas is a requirement: institutional research and planning; infrastructure planning; academic programme development and enrolment planning; funding of universities; and, higher education management information systems. Knowledge and understanding of the value chain of applications towards registration and admission to institution would be an added advantage. The incumbent must be a strong communicator with the ability to interact with high level academics and university managers, different branches in the Department of Higher Education and Training, other government departments, public entities, professional bodies and education and training institutions. Further requirements are: excellent and proven project management capabilities; strategic thinking, problem solving and financial management skills; proposal and report writing; and, computer skills. Good knowledge and understanding of the Higher Education Act, Funding Framework for Universities, Higher Education Qualification Sub-Framework, and White Paper for the Post School Education and Training (PSET) System. Knowledge of public sector budgeting and planning will be an added advantage. The incumbent should be able to perform in a team environment and take the responsibility for managing new developments in the higher education system. The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations and entities. Willingness to travel domestically and internationally. A valid driver’s license and willingness to travel.

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

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

**CLOSING DATE** : 12 October 2018 at 16H00.

**POST 39/15** : CHIEF DIRECTOR REF NO: DHET 71/09/2018

Branch: Corporate Services
Chief Directorate: Corporate Communications and Media Liaison

**SALARY** : R1 189 338 per annum (Level 14) (All-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Corporate Communication and Media Liaison or equivalent qualification. At least five (5) to ten (10) years relevant work experience. At least as 5 years proven experience in a senior managerial level. Knowledge of Higher Education and Training environment will be an added advantage. Strategic capability and leadership. Financial management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills. Computer literacy. Project management. High level of public relation skills. Media monitoring skills. High level of stress tolerance and ability to maintain high work ethic and attend to various tasks simultaneously. This is a Senior Management position, which requires a hands-on, strong and dynamic leader who will lead and co-ordinate a team of professional in undertaking a range of tasks requiring analytical, interpretive and negotiating skills and to ensure effective communication of the Department’s policies and programmes. The successful candidate will be expected to have extensive knowledge of and insight into education in South Africa and internationally. A valid driver’s license and willingness to travel.

**DUTIES** : Strategic leadership and management of corporate communication and media liaison; Design strategic, dynamic and proactive corporate communication’s management system; Develop corporate communication’s strategies and policies; Establish beneficial networks in the corporate communications area and political circles; Direct the benchmarking of the corporate communications chief directorate’s work outputs, end products and methodology against the best international practice; Portray a professional image by ensuring that corporate communications resources are efficiently and effectively employed; Manage and maintain the department’s communication technology infrastructure including website, call centre/hotline, corporate branding, and publications; Review infrastructure needs information systems based on operational and management commitment of the Chief Directorate; Design system to implement strategies to ensure adherence to policy and procedures pertaining to requisition, utilization and disposal of fixed assets and consumables; Perform functions as per the
ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/16: CHIEF DIRECTOR: STRATEGY INNOVATION AND ORGANISATIONAL PERFORMANCE REF NO: DHET 103/09/2018

Branch: Skills Development
Chief Directorate: Strategy, Innovation and Organisational Performance (NSF)
(This post is a re-advert candidates who applied are encouraged to re-apply)

SALARY: R1 189 338 per annum (Level 14) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in the Public Management/Administration or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in strategic planning, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resource. Minimum of 5 years’ proven experience at senior management level. A relevant post graduate qualification would be a distinct advantage. This is a senior management position that requires a dynamic individual with proven strategic management, leadership and people management capabilities that is able to strategically lead the organisation towards achieving its strategic goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, especially on a strategic level. Further skills requirements relates to excellent project management, ICT management, monitoring and evaluation, problem solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good knowledge of the post school education and training system will be an added advantage. Good
Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

**DUTIES**

Head the NSF’s core functional area of strategy, innovation and organisational performance, consisting of three to five directorates responsible for organisational performance & reporting, strategy, partnerships & innovation, ICT and analytics, skills development programmes and projects initiation and evaluation, and programme monitoring; Develop and implement the NSF’s strategic plans, annual performance, operational plans; Engage and manage NSF strategic stakeholders; Oversee socio-economic research, trend analysis and innovation in skills development practices; Oversee the design and implementation of interactive organisational performance processes, incl. the cascading of strategic performance indicators and targets down to individual performance plans throughout the organisation; Monitor and report on the performance against strategic plans, annual performance plans and operational plans; Responsible for writing and distributing integrated reports, which includes the NSF's integrated annual reports, quarterly reports, monthly reports, business intelligence reports and stakeholder reports; Initiate skills development programmes and projects timeously that are strategically aligned and in compliance with policies and procedures; Evaluate the output, outcome and impact of skills development programmes and projects; Oversee NSF innovation on skills development delivery; Evaluate overall NSF operations (incl. business processes) and implement enhancements; Oversee the launch of continuous improvement initiatives and the enablement of a culture of continuous improvement; Oversee knowledge and data management; Ensure compliance with relevant legislation and frameworks; Oversee, manage, maintain and implement NSF’s ICT systems; Develop relevant policies and procedures; Manage the resources of the Chief Directorate; Participate as an active member of the NSF executive team; Participate in DHET skills planning processes.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

**CLOSING DATE**

12 October 2018 at 16H00.
POST 39/17: REGIONAL MANAGER

SALARY: R1 189 338 per annum (Level 14) (All-inclusive remuneration package)

CENTRE: DHET Regional Offices:
Limpopo Regional Office (Ref No: DHET 137/09/2018)
Mpumalanga/North West Regional Office (Ref No: DHET 138/09/2018)
Gauteng/Free State Regional Office (Ref No: DHET 139/09/2018)
KwaZulu-Natal Regional Office (Ref No: DHET 140/09/2018)
Eastern Cape Regional Office (Ref No: DHET 141/09/2018)
Western Cape/Northern Cape Regional Office (Ref No: DHET 142/09/2018)

REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education and Training. A minimum of 5 years’ work experience in Post-School Education and Training. A postgraduate degree in Education will be an added advantage. At least 5 years proven experience at Senior Management Level (SMS). Consideration will be given to candidates with proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) as well as Continuous Education and Training (CET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Excellent project management and communication skills, including proposal and report writing. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. A valid driver’s license and willingness to travel.

DUTIES:
Ensure effective leadership, management and governance of public TVET and CET Colleges in the Region. Manage and support teaching and learning in public Colleges. Oversee the management of examinations and assessments at private and public Colleges. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Coordinate monitoring and evaluation functions of the programmes in public Colleges. Ensure proper alignment of the Department Strategic Plan and Annual Performance Plan with planned outcomes in the public TVET and CET Colleges. Provide strategic leadership relating to the management of compensation of employees’ budget for public Colleges and recruitment processes, provide support to public Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters in the Regional Office.

ENQUIRIES:
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

APPLICATIONS:
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NOTE:
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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. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/18: CHIEF DIRECTOR: HUMAN RESOURCE DEVELOPMENT COUNCIL
SECRETARIAT REF NO: DHET 15/09/2018
Branch: Corporate Services (Office of the Director-General)

SALARY: R1 189 338 per annum (Level 14) (All-inclusive remuneration package)
CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s Degree/Advanced National Diploma (NQF level 7) and at least five (5) to ten (10) years extensive experience in developing, implementing and monitoring Human Resource Development Strategies. Five (5) years proven experience in a senior managerial level in the area of human resource and skills at a macro level. Knowledge of Higher Education and Training environment and in conducting large scale research and monitoring and evaluation of programmes will be an added advantage. Good understanding of labour market trends and supply and demand perspectives. Strategic capability and leadership. Financial management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills and confidence in working at various levels within the various structures at management and executive levels. Ability to work in complex organisations and dealing with complex and highly sensitive matters and information. Ability to negotiate and management of stakeholders from diverse background. Ability to develop strategies and clear standards; knowledge of the public sector policy environment and relevant legislation and regulations. Computer literacy. Project management. A valid driver’s license and willingness to travel.

DUTIES: Manage Human Resource Development Council (HRDC) programme; Manage and oversee the functions of the Secretariat of the HRD Council; Provide effective technical and administrative support to the HRDC Council; its committees and task teams; Leading the implementation of programmes designed to the Secretariat in an effective manner; Manage specific duties and tasks within the Department of Higher Education and Training in supporting Council and its structures; Assist with relevant studies and research to advance the human resource development agenda in the country. Coordinate practical work between various Ministries and Departments that are involved in the implementation of the HRD Strategy for South Africa. Ensure alignment of the HRD Strategy with other government development strategies such as the National Skills Development Strategy (NSDS) III, New Growth Path (NGP), Industrial Policy Action Plan (IPAP), National Development Plan (NDP), Local Economic Development (LED) strategies etc. Lead and coordinate HRD campaigns on behalf of the Council; Initiate and communicate special projects for the improvement of the Human Resource Development Strategy; Liaise with international and national organisation involved in Human Resource Development; Assist the Council in monitoring and updating the annual HRD Strategic Plan and assist relevant organisations with implementation; Develop, produce and distribute relevant information and resource materials in collaboration with other relevant organisations. Conduct multi-disciplinary studies on Human Resource Development.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/19**: DIRECTOR: STUDENT DEVELOPMENT AND SUPPORT REF NO: DHET 01/09/2018
Branch: Technical Vocational Education and Training
Chief Directorate: Programmes and Qualifications

**SALARY**: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in student support/Post-School Education and Training (PSET) sector. Minimum of 5 years proven experience at middle /senior management level. Highly motivated individual fully committed to the transformation of the public TVET College sector. Experience in planning and coordination of student support services. Ability and/or experience in policy development. Advanced level of computer literacy MS Office: (word, Excel, Access, Power point and Outlook). Financial Management skills and knowledge of PFMA and treasury Regulations. Excellent project management and communication skills, including proposal and report writing. The ability to lead a team and work in collaboration with other branches, government departments and entities. Ability to work under pressure and to meet deadlines. Good communication, planning, problem solving, analytical and decision making skills. Must have sound interpersonal relations and conflict management skills. A valid driver’s license and willingness to travel.

**DUTIES**: The incumbent will be responsible to develop interventions to support TVET colleges in the implementation of integrated student development and support services to improve success and throughput rates; to provide management and administration support to colleges for the implementation of the DHET TVET colleges’ Bursary Scheme; to provide leadership in capacity building of TVET colleges to provide effective student support services; ensure the provision of effective SS&S for improved student retention and success rates; manage and support partnerships and donor-funded projects aimed at the development and support of TVET provision; initiate, support and coordinate the Department’s outreach and marketing activities for profiling TVET institutions and their programme offerings; strengthen student governance in support of quality teaching, learning and overall student welfare; initiate and support interventions aimed at addressing the challenges affecting students in the TVET colleges with regards to disability; manage the implementation of academic support in TVET institutions; and maintain and advance a National Student Support Services Framework for TVET colleges.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
APPLICATIONS

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Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or
Hand deliver to: 123 Francis Baard Street (former Schoeman Str.) Pretoria.

NOTE

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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 (SAQA) 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 representativity in terms of race, gender and disability
will receive preference. As of 1st July 2006, all new appointments in the public service
have to be part of the government employee medical scheme (gems) in order to qualify
for a government medical subsidy. Correspondence will only be entered into with short-
listed applicants. If you have not been contacted within three (3) months of the closing
date of this advertisement, please accept that your application was unsuccessful.
Suitable candidates will be subjected to personnel suitability checks (criminal record
check, citizenship verification, qualification/study verification and previous employment
verification). Successful candidates will also be subjected to security clearance
processes. 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. 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.

CLOSING DATE

12 October 2018 at 16H00.

POST 39/20

DIRECTOR: REF NO: DHET 02/09/2018
Chief Directorate: Programmes and Qualifications
Directorate: TVET Curriculum Development and Support

SALARY

R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE

Pretoria

REQUIREMENTS

A recognised undergraduate qualification/Bachelor’s degree/ Advanced National
Diploma (NQF level 7) or equivalent qualification in Education. The qualification should
be coupled with at least 5 to 10 years teaching experience, TVET Colleges or related
environment. Minimum of 5 years’ proven experience at middle /senior management
level. Ability to evaluate and analyse existing and new curricula for relevance, currency
and educational quality is essential. Excellent writing skills for leading curriculum
development and review across a wide spectrum of programmes and qualifications is
essential. Experience in policy development; Ability to engage with diversity of
stakeholders to drive high quality curriculum delivery in colleges; Computer literacy MS
Office: (Word, Excel, Access, Power point and Outlook). Financial management skills
and knowledge of PFMA and treasury regulations. Excellent project management and
communication skills, including high level 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 strong decision making skills. Must have
sound interpersonal relations and conflict management skills. A valid driver’s license
and willingness to travel.

DUTIES

The incumbent will be responsible to facilitate the development and implementation of
curriculum and assessment policies for TVET Colleges; manage the development of
high quality learning material for TVET students and lecturers; ensure the alignment and
articulation of TVET programmes and qualifications across the post school education
and training system; to provide support for curriculum delivery to learners with special
education needs; to support TVET colleges to deliver curriculum through appropriate
open learning modalities, including ODL and RPL; to provide strategic leadership in
TVET Curriculum development, coordination maintenance and support.
ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/21: DIRECTOR REF NO: DHET 22/09/2018
Branch: Policy, Planning and Strategy
Directorate: Career Development Services

SALARY: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification. The qualification should be coupled with at least 5 to 10 years’ experience in education and/or training and the management of career development services. Minimum of 5 years’ proven experience at middle/senior management level. He/she must have an excellent understanding of Career Development Services in the country, good understanding of the post-school education and training (PSET) sector including university education, skills development, community education and training and technical and vocational education and training issues; demonstrated knowledge and experience of career development in the PSET system, including the development of materials for career development; strong ability to work independently, as well as manage and coordinate career development projects; excellent communication skills, both written and oral; strong organisational and problem solving skills; and ability to develop and maintain positive relationships with stakeholders, both internal and external. Experience in facilitating workshops, conducting research and analysis and report writing are essential for this post. Experience in managing finances is essential. It is expected from the Director to travel extensively.

DUTIES: Manage the implementation of Career Development Services (CDS) in the PSET System; develop and maintain policies, norms and standards, protocols and guidelines for the provision of Career Development Services; coordinate the implementation of career development services and activities across the PSET System including entities and institutions, to ensure synergy with delivery agreements and the National Policy for Career Development Services; align the Career Development Services in the PSET...
System with the National Career Development Services in the country; manage a programme of campaigns and events to support Career Development Services; develop a national network to support Career Development Services; manage relations with stakeholders for the implementation of Career Development Services; manage the technology and information systems that support the provision of Career Development Services; manage the provision of training and support to a network of stakeholders that provide Career Development Services; manage campaigns and events that provide Career Development Services; and monitor, evaluate and report on the implementation of Career Development Services in the PSET System.

ENQUIRIES:
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

CLOSING DATE:
12 October 2018 at 16H00.

POST 39/22:
DIRECTOR REF NO: DHET 23/09/2018
Branch: Planning, Policy and Strategy
Chief Directorate: Policy, Management and System Planning
Directorate: PSET System Planning

SALARY:
R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE:
Pretoria

REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification. A post-graduate Degree in the Social Sciences fields such as education and/or industrial sociology will be an advantage. At least 5 - 10 years’ experience in the field of Post School Education and Training field. Minimum of 5 years’ proven experience at middle /senior management level. Good track record of managing a multiple stakeholder environment. A valid driver’s license and willingness to travel.

DUTIES:
Managing the coordination of PSET system planning at a national level including: the establishment of relationships with national stakeholders, the engagement with national stakeholders and gathering of information regarding skills needs, the building national stakeholders’ capacity for skills supply and demand analysis the production of reports on national stakeholder engagements, capacity development and identified skills needs; Managing the coordination of PSET system planning at a provincial level including: the
establishment of relationships with provincial stakeholders, the engagement with provincial stakeholders and gathering of information regarding skills needs, the analysis of provincial skills plans and human resource development strategies, the building of provincial stakeholder capacity for skills supply and demand analysis, the production of reports on provincial stakeholder engagements, capacity development and identified skills needs Managing the development of the PSET system plan including: the development of steering mechanisms for PSET planning the identification of priority skills needs across national, provincial and local government, the production of priority occupations and qualifications lists and recommendations for priority skills interventions, the development and dissemination of the PSET system plan Manage the PSET Planning Directorate strategy, budget, human and resources Develop, in collaboration with the Chief Director, implement and report on the Directorate’s strategic, annual and operational plans Forecast and plan, in collaboration with the Chief Director, and implement and report on the Directorate capacity and staff performance management plans and activities.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
APPLICANTIONS : Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or Hand deliver to: 123 Francis Baard Street (former Schoeman Str.) Pretoria.
NOTE : Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.
POST 39/23 : DIRECTOR REF NO: DHET 24/09/2018
Branch: Planning, Policy and Strategy
Directorate: Open Learning
SALARY : R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in management of content management systems and learning and teaching materials development in an open/online/distance mode. Minimum of 5 years’ proven experience at middle /senior management level. He/she must have a good understanding of the post-school education and training sector including university education, skills development, community education and
training and technical and vocational education and training issues; demonstrated knowledge of open learning and open educational resource issues in the country, including copyright and intellectual property; strong ability to work independently, as well as manage and coordinate open learning/eLearning projects; excellent communication skills, both written and oral; strong organisational and problem solving skills; and ability to develop and maintain positive relationships with stakeholders, both internal and external. Experience in facilitating workshops, conducting research and analysis and report writing are essential for this post. Experience in managing finances is essential. A valid driver’s license and willingness to travel.

DUTIES: Develop policies, create an enabling policy environment, provide support and monitor progress of open and distance Learning (ODL) in the post-school education and training (PSET) system; ensure that open learning is progressively introduced in the PSET system; engage stakeholders on the implementation of integrated ODL; coordinate and research the use of Open Education Resources; advocate and communicate open learning and develop coherent open learning opportunities for PSET.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

CLOSING DATE: 12 October 2018 at 16H00.


SALARY: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A post-graduate degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in the post-school education and training sector. Minimum of 5 years’ proven experience at middle /senior management level. Willingness to work irregular hours and travelling 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 legislation, policies and strategies governing CET Colleges in South Africa. Good knowledge and understanding of the Public Finance Management Act (PFMA), will be an added advantage. A valid driver’s license and willingness to travel.

**DUTIES**

The scope of the Director’s work will include but not be limited to: Providing leadership in the implementation of the National Strategy for Partnerships in CET Colleges. Providing support to ensure functionality of CET College partnership structures and strategies. Monitoring and reviewing the implementation of the National Strategy for Partnerships in CET Colleges. Facilitating partnerships between government, public private providers and relevant Councils and Statutory Councils. Developing and implementing capacity building programmes for CET College partnerships; establishing appropriate registers to record the establishment of partnerships across CET Colleges.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/25**

**DIRECTOR REF NO: DHET 41/09/2018**

Branch: Community Education and Training

Directorate: CET College Student Resourcing and Support

**SALARY**

R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A post-graduate degree and experience in student support and resourcing will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in within the post-school education and training sector. Minimum of 5 years’ proven experience at middle /senior management level. A sound and thorough knowledge of policies and strategies relating to student support in the Post School Education and Training sector. Willingness to work irregular hours and extensive travelling. Computer skills in 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 legislation, policies
and strategies governing CET Colleges in South Africa. A valid driver’s license and willingness to travel.

**DUTIES**

Provide strategic leadership on developing, implementing and monitoring policies for community and student support services in the CET sub-system. Developing guidelines and manuals for setting up student support structures in the system. Developing training programmes for student support services in CET colleges. Developing the learning and teaching support material (LTSM) policy. Developing a system for the evaluation of textbooks and maintaining a national catalogue for the procurement of textbooks for formal academic CET qualifications. Maintaining a strategic relationship with publishers, professional bodies, and associations to support the development and improvement of student resources in CET colleges. Assessing and introducing appropriate learning resources in CET colleges and developing a training programmes on the use of different learning resources.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/26**

DIRECTOR REF NO: DHET 42/09/2018

Branch: Community Education and Training

Directorate: CET Institutional Planning and Support

This is a re-advert and candidates who previously applied are encouraged to re-apply.

**SALARY**

R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A post-graduate degree and experience in education institutional planning and development in any of the post-school education training institutional sub-system will be added advantages. The qualification should be coupled with at least 5 to 10 years work experience within the post-school education and training sector. Minimum of 5 years’ proven experience at middle /senior management level. A sound and thorough knowledge of policies and strategies relating to institutional planning and development in the Post School Education and Training sector. Willingness to work irregular hours and extensive
travelling. An understanding of Department’s strategic vision and priorities. A thorough knowledge of all legislation, policies and strategies governing CET Colleges in South Africa. Strategic and leadership, conflict management, budgeting and financial management skills. All short-listed candidates shall be required to do a writing exercise as part of assessing their suitability for the post. Computer skills (MS Word, MS PowerPoint, Ms Excel, MS Access and MS Outlook. Willingness to work irregular hours and travel extensively. A valid driver’s license and willingness to travel.

DUTIES: The scope of the Director’s work will include but not be limited to: Providing strategic leadership for the development, management and implementation of appropriate legislation, policies and strategies for planning, management and support for Community Education and Training Colleges. Providing leadership in the development of strategic and operational plans of the regions and CET Colleges. Developing institutional mapping of current and future CET Colleges and Learning Centre. Develop institutional framework for CET Colleges. Monitor and manage labour relations in the CET colleges, in collaboration with the Branch: Corporate services in order to ensure labour peace. Managing and monitoring the process of the rationalization of learning sites by CET college councils. Ensuring that the register of CET College learning sites is continually updated. Managing the human resource, finance and assets of the Directorate.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/27: DIRECTOR: WORLD SKILLS SOUTH AFRICA (WSSA) REF NO: DHET 45/09/2018
(Contract position until 31 March 2020)
Branch: Skills Development
Chief Directorate: Indlela

SALARY: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE: Indlela
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Management or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in areas of business

**DUTIES**: Prepare a Business Plan for the sourcing of funds from the National Skills Fund in order to resource the WSSA and DOA programmes. Develop, implement, monitor and report on the annual operational plan for WSSA and DOA with clear activities, targets, budget, timelines and outputs. Coordinate TVET Colleges at Local, Provincial and National level in order to enhance their preparation and participation in the WSSA competition and the World Skills International (WSI) competition. Coordinate competition logistics including annual membership registration to WSI. International Competition preparations and Competition Area Experts supervision. Perform the duties of secretariat of the WSSA steering committee. In consultation with the office of the executive authority plan the annual campaign of the DOA inclusive of the career development function. Enhance the effectiveness and efficiency of the WSSA and DOA units by conducting continuous performance appraisal of the staff members belonging in these units, Report on the progress of the WSSA and DOA programmes as required by the DHET and the NSF.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/28**: DIRECTOR: OUTCOMES, STAKEHOLDER AND INTERGOVERNMENTAL RELATIONS REF NO: DHET 72/09/2018
Branch: Corporate Services
Chief Directorate: Office of the Director-General

**SALARY**: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE: Pretoria

REQUIREMENTS: The ideal candidate for this senior management position should be in possession of a Bachelor's degree (NQF Level 7) with at least five years relevant work experience in office management at a middle / senior managerial level in providing administrative and executive support to senior and executive management. Strategic and conceptual capabilities, human resources, procurement and financial management experience is essential. Knowledge and / or experience in protocol and parliamentary affairs will be an added advantage. Project management, organisational and planning skills. Effective leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (MS Office, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver’s license.

DUTIES: Outcomes coordination. Provide general, parliamentary, executive and administrative support to the Director-General. Provide effective liaison between the Department and Ministry, branches, stakeholders, government departments, and entities, etc. Compile, review and quality assure submissions, speeches, briefing notes, memoranda, parliamentary questions, meeting minutes, reports, letters, concept documents and position papers, etc. Processing and coordinating documentation from the Director-General’s office to the Minister, branches, stakeholders, government departments, and entities, etc. Follow up on Departmental and meeting commitments. Management of human, finances and other resources in the outcome coordination, stakeholder and intergovernmental relations directorate.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/29: DIRECTOR REF NO: DHET 73/09/2018
Branch: Corporate Services
Directorate: Security and Advisory Services

SALARY: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE: Pretoria
**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Security Risk Management/Policing/Public Management/Law or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in Security Management, Operations, Project Management and Business Intelligence applications. Minimum of 5 years’ proven experience at middle/senior management level. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. A valid driver’s license and willingness to travel.

**DUTIES**

Facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administrator vetting services. Liaise with the State Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with Landlord and external security provider. Manage all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit’s Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit’s human resources. Direct the utilisation of technology in support of the Unit’s business processes.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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. 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 (SAQA) 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 applications will promote representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/30 : DIRECTOR: ORGANISATIONAL DEVELOPMENT, HUMAN RESOURCE DEVELOPMENT, PERFORMANCE MANAGEMENT, PLANNING, EMPLOYMENT EQUITY, POLICY AND STRATEGY REF NO: DHET 74/09/2018
Branch: Corporate Services
Chief Directorate: Human Resource Management

SALARY : R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE : Pretoria

REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Human Resource Management/Industrial Psychology or related qualification. Relevant Post graduate qualification will be an added advantage. At least 5 years’ experience in Organisational Development/ Design, Change Management, Training and Development, Performance Management and Development, knowledge Diversity Management and Transformation programmes within Human Resource environment, Public Service Acts, Public Service Regulation, Employment Equity Act, Public Finance Management Act and experiencing relevant directives. At least 5 years management experience. Extensive experience in the development, review and implementation of HR plan, EE plan, HR policies, HR strategy, Diversity Management and Transformation programmes. Minimum of 5 years’ proven experience at middle /senior management level. Ability to work independently and in a team. Good administrative, interpersonal and problem-solving skills. Basic research or benchmarking skills. Client-oriented, ability to work under pressure and be able to cope with a high work load. Good communication (written, verbal) skills. Computer literacy in MS Office (word, Excel, PowerPoint and Outlook). Knowledge of PERSAL and ORGPLUS will be added advantage. Ability to work long hours when required. A valid driver’s license and willingness to travel.


ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record
check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/31: DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION (EASTERN CAPE REGIONS) REF NO: DHET 104/09/2018
Branch: Skills Development
Chief Directorate: Skills Development Implementation (NSF)
Directorate: Regional Skills Development Implementation

SALARY: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in the Public Management/Administration or equivalent qualification. A postgraduate qualification will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in managing large projects, portfolios of projects and/or programmes in the private or public sector. Minimum of 5 years’ proven experience at middle/senior management level. Candidates that are registered as a Project Manager or Professional Project Manager at Project Management South Africa will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. Candidates must be proficient in English and proficiency in the following languages will be an added advantage: For Eastern Cape region: isiZulu, Afrikaans and/or isiXhosa.

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 the directorate. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

DUTIES: Head the regional skills development directorate, responsible for the region as indicated above; Responsible for heading the effective monitoring, evaluation and reporting on the allocation, management, operational performance and funding of projects and programmes in the directorate’s portfolio; Responsible for heading activities related to the monitoring of projects and programmes in the directorate’s portfolio, including performance and financial reporting thereon; Ensure that all documents and information related to projects and programmes in the region are submitted for knowledge management purposes; Manage staff in the directorate; Ensure monitoring site visits are conducted, both expenditure verification as well as delivery site verifications (learner verification, infrastructure verification etc.); Consolidate and record lessons learned; Manage stakeholders and actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Perform strategic planning for funding skills development in the directorate’s responsible regions; Develop and report on performance indicators; Manage the resources of the Directorate; Participate as an active member of the NSF executive team; Contribute towards the development and implementation of a project management framework for projects and programmes specifically for the region and nationally in general; Provide feedback and strategic advice regarding broader skills development activities within the directorate’s
regions to national head office; Contribute towards the development and implementation of Strategic Plans, Annual Performance Plans, Operational Performance Plans and other strategic plans for NSF; Contribute towards the development and implementation of the NSF’s frameworks, policies, processes and procedures.

ENQUIRIES:
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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. This position will be based at the National Skills Fund’s head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate will be required to head projects in the Eastern Cape Region mainly, but will also be required to head projects in other regions where deemed practical. The successful candidate must however be willing to relocate to the NSF’s regional office, if deemed practical. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

CLOSING DATE:
12 October 2018 at 16H00.

POST 39/32:
DIRECTOR: FUND MANAGEMENT REF NO: DHET 105/09/2018
Branch: Skills Development
Directorate: Fund Management (NSF)

SALARY:
R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE:
Pretoria

REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in the Finance or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in finance. Minimum of 5 years’ proven experience at middle /senior management level. Candidates that have experience in fund raising, managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good understanding of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem
solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

**DUTIES**

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

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**NOTE**

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**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/33**

DIRECTORS: COMMUNITY EDUCATION AND TRAINING (CET) CURRICULUM AND INSTITUTIONAL SUPPORT

**SALARY**

R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**

DHET Regional Offices: Limpopo Regional Office (Ref No: DHET 143/09/2018)
**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A minimum of 5 years' work experience in Community Education and Training. A postgraduate degree in Education will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. A valid driver’s license and willingness to travel.

**DUTIES**

Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes, provide support to the public CET College on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/34**: DIRECTORS: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) CURRICULUM AND INSTITUTIONAL SUPPORT

**SALARY**: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**: DHET Regional Offices:
- North West Regional Office (Ref No: DHET 146/09/2018)
- Mpumalanga Regional Office (Ref No: DHET 147/09/2018)
- Eastern Cape Regional Office (Ref No: DHET 148/09/2018)
- Free State Regional Office (Ref No: DHET 149/09/2018)
- Western Cape/Northern Cape Regional Office (Ref No: DHET 150/09/2018)

**REQUIREMENTS**: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A minimum of 5 years’ work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. A minimum of 5 years proven experience at middle/senior management level. Consideration will be given to candidates with proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. A valid driver’s license and willingness to travel.

**DUTIES**: Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees’ budget in the unit including the recruitment processes, provide support to the public TVET Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.
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**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/35**: PRINCIPALS
Branch: Technical and Vocational Education and Training
(This post is a re-advert candidates who applied are encouraged to re-apply)

**SALARY**: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**: Lephalale TVET College Ref No: DHET 174/09/2018
South West Gauteng TVET College Ref No: DHET 175/09/2018
West Coast TVET College Ref No: DHET 176/09/2018

**REQUIREMENTS**: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification. A post-graduate Degree/qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in the TVET or education sector. Minimum of 5 years’ proven experience at middle /senior management level. Extensive experience in any or all of the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and projects. Must have relevant work experience in the training and development or related environment. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures, Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. Willingness to work irregular hours and travel extensively. Knowledge of and/or experience of the private sector/industry will also be treated as 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 fulfill the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system
that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead 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.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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CLOSING DATE: 12 October 2018 at 16H00.

OTHER POSTS

POST 39/36: DEPUTY DIRECTOR REF NO: DHET 03/09/2018
Branch: Technical and Vocational Education and Training
Chief Directorate: Systems Planning and Institutional Support
Directorate: Management Information System

SALARY: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)
CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s Degree/ Advanced National Diploma in computer science or Informatics/Statistics (NQF level 7) or equivalent qualification. A minimum of 5 years work experience in data management or related environment. At least 5 years management experience. Experience with Business Intelligence projects, including understanding of technical processes around conversion of data and data quality. Ability to discuss ongoing DHET data requirements and technical implications for TVET college data collection system. Knowledge and user experience with Business Intelligence, Analytic and/or report writing IT tools, such as Endeca, Oracle Discoverer or similar tools. Experience in developing survey forms and/or questionnaires. Ability to work under pressure and to meet deadlines. Ability to work independently and display initiative. Good communication, interpersonal, planning, problem solving, analytical and decision making skills. Must have sound interpersonal relations and conflict management skills. Research ability will be an added advantage. A valid driver’s licence and willingness to travel.
**DUTIES**: Develop and manage strategy for data collection and submission within the TVET Sector. Determine, develop and implement credible data collection instruments in line with applicable Departmental standards. Review proposals and methodologies for data collection and ensure data alignment with the TVETMIS as required. Ensure consistent use of definitions and rules within DHET, with TVET college system vendors, for example headcount, FTE, counting of students moving between colleges. Design and manage the implementation of data verification processes. Analyse data and compile data reports on request by different Branches of the Department as well as other government departments. Establish one-window support for College MIS/Data Managers. Ensure timely delivery of reports. Write and produce support tools, such as manuals videos etc. Ensure that the outputs required in the Minister’s delivery agreement are monitored, measured and reported on a continuous basis so as to contribute to the deliverables within the pre-determined timeframes. Ensure timely and correct communication to TVET colleges and vendors.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/37**: DEPUTY DIRECTOR: NATIONAL NORMS AND STANDARDS FOR INFRASTRUCTURE FUNDING OF TVET COLLEGES REF NO: DHET 04/09/2018

Branch: Technical and Vocational Education and Training

Directorate: TVET Institutional Funding

**SALARY**: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A recognised undergraduate qualification/ Bachelor’s Degree/ Advanced National Diploma (NQF level 7) or equivalent qualification in Economics. A qualification with Econometrics or in Built Environment would be an added advantage. A minimum of five (5) years’ relevant working experience preferably in funding frameworks and policies. At least 5 years management experience. Extensive knowledge and insight into the education policies and legislation for public colleges. Experience in policy development, implementation and analysis. Experience in implementation of funding policies, monitoring and reporting. Knowledge and understanding of the Public Finance Management Act. Good financial, analytical and research skills. 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. Advanced computer skills with...
extensive knowledge of MS Word and MS Excel. Experience in financial management in a Government environment will also be advantageous. A valid driver’s license and willingness to travel.

**DUTIES**

Develop the infrastructure funding policy in support of education and training delivery in Technical and Vocational Education and Training (TVET) Colleges and monitor its implementation. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Gather, analyse and utilise data for the development of National Norms and Standards for funding Infrastructure of TVET Colleges. Research and analysis of emerging issues to inform development and the review of infrastructure funding norms and standards. Determine the required infrastructure needs in relation to teaching and learning delivery. Monitor the implementation of the infrastructure funding norms and standards to identify areas for improvement as well as to update, improve and ensure optimal infrastructure delivery. Benchmarking against other finance policies globally. Report on the implementation of the infrastructure funding norms. Perform administrative and financial management tasks related to the post as well as other related functions as negotiated with the Director.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**NOTE**

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**CLOSING DATE**

: 12 October 2018 at 16H00.

**POST 39/38**

: DEPUTY DIRECTOR: EXIT SUPPORT REF NO: DHET 05/092018

Branch: Technical Vocational and Education Training
Directorate: Student Development and Support

**SALARY**

: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE**

: Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/ Advanced National Diploma (NQF level 7) or equivalent qualification specialising in education, Student Support and Youth Development related Programmes. At least 5 years’ experience in coordinating and managing exit support programmes is essential. At least 5 years management experience. A post graduate qualification will be an added advantage. Knowledge of the Technical and Vocational Education and Training (TVET) landscape is of critical importance, as are the competencies for ensuring that TVET students are relevant and responsive to the demands of employers. Further requirements are excellent project management, problem-solving, report writing and communication
The incumbent must be able to execute his/her duties in the context of competing labour market demands that lie within the mandate of the Department, and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A valid driver’s license and willingness to travel.

**DUTIES**

The incumbent will be responsible to initiate and support interventions aimed at addressing the challenges affecting the students in TVET Colleges, particularly in regard to exit support opportunities. Develop work and higher education readiness programmes in consultation with relevant stakeholders. Monitor and assess the implementation of student support services in respect of exit support programmes in TVET Colleges. Coordinate, manage, and support the implementation of projects aimed at strengthening exit support in the TVET College sector. Develop and maintain a database of TVET College graduates.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**NOTE**

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**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/39**

DEPUTY DIRECTOR: RESULTING AND CERTIFICATION REF NO: DHET 06/092018

Branch: Technical Vocational and Education Training

Directorate: Resulting and Certification

**SALARY**

R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s Degree/ Advanced National Diploma in Information Technology with Mathematics as subject or equivalent qualification. A minimum of 5 years work experience in system development/programming and data/statistical analysis, insight in examination registration, resulting and certification processes. At least 5 years management experience. Project administration experience and an experience in working with the mainframe system will be an added advantage. The Department is looking for a highly motivated individual to provide an effective and efficient IT system administration, administration and management of all processes critical to registration, resulting and certification of TVET and CET candidates. The candidate must be able to collect and analyse large amount of data. The ideal candidate must be able to design or use model
to interpret both qualitative and quantitative data for business problems. The candidate must be adept at Structural Query Language (SQL) queries, report writing and presenting findings with attention to detail and accuracy. The candidate must be advanced in MS office Suite (e.g. MS word, MS Excel and MS access), use of statistical package for analysing data sets such as SQL, Excel, SPCC, SAS and so on. A valid driver’s license and willingness to travel.

**DUTIES:**
Manage and administer all processes critical to time tabling, registration, result and certification of candidates at TVET and CET colleges. Verify and recommend requests for subject credit transfers in accordance with the policy directives. Manage the maintenance of the mainframe system for result and certification. Assess, approve and audit the awarding of examination concessions on the examination IT system (e.g. Mainframe and modern system). Implement and oversee operational security measures relevant to registration, result and certification processes. Coordinate the storage and retrieval of historical certification records and responses to candidates’ examination and assessment queries. Maintain the databases and ensure that the data are reliable. Interpret data, analyse results using statistical techniques and provide ongoing report (Daily, weekly, monthly reports) and Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.

**ENQUIRIES:**
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**NOTE:**
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**CLOSING DATE:**
12 October 2018 at 16H00.

**POST 39/40:**
DEPUTY DIRECTOR: ENROLMENT PLANNING REF NO: DHET 14/09/2018
Branch: University Education
Directorate: Academic Planning, Monitoring and Evaluation

**SALARY:**
R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE:**
Pretoria

**REQUIREMENTS:**
A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma or equivalent qualification. A Masters qualification will be a distinct advantage. A postgraduate qualification in statistics and data management will also be an advantage. Knowledge and experience: Applicants must have a minimum of 5 years’ experience in the post-school education and training sector. At least 5 years management experience. Experience in monitoring and evaluation; enrolment; academic planning processes and/ or institutional research including compiling and
analysing institutional profiles. Knowledge and understanding of the role of Programme Qualification Mixes and the high level skills development requirements of South Africa. Knowledge and understanding of relevant policies and legislation pertaining to the higher education sector; knowledge of government priorities and objectives specifically relating to the Medium Term Strategic Framework and the National Development Plan; Knowledge of the Higher Education Information Management System (HEMIS). High proficiency in MS programmes, specifically Excel, MS Office and MS PowerPoint; Analytical and problem solving skills; Research and Report-writing skills; Excellent presentation skills; High level verbal and written communication skills; Good interpersonal skills and ability to liaise with internal and external stakeholders; Ability to work independently without direct supervision as well as in a team. Ability to work under pressure. Willingness to travel domestically and internationally. A valid driver’s license and willingness to travel.

**DUTIES**

The scope of the work of the successful candidate will include, but not be limited to: consolidating, analysing and monitoring the enrolment plans of public higher education institutions (public HEIs); developing the Ministerial statement on the national enrolment plan and midterm review on enrolment planning; developing an annual report on the achievement of the Ministerial enrolment planning targets. The incumbent will be expected to engage with executive management representatives on issues relating to enrolment planning; to advise public higher education institutions on issues pertaining to enrolment planning; to develop and maintain institutional profiles for each of public Higher Education Institution (HEI), and apply these analyses in monitoring and evaluating trends and future projected growth in line with systemic priorities and available funding. The incumbent will be expected to assist in academic programme applications processes by providing input and output targets per institution, enrolment projections in line with the public HEIs space capacity and performance; to assess business plans submitted by public HEIs in line with national development needs, targets and expansion of the university sector, and to compile submissions, reports, briefing notes and speaking notes as required.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**NOTE**

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**CLOSING DATE**

12 October 2018 at 16H00.
POST 39/41  :
DEPUTY DIRECTOR SCHOLARSHIPS MANAGEMENT REF NO: DHET 16/09/2018
Chief Directorate: Teaching and Learning Development
Directorate: International Scholarships

SALARY  :
R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

CENTRE  :
Pretoria

REQUIREMENTS  :
A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma or equivalent qualification. A relevant postgraduate degree will be an added advantage. At least 5 years’ experience in the higher education sector. At least 5 years management experience. Experience in and a good understanding of international relations and working with foreign governments. Excellent research and writing skills. Prior management skills. Good knowledge and understanding of the Public Finance Management Act (PFMA), 1999. Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. Willingness to travel domestically and internationally. Willingness to travel domestically and internationally. A valid driver’s license and willingness to travel.

DUTIES  :
The scope of the work of the successful candidate will include, but is not limited to, International Scholarships Committee secretariat; Facilitating intergovernmental coordination of international scholarships; Managing the communication needs and visibility of scholarships programmes (media, branding, website etc.); Analysing and evaluating trends and developments in international scholarships and identifying international higher education institutions and degree programmes for scholarships. Assessing incoming scholarship offers, initiating new programmes, negotiating funding and facilitating bilateral agreements and their implementation, rollout and monitoring thereof. Managing application processes for scholarships. Representing the Department on steering or advisory committees. Generally supporting the work of the International Scholarships Directorate, including providing advice and reports on request and to other senior managers in the Department and the Ministry on areas that are related to the work of the Directorate, and to deputise for the Directorate: International Scholarships. Managing the sub-directorate including: Planning deadlines and ensuring adherence thereto. Budget management and accurate recordkeeping of relevant expenditures; Staff management. Managing the day-to-day operations; Preparing reports and presentations.

ENQUIRIES  :
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

NOTE  :
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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/42: DEPUTY DIRECTOR: PRE-SCHOOL AND SCHOOL TEACHER EDUCATION REF NO: DHET 17/09/2018
Branch: University Education
Chief Directorate: Teaching and Learning Development
Directorate: Teacher Education

SALARY: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma or equivalent qualification. At least 5 years' relevant working experience in a teacher education context. At least 5 years management experience. A post graduate qualification will be an added advantage. An extensive knowledge of, and insight into higher education pre-school and school teacher education practices, policies, qualifications and programmes; extensive knowledge of quality assurance processes and mechanisms in Higher Education; highly developed research and information management skills; excellent project management and communication skills. The ability to develop, support and monitor the implementation of policies and programmes; the ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players; good computer skills. A valid driver's license and willingness to travel.

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

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

APPLICATIONS: Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 or Hand deliver to: 123 Francis Baard Street (former Schoeman Str.) Pretoria.

NOTE: Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. All short-listed candidates will be required to undertake writing/presentation test.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/43: DEPUTY DIRECTOR: ARTISAN WORKPLACE DEVELOPMENT, SUPPORT AND APPROVAL COORDINATION REF NO: DHET 46/09/2018

(Contract position until 31 March 2020)

Chief Directorate: Indlela

SALARY: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

CENTRE: Indlela


DUTIES: Develop, implement and maintain standardized workplace approval criteria and guidelines to be used across all SETAs for the approval of workplaces to deliver artisan workplace based learning in consultation and collaboration with SETAs and QCTO. Develop implement and maintain a national database for approved artisan training workplaces indicating the scope and capacity. Develop implement and maintain a process to assist workplaces to meet the minimum requirements of the standardized workplace approval criteria and guidelines. Develop, implement and maintain a process for companies to increase training spaces for artisan apprentices inclusive of state owned companies and municipalities. Develop and implement national employer advocacy campaigns for artisan training. Establish and maintain a National Artisan Development Workplace Approval Forum (NADWAF) to coordinate the artisan workplace approval function of SETAs. Develop implement and maintain a process and national database for the registration of artisan training mentors. Coordination of ad-hoc projects.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment
verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/44**: DEPUTY DIRECTOR: ARTISAN DEVELOPMENT PROJECT MANAGER REF NO: DHET 47/09/2018

(Contract position until 31 March 2020)

Chief Directorate: Indlela

**SALARY**: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE**: Indlela


**DUTIES**: Develop and implement a project plan and terms of reference in line with the National Artisan Development Strategy for the Chief Directorate: National Artisan Development (INDLELA). Maintain and manage the implementation of the National Artisan Development Strategy through the development and implementation of project implementation monitoring and evaluation mechanism. Take responsibility for development, delivery and/or monitoring (as appropriate) of the service delivery by the team and third party service providers. Provide insight to support organizational decisions and enhancing business processes. Lead the implementation on programme/projects, working with team, and senior management on issues and risks. Co-ordinate initiatives and activities across the business, actively prioritizing competing programmes and projects and allocating available resources effectively/to derive the greatest benefit to the business. Understanding of the issues relating to effective service delivery while managing conflicting user priorities and needs. Plan and implement project committee meetings across the Chief Directorate. Take accurate minutes of the project committee meetings and related decisions and ensure they are distributed timeously. Prepare meetings packs for project committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of advisory committee meetings and agreements. Develop terms of reference and specifications for the procurement of a project management tool for project planning, execution and record keeping. Coordination of ad-hoc projects.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

Chief Directorate: Indlela

SALARY : R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

CENTRE : Indlela


DUTIES : Develop, implement and maintain a Memorandum of Association with TVET Colleges for the implementation of National Artisan Development Objectives. Arrange and attend quarterly meetings with provincial artisan development steering committees (consisting of public TVET colleges, Office of the Premier and/or Provincial Human Resources Development Council). Take accurate minutes of the steering committee meetings and ensure they are distributed timeously. Prepare meetings packs for steering committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of PASC meetings and agreements. Arranging and coordination of the PADSC annual multi-steering workshop. Assist Provincial Artisan Development Steering Committees in developing a provincial artisan development strategy aligned to National Artisan Development objectives. Develop, implement and maintain a database of TVET College engineering and civil students for apprenticeship progression tracking. Assist in planning and execution of PADSC provincial conferences. Coordination of ad-hoc projects.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE** : 12 October 2018 at 16H00.

**POST 39/46** : DEPUTY DIRECTOR: ARTISAN RESEARCH AND DEVELOPMENT REF NO: DHET 49/09/2018

(Contract position until 31 March 2020)

Chief Directorate: Indlela

**SALARY** : R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE** : Pretoria


**DUTIES** : Develop, implement and maintain Artisan development research in line with the National Artisan Development Strategy, National Acts, Regulations and Policies. Establish the artisan development advisory committee to advise the DHET on relevant artisan research to undertake. Coordinate artisan research in conjunction and partnership with other artisan stakeholders inclusive of establishing partnerships with research institutions to carry out approved artisan research topics. Develop and implement required templates and documents, and maintain records related to assigned projects. Create and maintain files and spread sheets to track activities. Communicate progress towards planned timelines. Prepare reports on progress. Develop, implement and maintain benchmarking mechanisms for the artisan development system. Plan and implement advisory committee meetings inclusive of budgets, travel arrangements, meeting schedules and meetings. Take accurate minutes of the advisory committee meetings and ensure they are distributed timeously. Prepare meetings packs for advisory committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of advisory committee meetings and agreements. Coordination of ad-hoc projects.

**ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

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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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE** : 12 October 2018 at 16H00.

**POST 39/47** : DEPUTY DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE REF NO: DHET 106/09/2018

Branch: Skills Development

Directorate: Legal, Governance, Risk and Compliance (NSF)

**SALARY** : R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE** : Pretoria

**REQUIREMENTS** : A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in the field of Law. A minimum of 5 years work experience in legal, governance, risk and/or compliance. At least 5 years management experience. Applicants who has been admitted as an attorney or advocate will have an added advantage. Qualification in Risk Management will be an added advantage. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to excellent written; verbal communication; computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills, negotiation, quality management, budgeting and financial management and human resource management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Good knowledge of the post school education and training system will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests. A valid driver’s license and willingness to travel.

**DUTIES** : Assist the National Skills Fund (NSF) with Legal, Governance, Risk and Compliance services. Develop, revise and implement frameworks, policies, procedures and regulations related to legal, governance, risk and compliance services; Monitor and ensure compliance with the NSF processes, procedures, relevant legislations, and good governance practices; Provide legal advice and opinion the NSF management, NSF governance structures and other NSF working groups, which includes advice and support on contracting, contract management, procurement and legislative amendments; Manage court cases on behalf of the NSF; Develop/amend the NSF Agreements; Develop governance strategy which includes the governance reporting calendar; provide input to the NSF annual and strategic plan; Coordinate and provide legal support to the NSF; Coordinate reporting to the NSF governance structures; Determine NSF’s governance and compliance needs and addresses them accordingly;
Aligns governance and compliance processes and practices to support the NSF and its strategic objectives; Liaises with stakeholders; Establishes procedures to ensure channels of communication between stakeholders operate effectively i.e. regular committee meetings; Keeps stakeholders up to date on trends and issues; Manage NSF’s risk management functions; Manage and maintain the risk, compliance and court cases registers, including review thereof and regular reporting thereon; Ensure the effectiveness of existing risk mitigation and controls is evaluated and reported on; Draft monthly, quarterly and annual legal, governance, risk and compliance reports; Manage the development and implementation of a risk management awareness programme throughout the NSF; Manage the resources of the Directorate. Manage the performance of employees in accordance with policy; Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the Directorate; Motivate team members and create a culture of high performance; Manage leave and related administration for direct reports; Attend to any legal ad hoc requests and the NSF meetings as and when requested to do so.

**ENQUIRIES**
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. 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.

**CLOSING DATE**
12 October 2018 at 16H00.

**POST 39/48**
**DEPUTY DIRECTOR: INITIATION AND EVALUATION REF NO: DHET 107/09/2018**
(X6 POSTS)
Branch: Skills Development
Chief Directorate: Skills Development Implementation Directorate: Initiation And Evaluation (NSF)

**SALARY**
R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE**
Pretoria

**REQUIREMENTS**
A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Administration/Management or equivalent qualification. Candidates with Civil/Infrastructure are encouraged to apply. A Nated Diploma with relevant trade certificate will have added advantage. A minimum of 5 years work experience in project management. At least 5 years management experience. Candidates that have experience in initiating, monitoring and evaluating large projects,
portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as candidates that are registered as a Project Manager or Professional Project Manager at Project Management South Africa. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, initiation, 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 computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

DUTIES

Responsible for the effective implementation of the project initiation and evaluation process in the NSF; Manage and report on the receipt, logging and evaluation of applications for solicited and unsolicited projects; Manage the Request for Proposal (RFP) process for solicited projects; Manage and report on RFP applications in the various stages of the project initiation process; Perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited.

ENQUIRIES

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

APPLICATIONS

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NOTE

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CLOSING DATE

12 October 2018 at 16H00.

POST 39/49

DEPUTY DIRECTOR: PROGRAMME MONITORING REF NO: DHET 108/09/2018
Branch: Skills Development
Directorate: Programme Monitoring (NSF)

SALARY

R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

CENTRE

Pretoria

REQUIREMENTS

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Built/Infrastructure or equivalent qualification. A minimum of 5 years work experience in build/infrastructure project management. At least 5 years
management experience. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

**DUTIES**

Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the programme monitoring management team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within portfolio.

**APPLICATIONS**

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**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotsa Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**NOTE**

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**CLOSING DATE**

12 October 2018 at 16H00.
POST 39/50 : DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION: EASTERN CAPE REGION REF NO: DHET 109/09/2018
Branch: Skills Development
Directorate: Regional Skills Development Implementation (NSF)

SALARY : R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Public Management/Administration or equivalent qualification. Candidates with Nated Diploma and relevant trade certificate will have an added advantage. A minimum of 5 years work experience in project management. At least 5 years management experience. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa and/or isiZulu will be an added advantage. A valid driver’s license and willingness to travel.

DUTIES : Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional management team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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**CLOSING DATE**: 12 October 2018 at 16H00

**POST 39/51**: DEPUTY DIRECTOR: SOCIO-ECONOMIC ANALYSIS AND RESEARCH REF NO: DHET 111/09/2018

Branch: Skills Development
Chief Directorate: Strategy and Organisational Performance (NSF)

**SALARY**: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A recognised undergraduate qualification/Bachelor’s Degree/ Advanced National Diploma in Economics, Econometrics or Statistics or equivalent qualification. Applicants Honours’ Degree will have added advantage. A minimum of 5 years work experience in economic research and analysis; statistical analysis and/or economic modelling. At least 5 years management experience. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with good writing skills, intermediate to advanced level of proficiency in Excel. Must have strong research skills and understanding of research methodology as well as prior experience in statistical tools such as STRATA, SPSS or SAS. Further skills requirements relates to technical proficiency, negotiation, 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, diversity management and relationship management. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver’s license are requirements. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames.

**DUTIES**: Responsible for conducting and managing socio-economic analysis and research to assess the effectiveness and impact of the NSF’s projects and programmes. Key performance areas include: undertaking cost benefits analysis to determine value for money as well as establishing demand for scarce and critical skills across different sectors. Working with other units with DHET and the research community to provide research evidence and analysis to support NSF strategic planning and reporting processes. Drafting reports on progress of NSF against its targets. Compiling research reports for publication in relevant platforms. Researching and compiling policy briefs, knowledge briefs and other relevant working papers. Actively participate in national, regional and local structures and platforms that are relevant for effective skills development implementation; Timely submit reports and make presentations as required;; Manage staff under his / her supervision; Provide feedback and strategic advice regarding NSF skills development activities to the director; Participate as an active member of the directorate team.
ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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CLOSING DATE: 12 October 2018 at 16H00

POST 39/52: DEPUTY DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE REPORTING
REF NO: DHET 112/09/2018
Branch: Skills Development
Chief Directorate: Strategy, Performance and Innovation
Directorate: Strategy, Partnerships and Innovation (NSF)

SALARY: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s Degree/ Advanced National Diploma in Public Management/Administration or equivalent qualification. A minimum of 5 years work experience in strategic planning and/or performance reporting. At least 5 years management experience. Candidates that have experience in the public sector and the skills development system in particular will have an added advantage. Candidates that have experience in performance data preparation and consolidation for reporting purposes will have an added advantage. Further skills requirements relates to technical proficiency, analytical capabilities, problem solving, report writing, preparing presentations, knowledge management, quality management, budgeting and financial management. Excellent computer skills. A valid driver’s license and willingness to travel.

DUTIES: Assist in drafting the NSF’s strategic plans, annual performance plans, operational plans and technical indicator descriptions; Consolidate performance information for performance reporting purposes; Draft quarterly and annual performance reports; Manage the performance audit process; Manage consolidation of organisational requirements for business intelligence reporting; Ensure good practice regarding business reporting; Support stakeholders with handling, processing or receiving reports to identify gaps and areas for improvement; Manage the collection and interpretation of data from various internal and external sources; Perform data analysis and report compilation; Manage business intelligence and organization report development; Manage organisation performance metrics; Propose and develop appropriate metrics to enhance efficiency as the business needs change; Interpret the performance metrics for the NSF; Prepare written materials for the NSF (including but not limited to Statistics, Parliamentary and Portfolio committee reports); Work closely with financial and business analysts to develop and support reporting solutions; Integrate competitive
reporting when required; Maintain the business data of the NSF; Participate as an active member of the directorate team.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/53: DEPUTY DIRECTOR: STRATEGY; WORKPLACEBASED LEARNING AND PARTNERSHIPS REF NO: DHET 114/09/2018 (X2 POSTS)
Branch: Skills Development
Chief Directorate: Strategy and Organisational Performance (NSF)

SALARY: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Public Management/Administration or equivalent qualification. A minimum of 5 years work experience in stakeholder management/or building partnerships for programme. At least 5 years management experience. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, negotiation, 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, diversity management and relationship management. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

DUTIES: Responsible for the development and management of an effective strategy for the NSF to implement skills development in key sectors and focus areas. Key performance areas include: Develop frameworks for collaboration and partnerships; Identify platforms for engaging stakeholders and partners for skills development delivery; Actively participate in national, regional and local structures and platforms that are relevant for effective skills development implementation; Coordinate research and collate employer needs related to workplace based learning; Review existing initiatives for workplace based
learning, identify gaps and recommend remedial actions; Review NSF internal reports and formulate strategy for NSF transversal areas; Design frameworks for developing portfolio and programme outcomes; Prepare draft Memorandum of Understanding (MoU)/Agreement (MoU/MoA) with relevant stakeholder and partners; Timely submit reports and make presentations as required; Manage staff under his/hers supervision; Provide feedback and strategic advice regarding NSF skills development activities to the director; Participate as an active member of the directorate team.

ENQUIRIES
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/54: DEPUTY DIRECTOR REF NO: DHET 115/09/2018
Branch: Skills Development
Directorate: Financial Planning and Reporting (NSF)

SALARY: R826 053 per annum (Level 12) (All-Inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in a Financial Management and Accounting or equivalent qualification. A minimum of 5 years work experience in budgeting, financial accounting and/or financial management or auditing. At least 5 years management experience. Candidates with a CA (SA) and/or CIMA qualification will have a distinct advantage. This is a middle management position that requires a dynamic individual with technical expertise in financial planning and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver’s license and willingness to travel.

DUTIES: Perform financial planning, budgeting and reporting; Manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, the Auditor-General of South Africa, the Public Investment Corporation and the Audit
Committee; Perform investment management and cash flow management functions; Manage budgets for Annual Performance Plans (APPs), Strategic Plans and Operational Plans; Manage cost centre budgets for NSF; Manage the allocation and distribution of NSF’s budget; Perform financial forecasting of NSF revenue and expenditure; Perform ongoing financial analysis, budget trend analysis and ability to provide recommendations; Perform financial reporting functions, including drafting NSF’s annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Evaluate changes in financial reporting frameworks and legislation for possible impact on NSF’s financial reporting; Report accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Perform financial presentations; Manage daily, weekly, monthly and annual accounting and recordkeeping functions including processing of financial information and transactions on accounting financial systems; Manage monthly and annual financial closure processes; Develop and maintain financial planning and reporting policies and procedures; Manage external and internal auditors and serve as central coordination point for audit information; Manage the resources of the Directorate; Participate as active member of NSF finance team.

ENQUIRIES

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE

12 October 2018 at 16H00

POST 39/55

DEPUTY DIRECTOR: PLANNING, INSTITUTIONAL GOVERNANCE AND MANAGEMENT SUPPORT - TVET UNIT

SALARY

R826 053 per annum (Level 12) (All-inclusive remuneration package)

CENTRE

DHET Regional Offices:
Limpopo Regional Office (Ref No: DHET 151/09/2018)
Northern Cape Regional Offices (Ref No: DHET 228/09/2018)

REQUIREMENTS

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education and Training. A minimum of 5 years’ work experience in Post-School Education and Training. A post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. A minimum of 7 year’s work experience in education and training environment. Actual work experience in Planning, Institutional Governance and Management Support be treated as an added advantage. Knowledge of the constitution
as well as other relevant Acts and Policies. Experience in research on the latest developments related to Institutional Development and Governance; A good understanding of matrix management; Knowledge and understanding of ICT in Education, as it relates to Institutional Development and Governance; A sound understanding of governance issues and capacity building; interpret, analyse and apply current legislation and departmental policies; supervisory, organizational and interpersonal skills; Decision making skills; Proven written and verbal skills; Attention to details and a high level of accuracy, effective public relations and public speaking skills; Computer literacy with specific reference to functional use of MS Excel, MS Word, MS Power Point and MS Outlook. A valid driver’s license and willingness to travel.

**DUTIES:** Manage and coordinate the TVET Colleges Strategic Planning, Annual Performance Planning and Operational Planning processes. Ensure proper alignment of the Regional plans with the Departmental Plans and systems targets. Provide professional leadership through the establishment of systems and structures that allow for effective management and establishment of channels of communication with relevant governance structures (Councils, SRCs, Academic Boards and governance as well as management structures that exists at the regional level). Support and provide intervention that seeks to promote the effective and proper working relations between management and governance structures. Provide support to the Regional and TVET management by ensuring that all scheduled engagements, meetings and conferences are properly facilitated. Undertake research and ensure that initiations and decisions are implemented. Manage the utilization of finances and other resources; Ensure proper record keeping, control and reporting; Perform any other reasonable function assigned by the employer within the job function; and Provide general support to institutions on institutional planning and governance, support, supervise and monitor and guide the effective and efficient performance management systems. Provide a coordinated intervention where there are management and governance disputes and protests.

**ENQUIRIES:** Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE:** 12 October 2018 at 16H00.

**POST 39/56:** DEPUTY DIRECTOR: MONITORING AND EVALUATION – COMMUNITY EDUCATION AND TRAINING UNIT

**SALARY** : R826 053 per annum (Level 12) (All-inclusive remuneration package)

**CENTRE** : DHET Regional Offices:
**Limpopo Regional Office (Ref No: DHET 152/09/2018)**

**Northern Cape Regional Offices (Ref No: DHET 229/09/2018)**

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education and Training. A postgraduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. A minimum of 5 year’s work experience in education and training environment. At least 5 years’ experience in the management level. Actual work experience of teaching and curriculum co-ordination in Community Education and Training (CET) will also be treated as an added advantage. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to monitoring and evaluation; A good understanding of matrix management; Knowledge and understanding of ICT in Education, as it relates to monitoring and evaluation. A sound understanding of curriculum transformation issues and capacity building; interpret, analyse and apply current legislation and departmental policies; supervisory, organizational and interpersonal skills; decision making skills; proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer literacy with specific reference to functional use of MS Excel, MS Word, MS Power Point and MS Outlook. A valid driver's license and willingness to travel.

**DUTIES**

Manage, conduct and coordinate monitoring and evaluation processes in the region. Manage day to day operations of monitoring and evaluation teams in the execution of their functions. Quality assure reports that go to institutions and collate these to compile regional reports to the Department. And Communicate gaps identified in evaluated institutions to assistant directors to improve on support services. Provide professional leadership through the establishment of systems and structures that allow for effective management. Establish channels of communication with relevant stakeholders; Manage information by collecting, analyzing and translating data into knowledge for planning, decision making and reporting; Provide management and support in line with approved Strategic and Annual Performance Plans; Facilitate policy formulation, analysis and implementation; Undertake research and development with view to improve service delivery, Manage the utilization of finances and other resources, Ensure proper record keeping, control and reporting, Perform any other reasonable function assigned by the employer within the job function.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**NOTE**

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**CLOSING DATE**

12 October 2018 at 16H00.
**POST 39/57**

**DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)**

Branch: Technical and Vocational Education and Training

**SALARY**

R826 053 per annum (Level 12) (All-inclusive remuneration package)

**CENTRE**

TVET Colleges:
- Central Johannesburg TVET College (Ref No: DHET 177/09/2018)
- Vhembe TVET College (Ref No: DHET 178/09/2018)
- Motheo TVET College (Ref No: DHET 179/09/2018)

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Education and Training or equivalent. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A postgraduate Degree/qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in education and training environment. Minimum of 5 years’ proven experience at middle /senior management level. 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 Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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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. 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. These posts are based in TVET Colleges.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/58 : DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)
Branch: Technical and Vocational Education and Training

SALARY : R826 053 per annum (Level 12) (All-inclusive remuneration package)

CENTRE : TVET Colleges:
Boland TVET College (Ref No: DHET 180/09/2018)
Sedibeng TVET College (Ref No: DHET 181/09/2018)
Ehlanzeni TVET College (Ref No: DHET 182/09/2018)
Ikhala TVET College (Ref No: DHET 183/09/2018)
Coastal KZN TVET College (Ref No: DHET 226/09/2018)

REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in Corporate Services. Minimum of 5 years’ proven experience at middle/senior management level. 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. Oversees 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 Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. These posts are based in TVET Colleges.

**CLOSING DATE**: 12 October 2018 at 16H00

**POST 39/59**: Deputy Principal: Finance

**SALARY**: R826 053 per annum (Level 12) (All-inclusive remuneration package)

**CENTRE**: TVET Colleges:
- Buffalo City TVET College (Ref No: DHET 184/09/2018)
- East Cape Midlands TVET College (Ref No: DHET 185/09/2018)
- Ingwe TVET College (Ref No: DHET 186/09/2018)
- King Hintsa TVET College (Ref No: DHET 187/09/2018)
- Lovedale TVET College (Ref No: DHET 188/09/2018)
- Port Elizabeth TVET College (Ref No: DHET 189/09/2018)
- Goldfields TVET College (Ref No: DHET 190/09/2018)
- Motheo TVET College (Ref No: DHET 191/09/2018)
- South West Gauteng TVET College (Ref No: DHET 192/09/2018)
- Ekurhuleni East TVET College (Ref No: DHET 193/09/2018)
- Ekurhuleni West TVET College (Ref No: DHET 194/09/2018)
- Sedibeng TVET College (Ref No: DHET 195/09/2018)
- Tshware North TVET College (Ref No: DHET 196/09/2018)
- Westcol TVET College (Ref No: DHET 197/09/2018)
- Coastal TVET College (Ref No: DHET 198/09/2018)
- Elangeni TVET College (Ref No: DHET 199/09/2018)
- Esayidi TVET College (Ref No: DHET 200/09/2018)
- Majuba TVET College (Ref No: DHET 201/09/2018)
- Mnambithi TVET College (Ref No: DHET 202/09/2018)
- Mthashana TVET College (Ref No: DHET 203/09/2018)
- Thekwini TVET College (Ref No: DHET 204/09/2018)
- Umfolozi TVET College (Ref No: DHET 205/09/2018)
- Umgungundlovu TVET College (Ref No: DHET 206/09/2018)
- Capricorn TVET College (Ref No: DHET 207/09/2018)
- Lephalale TVET College (Ref No: DHET 208/09/2018)
- Letaba TVET College (Ref No: DHET 209/09/2018)
- Mopani South East TVET College (Ref No: DHET 210/09/2018)
- Sekhukhune TVET College (Ref No: DHET 211/09/2018)
- Vhembe TVET College (Ref No: DHET 212/09/2018)
- Waterberg TVET College (Ref No: DHET 213/09/2018)
- Elnanzeni TVET College (Ref No: DHET 214/09/2018)
- Gert Sibande TVET College (Ref No: DHET 215/09/2018)
- Nkangala TVET College (Ref No: DHET 216/09/2018)
- Northern Cape Urban TVET College (Ref No: DHET 217/09/2018)
- Orbit TVET College (Ref No: DHET 218/09/2018)
- Taletso TVET College (Ref No: DHET 219/09/2018)
- Vuselela TVET College (Ref No: DHET 220/09/2018)
- College of Cape Town TVET College (Ref No: DHET 221/09/2018)
- Northlink TVET College (Ref No: DHET 223/09/2018)
South Cape TVET College (Ref No: DHET 224/09/2018)
West Coast TVET College (Ref No: DHET 225/09/2018)
Maluti TVET College (Ref No: DHET 230/09/2018)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Bachelor of Commerce Accounting or Financial Management or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in an overall financial management and reporting role. Minimum of 5 years’ proven experience at middle/senior management level. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public / TVET Sector will be an advantage. A valid driver’s license and willingness to travel.

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

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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. These posts are based in TVET Colleges.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/60: DEPUTY PRINCIPAL: FINANCE

SALARY: R826 053 per annum (Level 12) (All-inclusive remuneration package)

CENTRE: CET College:
Western Cape CET College (Ref No: DHET 21/09/2018)
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Bachelor of Commerce Accounting or Financial Management or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in an overall financial management and reporting role. Minimum of 5 years’ proven experience at middle/senior management level. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public/CET Sector will be an advantage. A valid driver’s licence and willingness to travel.

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

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. This post is based in the CET College.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/61: DEPUTY DIRECTOR (PROJECT COORDINATOR): CAREER DEVELOPMENT SERVICES POLICY AND COORDINATION REF NO: DHET 25/09/2018

This position will be contract based from the date of appointment until 31 March 2020

SALARY: R826 053 per annum (Level 12) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/Advanced National Diploma in Public Administration/Management or Development Studies, (NQF level 7) or equivalent qualification. A qualification in project management or as a module in a
qualification will be an added advantage. A minimum of 5 years work experience in inclusive of project management, stakeholder coordination and management. At least 5 years management experience. Good knowledge of post-school education and training policies and legislation; a working knowledge of career development services; report writing skills. A valid driver’s license and willingness to travel.

**DUTIES**

Reporting to the Project Manager (Director), will be responsible for planning, managing and monitoring implementation of the career development services policy across all spheres of government; establishing and managing coordinating structures; developing guides and standards for implementation of career development services in the country; managing stakeholders and partners; and writing reports.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/62**

DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DHET 110/09/2018

Branch: Skills Development

Directorate: Internal Audit (NSF)

**SALARY**

R697 011 per annum (Level 11) (All-inclusive Remuneration Package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Internal Auditing or equivalent qualification. Candidates with a CA (SA) or Certified Internal Audit (CIA) qualification and completed article contract with an audit firm will have an added advantage. A minimum of 5 years work experience in internal audit in an audit firm or large corporation or public sector. At least 5 years management experience. Practical experience in an audit environment, preferably in internal audit in the government sector, is required with experience in the management of resources of an audit department. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of the International Standards for Professional Practice of Internal Auditing, internal auditors’ (IIA) Code of Ethics, Auditing Practices, Financial Frameworks, Legislative Frameworks and Prescripts relevant to the public sector. Good knowledge of the public service mandates and strategies and in particular the post school education and training system, will be an added advantage. Further skills and competency requirements include strategic thinking, problem solving and decision making, creative thinking, planning and organising skills, budgeting and financial management, project management, self-
management, computer skills, written and verbal communication skills, presentation skills, continuous improvement, developing others, ability to impact and influence others, diversity management, managing interpersonal conflict, networking and building relationships, ability to work in a team, team leadership, technical proficiency, ability to manage creditors, quality management and risk management. The incumbent must be service delivery orientated and hold the following values in high regard: accountability, service excellence, customer focused, collaborative, passionate, and developmental, maintain integrity, be objective, dedicated and committed. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. The successful candidate will have to annually disclose his/her financial interests. A valid driver’s license and willingness to travel.

**DUTIES**: Assist the Director: Internal Audit (CAE) with the management of the internal audit function of the NSF; Draft the annual NSF internal audit plan and rolling three year internal audit plan; Draft the operational plan for the internal audit directorate; Monitor the implementation of the internal audit plan; Provide reasonable assurance to the CAE, management, the Audit Committee and Accounting Authority of the NSF that the organisational internal controls are both effective and efficient; Plan and perform audit procedures to confirm effectiveness of controls over quarterly and annual performance reporting; Conduct internal compliance audits, performance audits and evaluate if NSF is being effectively managed and resources are not misused; Plan and perform and/or oversee that audits are performed in accordance with International Standards for Professional Practice of Internal Auditing; Internal Audits will include project site visits; Complete and/or review audit working papers of high quality in accordance with internal audit methodology of the NSF; Manage follow up audits; Evaluate adequacy of and progress against external and internal audit action plans; Oversee that effective and efficient secretariat services are provided to the Audit Committee; Oversee and Monitor the implementation of Audit Committee recommendations; Provide an oversight role of the outsourced service providers in terms of planning, execution, review and reporting of audits performed by the outsourced service provider; Provide inputs to the combined assurance audit strategy and related reports relating to internal audit assurance; Provide assurance over the design and implementation of internal controls related fraud prevention and fraud prevention strategy; Evaluate the adequacy of ongoing fraud awareness within business units through regular training and communication initiatives; Communicate audit findings by preparing and/or reviewing a draft report and discuss findings with managers of departments; Draft regular reports to the Audit Committee; Auditor-General and other relevant parties, as requested by the CAE; Evaluate and provide assurance over the risk management functions of the NSF; Manage the performance of the internal audit team in accordance with policy; Provide team members with the necessary information and resources to deliver on their objectives; Motivate team members and create a culture of high performance; Manage employee related matters within the team; Participate as an active member of the management team to facilitate teamwork in achieving overall objectives of the NSF.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record
check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/63**: DEPUTY DIRECTOR: PSET SYSTEM PLAN DEVELOPMENT REF NO: DHET 26/09/2018
Branch: Planning, Policy and Strategy
Chief Directorate: Policy, Management and System Planning
Directorate: PSET System Planning
This position will be contract based from the date of appointment until 31 March 2020

**SALARY**: R697 011 per annum (Level 11) (All-inclusive remunerative package)

**CENTRE**: Pretoria

**REQUIREMENTS**: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Social Sciences such as Education and/or Industrial Sociology or equivalent qualification. Specialisations in skills development and or/planning an advantage. A minimum of 5 years work experience in the field of post-school education and training, At least 5 years management experience. Experience in public service an advantage Good track record of working in a multiple stakeholder environment. A valid driver’s license and willingness to travel.

**DUTIES**: Managing the development of steering mechanisms for PSET planning including: the framework for PSET planning policies, regulations, and circulars for PSET planning tools, templates, guidelines and instruments for PSET planning. Managing the analysis and identification of priority occupations and qualifications across national, provincial and local government. Managing the production of: priority occupations and qualifications lists and recommendations for priority skills interventions. Managing the development and dissemination of the PSET system plan.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotsa Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.
POST 39/64 : DEPUTY DIRECTOR: PSET SYSTEM PLANNING COORDINATION REF NO: DHET 27/09/2018
Branch: Planning, Policy and Strategy
Chief Directorate: Policy, Management and System Planning
Directorate: PSET System Plan Coordination
This position will be contract based from the date of appointment until 31 March 2020

SALARY : R697 011 per annum (Level 11) (All-inclusive remunerative package)
CENTRE : Pretoria
REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Social Sciences fields such as Education and/or Industrial Sociology. Specialisations in skills development an advantage. A minimum of 5 years work experience in the fields of post school education and training. At least 5 years management experience. Experience in public service an advantage. Good track record of working with a multiple stakeholder environment. A valid driver’s license and willingness to travel.

DUTIES : Manage the establishment of relationships with national stakeholders including: the development of service delivery plans and protocols and the development of memorandum of agreement (MOA). Managing engagements with national stakeholders and gathering of information regarding skills needs. Managing the building of national stakeholder capacity for skills supply and demand analysis including the: the conducting of capacity building workshops and the dissemination of PSET planning briefs, lists, research and reports. Managing the production of reports on national stakeholder engagements, capacity development and identified skills needs.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.

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CLOSING DATE : 12 October 2018 at 16H00.

POST 39/65 : DEPUTY DIRECTOR: SOCIAL INCLUSION & EQUITY REF NO: DHET 28/09/2018
Branch: Planning, Policy and Strategy
Directorate: Social Inclusion and Equity

SALARY : R697 011 per annum (Level 11) (All-inclusive remunerative package)
CENTRE : Pretoria
REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Social Sciences fields such as Education and/or Industrial Sociology. A minimum of 5 years work experience in issues of inclusion (equity of race, class, gender, age, disability, youth development, religion, culture, substance abuse and HIV/AIDS) – in particular, inclusion of disability in the Post-School Education & Training Sector. At least 5 years management experience. She/he must possess knowledge and understanding of issues of social inclusion in the Post-School Education & Training sector broadly. Experience in facilitating workshops, conducting research, and analysis and report writing are essential for this post. Knowledge and Skills: Must be computer literate, with strong communication skills, both oral and written. A valid driver's license and willingness to travel.

DUTIES: Monitor social inclusion in institutions of higher education including all institutions of Post-School Education & Training. Provide information and support relating to issues of disability in the Post-School Education & Training sector. Provide support for the observance of national and international days of significance. Conduct research, analyse data and write reports. Monitor the implementation of programmes promoting health, sports, participation and integration of youth with disabilities in all HET institutions.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/66: DEPUTY DIRECTOR: INFORMATION SYSTEM COORDINATION REF NO: DHET 31/09/2018

Branch: Policy, Planning and Strategy
Chief Directorate: Systems Planning, Monitoring and Evaluation
Directorate: Information System Management
Contract position until 31 March 2020

SALARY: R697 011 per annum (Level 11) (All-inclusive remunerative package)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in Computer Science or Information systems. A post graduate IT qualification will be advantageous. A minimum of 5 years work experience in the development, support and management of IT user applications. At least 5 years management experience. The following mandatory skills are required for the job:
Advanced Programming skills in .NET environment using C# and VB.Net, Advanced computer skills in the full range of MS Office products especially in MS Access, Advanced skills in SQL query language (SQL Server and Oracle databases), Experience in IT project management and user support, The incumbent will also be a person who works well under pressure, is prepared to work overtime when required, pays attention to detail, works well within a team environment and has good communication skills. A valid driver’s license and willingness to travel.

**DUTIES**

The successful candidate will be required to: Design and develop electronic survey capture tools. Develop system documentation. Manage data applications and reports. Train and support end users on software applications. Support provinces and institutions on software applications. Report to and assist the Director with project management matters relating to all large systems projects. Design reports on the business intelligence system. Represent the directorate at internal and external meetings and be prepared to travel when needed.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**NOTE**

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**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/67**

DEPUTY DIRECTOR: CAREER DEVELOPMENT SERVICES TRAINING AND SUPPORT REF NO: DHET 32/09/2018

Branch: Policy, Planning and Strategy

This position will be contract based from the date of appointment until 31 March 2020

**SALARY**

R697 011 per annum (Level 11) (All-inclusive remunerative package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) in education management, education, psychology, social sciences or other relevant/equivalent qualification. A minimum of 5 years work experience in managing and providing career development services. At least 5 years management experience. Good understanding of the education and training sector including schools, university education, skills development, technical and vocational education and training and community education and training issues relevant to career development services. Knowledge of the relevant legislation/policies/prescripts and procedures. Excellent knowledge and understanding of career development services and how it operate. Strong organisational and problem solving skills. Excellent communication skills, both written and verbal. Good interpersonal and communication
skills to interface with people from diverse backgrounds and maintain positive relationship with stakeholders, both internal and external. Good technology skills to operate in a high-tech environment. Being multi-lingual in official South African languages is a requirement with the ability to speak in isiNdebele, siSwati, Tshivenda or Afrikaans will be an added advantage (for radio purposes). A valid driver’s license and willingness to travel.

**DUTIES**

Manage a team of career development practitioners and the provision of training and support services of the National Career Development Services including managing the day-to-day activities of the team, preparation of presentations and reports, organise and lead workshops, training sessions, meetings and events and participating in various relevant committees.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/68**

DEPUTY DIRECTOR: HR PLANNING, EMPLOYMENT EQUITY, HR POLICIES & STRATEGY REF NO: DHET 75/09/2018

Branch: Corporate Services

**SALARY**

R697 011 per annum (Level 11) (All-inclusive remunerative package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s Degree/Advanced National Diploma (NQF level 7) in Human Resource Management/Industrial Psychology or related qualification. A minimum of 5 years work experience in HR Planning, Employment Equity, HR Policy, HR strategy, Diversity Management and Transformation programmes within Human Resource environment. At least 5 years management experience. Knowledge of PSA, PSR, EEA, PFMA and any relevant directives. Extensive experience in the development, review and implementation of HR plan, EE plan, HR policies, HR strategy, Diversity Management and Transformation programmes. Ability to work independently and in a team. Good administrative, interpersonal and problem-solving skills. Basic research or benchmarking skills. Client-oriented, ability to work under pressure and be able to cope with a high work load. Good communication (written, verbal and liaising) skills. Computer literacy in MS Office (word, Excel, PowerPoint and Outlook). PERSAL certificates will be added advantage. Ability to work long hours when required. A valid driver’s license and willingness to travel.
**DUTIES**

Manage the development, implementation and monitoring of the Human Resource Plan in the Department. Manage the development, implementation and monitoring of the Employment Equity in the Department. Facilitate and implement HR and EE reporting in compliance with DPSA and DOL regulations. Manage the development, implementation and monitoring of HR Strategy in the Department. Facilitate and coordinate the implementation of Diversity Management and Transformation programmes.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/69**

DEPUTY DIRECTOR: EXECUTIVE SECRETARIAL SUPPORT SERVICES IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DHET 76/09/2018

**SALARY**

R697 011 per annum (Level 11) (All-inclusive remunerative package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s Degree/Advanced National Diploma (NQF level 7) in Public Management/Administration or equivalent qualification. A minimum of 5 years work experience in office management. At least 5 years management experience. Strong organizational skills with specific reference to the management of documents. Sound understanding of financial policies as guided by Treasury Regulations. Good communication skills with a high proficiency in writing. Specialist knowledge such as advanced level of computer literacy (MS Office, Excel and Power Point). Must be assertive, have sound interpersonal relations and conflict management skills. Ability to work without supervision. Ability to work as part of a team and under pressure. Ability to coordinate and liaise with internal Departmental branches and external stakeholders. Willingness to work overtime. A valid driver’s license and willingness to travel.

**DUTIES**

Maintain a workflow system for the registration, tracking, coordinating and filing of information and/or documentation from and to branches within the Department, external government departments, entities and stakeholders. Distribute, monitor and follow up on decisions/actions agreed to at meetings, e.g. MMM, SMS, Broad Management, Branch etc. Respond to and address queries addressed to the Department. The provision of administrative, logistical and secretarial support to internal and external engagements organized by the Office of the Director-General as well as for all high level
meetings. Research and compile documentation related to correspondence, media statements, briefing notes, speeches, parliamentary questions, etc. and quality assure the documentation requiring the Director-General’s attention and/or consideration. General administrative duties to ensure the effective and efficient functioning of the Office of the Director-General. Coordinate, implement and manage specialised focus projects as and when required by the Director General. Engage with various post schooling sector stakeholders. To ensure the safe-keeping of all high level meeting records and information.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gms) 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/70 : DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (LOGISTICAL AND DISPOSAL) REF NO: DHET 95/09/2018
Component: Chief Financial Officer (CFO)
Chief Directorate: Supply Chain and Asset Management

SALARY : R697 011 per annum (Level 11) (All-inclusive remunerative package)

CENTRE : Pretoria

REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s Degree/ Advanced National Diploma in Supply Chain Management/Logistics Management or equivalent qualification. A minimum of 5 years work experience in Supply Chain Management (Logistics / LOGIS, BAS, Disposal and Risk Management). At least 5 years management experience. Knowledge of PFMA, PPPFA, BBBEEA, Treasury Regulations, Supply Chain Management Framework in Public Sector, Departmental Policies & Procedures, Project Management Principles and SCM related prescripts issued by National Treasury / OCPO, National Travel Policy Framework. LOGIS and BAS knowledge and be able to interpret reports generated from the systems. Understanding of bidding processes i.e. role of various bid committees. Skills: Leadership, communication & writing and verbal, ability to effectively interact with stakeholders at all levels within and onsite the department, negotiation, client orientation and customer focus, change management, decision-making, facilitation, presentation skills, computer literacy, innovation, analytical skills, planning and organising skills. A valid driver’s license and willingness to travel.

DUTIES : Implementation of SCM policies, prescripts and Departmental procedures; LOGIS User type 2, issuing of purchase orders, monthly management of commitments, accruals,
payables (payment of creditors on time) and reporting / implement an effective procure to pay system, receive goods from suppliers and issuing from the warehouse and upon receipt from suppliers, control stores and stock levels, Compile monthly expenditure, quarterly / annual stock-take, attend audit queries, implement audit action plans, provide evidence to improve MPAT, compilation of management reports as required, manage risks and implement fraud strategies, provide information for disclosure at the end of the financial year. Manage: Accounts for leases, TV’s & DSTV’s, cell phones, oversee Events and Travel & accommodation needs in line with National Travel Policy Framework, effect cost containment measures within the Department. Effective management of resources and staff/team i.e. job descriptions/ performance agreements, work plans and periodic appraisals to attain positive outputs.

ENQUIRIES
: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Successful candidates will also be subjected to security clearance processes. 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. All short-listed candidates will be required to undertake writing/computer exercises.

CLOSING DATE
: 12 October 2018 at 16H00.

POST 39/71
: DEPUTY DIRECTOR (DEMAND, ACQUISITION AND LOGISTICS) REF NO: DHET 116/09/2018
Branch: Skills Development
Directorate: Supply Chain Management (NSF)

SALARY
: R697 011 per annum (Level 11) (All-inclusive remunerative package)

CENTRE
: Pretoria

REQUIREMENTS
: A recognised undergraduate qualification/Bachelor’s Degree/Advanced National Diploma (NQF level 7) in Purchasing Management/Public Management/ Administration/Logistics Management/ Supply Chain Management or equivalent qualification. A minimum of 5 years work experience in Supply Chain Management / Procurement (Demand, Acquisition and Logistics). At least 5 years management experience. Understanding of Microsoft Dynamics will be an added advantage. Understanding of Logis and interpretation of the system generated management reports, Central Supplier Database (CSD). Practical knowledge of managing three bid committees. This is a middle management position that requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be
service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver’s license and willingness to travel.

**DUTIES**: Supervise and lead a team that renders demand acquisition, logistics, contracts, risk and performance management. Conduct needs analysis, develop Annual Procurement Plan and submit to National Treasury, report, drive and monitor projects as approved on the plan. Compile and update a bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the Department on SCM Matters, develop, implement and maintain policies. Effective management accruals, commitments, inventor, issues from warehouse and transit. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Manage external and internal auditors and serve as central coordination point for audit information. Respond to audit queries. Manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training and the Auditor-General of South Africa on matters relating to Supply Chain Management. Manage monthly and annual financial closure processes; Develop and maintain financial planning and reporting policies and procedures. Manage the resources of the Directorate; Participate as active member of NSF finance team.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/72**: SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) REF NO: DHET 29/09/2018
Branch: Planning, Policy and Strategy
Chief Directorate: Legal and Legislatives Services for Education Institutions

**SALARY**: R448 268 – R1 084 437 (OSD Salary Scale)
**CENTRE**: Pretoria
**REQUIREMENTS**: A recognised undergraduate qualification in field of Law/ LLB Degree. Admission as an Advocate or Attorney will be an added advantage, At least 8 years legal experience and knowledge in the following legal administration spheres: Constitutional Law, Administrative Law, Interpretation of statuses, Law of Conflict, Civil Procedure, Labour
Law, Law of Evidence of Delict, Commercial transaction law, Post -School Education and Training Laws. At least 5 years management experience. Knowledge: The public sector and its legislative and regulatory framework; Departments process and procedures, initiatives and strategic objectives. Competencies and Skills: Proven ability to provide legal advice at senior level and interact at high profiled level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report writing and presentation skills; both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. A valid driver’s license and willingness to travel.

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

ENQUIRIES:
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE:
12 October 2018 at 16H00.

POST 39/73:
SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL, GOVERNANCE, RISK AND COMPLIANCE (MR 6) REF NO: DHET 113/09/2018
Branch: National Skills Fund (NSF)
Directorate: Legal, Governance, Risk and Compliance

SALARY:
R448 268 – R1 084 437 (OSD Salary Scale)

CENTRE:
Pretoria

REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification. Applicants who had been admitted as an attorney or advocate will have an added advantage. A minimum of 5 years work experience in legal, governance, risk and/or compliance in the private or public sector. At least 5 years management experience. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical
experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to excellent written; verbal communication; computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills, negotiation, quality management, budgeting and financial management and human resource management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Good knowledge of the post school education and training system will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests. A valid driver’s license and willingness to travel.

**DUTIES:**

Assist the National Skills Fund (NSF) with Legal, Governance, Risk and Compliance services; Advise on legal and litigation matters within the NSF; Develop operational plans on legal matters within the NSF; Analyse, prepare and submit legal advice/opinion and comments; Facilitate internal training on legal and regulatory topics to keep the NSF abreast of regulatory issues and disseminates appropriate legal requirements to the NSF staff; Manage and engage with third party legal advisors; Interpret legal information; Participate in committee meetings as required; Negotiate, review and draft documentation for transactions with third parties; Review and develop contracts, memorandum of agreements, regulations and internal policies and ensures they are compliant with all statutory or legal requirements; Keep abreast of latest legislation, regulation and policy affecting the NSF and advise management accordingly; Ensure the maintenance of an effective knowledge management system for all legal related material; Review key business activities to ensure compliance with standards, policies and regulations; Ensure high risk compliance and governance areas are proactively identified and mitigated; Implement and maintain the risk assessment process and risk profile of the NSF; Investigate and analyse root causes, patterns or trends of the risk assessment; Consult with department heads to establish, maintain and improve risk management capabilities; Manage the performance of employees in accordance with policy; Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the Directorate; Motivate team members and create a culture of high performance; Manage leave and related administration for direct reports; Attend to any legal ad hoc requests.

**ENQUIRIES:**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS:**

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**NOTE:**

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POST 39/74

ASSISTANT DIRECTOR: CAREER DEVELOPMENT SERVICES POLICY AND COORDINATION REF NO: DHET 33/09/2018
Branch: Planning, Policy and Strategy
This position will be contract based from the date of appointment until 31 March 2020

SALARY: R444 693 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in in Public Administration/Management or Development Studies. A qualification/module in project management will be an added advantage. At least 5 years’ working experience inclusive of public policy development, monitoring and evaluation, stakeholder coordination and management is required. At least 5 years supervisory experience. Good knowledge of post-school education and training policies and legislation; a working knowledge of career development services; planning and report writing skills. A valid driver’s license and willingness to travel.

DUTIES: Reporting to the Project Coordinator (Deputy Director) will coordinate implementation and monitoring of the career development services policy across all spheres of government; facilitate establishment and management of coordinating structures; provide secretariat support to coordinating structures; develop guides and standards for implementation of career development services in the country; manage stakeholders and partners; and write reports.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/75

ASSISTANT DIRECTOR: NAMB CERTIFICATION REF NO: DHET 50/09/2018
Branch: Skills Development
Chief Directorate: Indlela
(Contract position until 31 March 2020)

SALARY: R444 693 per annum (Level 10)
CENTRE: Indlela
REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Office Administration or equivalent qualification. Five (5) years’ work

**DUTIES**

Manage the process and guideline for the submission of results by the trade testing centres/SETAs to NAMB as well as the archiving of historical data. Responsible for the certification of candidates nationally as well as keeping of all National records. Manage the process and guideline for the recommendation of trade certification to the QCTO as per their circular and other related QCTO certification policies. Maintain the sequel data base by capturing data for certification of candidates, nationally, and updating the system on certificates received. Update system with historical data. Oversee the Verification and distribution of certificates of competent candidates to SETAs. Implement and maintain artisan certification recommendation system and processes. Apply good governance and HR management principals.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/76**

ASSISTANT DIRECTOR: PLANNING AND LOGISTICS (WSSA) REF NO: DHET 52/09/2018

Branch: Skills Development
Chief Directorate: Indlela
(Contract position until 31 March 2020)

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Indlela

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Management / Administration. Five (5) years’ work experience Administration, Marketing, Communications and Events Management. At least 5 years supervisory experience. Knowledge: Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development
Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation.

DUTIES: Develop, implement and manage an administration plan for World Skills South Africa events. Organise and lead the group of personnel officers for the World Skills South Africa administration function. Support the Technical Delegate in the function of administration, planning and logistics regarding interaction with WSI on all matters related to World Skills South Africa participation in international events. Support the budget planning efforts of World Skills South Africa. Support the Provincial Artisan Development Steering Committees in all matters related to World Skills South Africa competitions.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.
Problem solving skills. Basic Computer literacy. A valid driver’s license and willingness to travel.

**DUTIES**

Coordinate special planning and logistics for the Applications and Registration office. Provide oversight and support for ARPL administration functions. Coordinate, support the efficient implementation and provision of ARPL to deserving candidates who meet the minimum criteria as per ARPL policy. Overseeing and providing orientation for candidates applying and registering for ARPL.

Oversee the consolidation and provision of statistical information regarding the progress of candidates at INDLELA and nationally, per province. Managing of sectional staff. (Performance agreement, assessments and staff development where necessary.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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**NOTE**

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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. 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.

**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/78**

ASSISTANT DIRECTOR: NATIONAL ARPL MONITORING, EVALUATION AND SUPPORT REF NO: DHET 54/09/2018

Branch: Skills Development
Chief Directorate: Indlela
(Contract post until 31 March 2020)

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Indlela

**REQUIREMENTS**

DUTIES: will include: Monitoring the implementation of the trades for which ARPL were approved at INDLELA and other accredited Trade Test Centres. Evaluate and provide support to accredited TTCs as per approved schedule. Support and Provide additional capacity building workshops for accredited TTCs, SETAs and SOCs. Provide reports on monitoring, evaluation and support to accredited TTCs. Ensure logistical arrangements for attendance of workshops, monitoring evaluation and support based on compliance with PFMA. Provide NSF reports on ARPL implementation at INDLELA and nationally as per schedule required. Liaising with all stakeholders (public, employers, trade unions,) regarding Artisan Recognition of Prior Learning processes and compliance. Managing of sectional staff (Performance agreements, assessments and staff development where necessary).

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/79: PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DHET 78/09/2018
Branch: Corporate Services
Directorate: Office of the Director-General

SALARY: R444 693 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/National Diploma (NQF level 6) in Office Management, Public Management or Public Administration or equivalent qualification. At least 5 years work experience in an executive office of which 3 years should be mainly in the office of a Director-General or Deputy Director-General. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide high quality administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful applicant is expected to be a proactive individual with good time management, interpersonal and communication skills, database management and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. He/she must also possess good organisational and administrative skills, excellent analytical skills, and events coordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. A valid driver’s license and willingness to travel.
DUTIES: The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not be limited to providing general secretarial and administrative support in the office and to the Director-General such as correspondence, diary management, and database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video and teleconferences and organising arrangements. Logistics in cooperation with the in-house travel agent and external parties if needed for travel and accommodation arrangements will also be part of the work. The incumbent must have a valid driver’s license.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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. All shortlisted candidates will be required to undertake writing/computer exercises.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/80: ASSISTANT DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION
Branch: Skills Development
Chief Directorate: Skills Development Implementation (NSF)
Directorate: Regional Skills Development Implementation
(This post is a re-advert candidates who applied are encouraged to re-apply)

SALARY: R444 693 per annum (Level 10)
CENTRE: Pretoria:
Eastern Cape Region: Ref No: DHET 117/09/2018 (X3 Posts)
Free State Region: Ref No: DHET 119/09/2018 (X1 Post)
KwaZulu-Natal Region: Ref No: DHET 120/09/2018 (X3 Posts)
Limpopo & Mpumalanga Region: Ref No: DHET 121/09/2018 (X2 Posts)
North West Region: Ref No: DHET 122/09/2018 (X1 Post)
Western Cape & Northern Cape Region: Ref No: DHET 123/09/2018 (X2 Posts)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. Candidates with Nated Diploma and relevant trade certificate will have an added advantage. At least 5 years’ working experience in project management. At least 5 years supervisory experience. Candidates that have experience or proven track record of assisting in managing large projects, portfolios of projects and/or programmes in the private or
Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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. This positions will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF’s regional office, once established. The regional office may be in any of the provinces mentioned above. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process. For the re-advertised posts, candidates that applied previously must re-apply if still interested.

**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/81**

ASSISTANT DIRECTOR: INITIATION AND EVALUATION REF NO: DHET 125/09/2018

Branch: Skills Development

Chief Directorate: Skills Development Implementation

Directorate: Initiation and Evaluation (NSF)

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. At least 5 years’ working experience in project management. At least 5 years supervisory experience. Candidates that have experience or proven track record of assisting in initiating, and evaluating large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage; Candidates that have experience in infrastructure or build project environment are encouraged to apply. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, initiation, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

**DUTIES**

Effective implementation of the project initiation and evaluation process in the NSF; receipt, logging and evaluation of applications for solicited and unsolicited projects. Implement the Request for Proposal (RFP) process for solicited projects. Effectively report on RFP applications in the various stages of the project initiation process. Perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited received project applications. Review due diligence/research conducted on applicants for solicited and unsolicited projects. Check the accuracy of the information received from applicants. Prepare draft Memorandum of Understanding/Agreement (MoU/MoA) or Service Level Agreements (SLAs) for service providers; alignment of final implementation plan/business plan of the approved project versus the approved project budget. Collaboratively develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Prepare reports and packs for the Grant Adjudication Committees (GAC). Manage and coordinate the preparation of committee meetings. Administer administrative duties to the GAC- including the taking of meeting minutes. Prepare submissions/memorandum for Executive Officer (EO), Director General (DG) and other relevant stakeholders. Manage change request related to approve projects through the change request process. Effectively manage and implement the project evaluation process. Review the impact and effectiveness of projects/programmes by conducting impact assessment/reviews and/or overseeing impact assessment conducted externally. Timely submit reports and make presentations as required. Ensure that all documentation and information related to projects and programmes initiation and evaluation are submitted for knowledge management purposes. Manage and engage
with internal/external stakeholders relevant to the initiation and evaluation of projects. Actively participate in national, regional and local structures and platforms that are relevant for effective skills development implementation. Manage staff under his / her supervision. Provide feedback and advice regarding skills development activities to the deputy director. Participate as an active member of the directorate team.

ENQUIRIES:
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

APPLICATIONS:
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CLOSING DATE:
12 October 2018 at 16H00.

POST 39/82:
ASSISTANT DIRECTOR: BURSARIES OUTREACH REF NO: DHET 126/09/2018
Branch: Skills Development
Chief Directorate: Skills Development Implementation (NSF)
Directorate: Bursaries

SALARY:
R444 693 per annum (Level 10)

CENTRE:
Pretoria

REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Management/Administration or Human Resource Management or equivalent qualification. At least 5 years’ working experience in project management. At least 5 years supervisory experience. Candidates that have experience or a proven track record in assisting in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s licence and willingness to travel.
**DUTIES**

- Responsible for implementing activities related to the bursaries initiation and outreach activities. Conduct community profiling activities. Conduct advocacy of the bursary programme in communities. Coordinate bursary selection committee for selection of students. Implement bursary grants initiation process. Compile and amend GAC pack and recommendations. Implement the bursaries outreach evaluation process. Implement the outreach programme evaluation framework. Collate reports on the evaluation of the outreach programme. Facilitate outreach programme close out and post review processes. Engage stakeholders and manage resources of the Initiation and Outreach Programmes. Manage the performance of employees in accordance with policy. Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes. Manage stakeholders for portfolio of bursaries; Manage staff reporting to him / her; Provide feedback and advice regarding bursary related activities; Participate as an active member of the Directorate.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/83**

ASSISTANT DIRECTOR: MONITORING REF NO: DHET 127/09/2018

Branch: Skills Development
Chief Directorate: Skills Development Implementation (NSF)
Directorate: Bursaries

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Pretoria

**REQUIREMENTS**

- A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Management/Administration or Monitoring and Evaluation or equivalent qualification. At least 5 years work experience in project management. At least 5 years supervisory experience Candidates that have experience or proven track record in assisting in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and
evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

DUTIES: Responsible for implementing activities related to the bursaries initiation and outreach activities. Conduct community profiling activities. Conduct advocacy of the bursary programme in communities. Coordinate bursary selection committee for selection of students. Implement bursary grants initiation process. Compile and amend GAC pack and recommendations. Implement the bursaries outreach evaluation process. Implement the outreach programme evaluation framework. Collate reports on the evaluation of the outreach programme. Facilitate outreach programme close out and post review processes. Engage stakeholders and manage resources of the Initiation and Outreach Programmes. Manage the performance of employees in accordance with policy. Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes. Manage stakeholders for portfolio of bursaries; Manage staff reporting to him / her; Provide feedback and advice regarding bursary related activities; Participate as an active member of the Directorate.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/84: ASSISTANT DIRECTOR: PROGRAMME MONITORING REF NO: DHET 128/09/2018 (X4 POSTS)
Branch: Skills Development
Chief Directorate: Skills Development Implementation (NSF)
Directorate: Programme Monitoring

SALARY: R444 693 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Management/Administration or Monitoring and Evaluation or equivalent
qualification. Candidates with Nated Diploma and relevant Trade Certificate will be an added advantage. At least 5 years work experience in a project management. At least 5 years supervisory experience. Candidates that have experience or proven track record of assisting in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

**DUTIES**

Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the Programme Monitoring head; Participate as an active member of the Programme Monitoring; Collaboratively contribute to the development of a project management framework for projects and programmes nationally in general; Effectively implement the project management framework for projects and programmes.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**

12 October 2018 at 16H00.
POST 39/85

ASSISTANT DIRECTOR: FINANCIAL PLANNING AND REPORTING REF NO: DHET
130/09/2018
Branch: Skills Development
Directorate: Financial Planning and Reporting (NSF)

SALARY

R444 693 per annum (Level 10)

CENTRE

Pretoria

REQUIREMENTS

A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in in Financial Accounting and/or Financial Management or equivalent qualification. At least 5 years work experience in financial accounting/management environment. At least 5 years supervisory experience. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. This is a middle management position that requires a dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and descripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

DUTIES

Assist in performing financial planning, budgeting and reporting; Assist in manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, the Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee; Assist to perform investment management and cash flow management functions; Assist with budgets for Annual Performance Plans(APPs), Strategic Plans , and Operational Plans; Assist with costs centre budgets for NSF; Assist with the managing of the allocation and distribution of NSF’s budget; Assist with financial forecasting of NSF revenue and expenditure; Assist to perform ongoing financial analysis , budget trend analysis; Assist to perform financial reporting functions, including drafting components that form part of NSF’s annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Reporting accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Assist financial presentations; Perform daily, weekly, monthly and annual accounting and recordkeeping functions, including processing of financial information and transactions on accounting financial systems; Prepare relevant financial workbooks; Perform monthly and annual financial closure processes; Assist in manage of external and internal auditors; Assist to coordinate and compile audit files for use during audit processes; Participate as an active member of the NSF finance team.

ENQUIRIES

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

APPLICATIONS

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processes. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/86 : CHIEF ARTISAN GRADE B: AUTOMOTIVE REF NO: DHET 55/09/2018
Chief Directorate: Indlela

SALARY : R443 724 per annum (OSD Salary Scale)

CENTRE : Indlela


DUTIES : Conduct and moderate assessment of candidates in Diesel Mechanic and implement ARPL, Conduct Moderation of Trade Test internally and externally, Maintain assessment equipment and facilities, Maintain and ensure safekeeping of assessment records and Supervise Chief Artisan A and Trade Assistants.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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CLOSING DATE : 12 October 2018 at 16H00.

POST 39/87 : CHIEF ARTISAN GRADE A: MOTOR MECHANIC REF NO: DHET 56/09/2018
Chief Directorate: Indlela

SALARY : R365 646 per annum (OSD Salary Scale)
**CENTRE**: Indlela  


**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

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**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/88**: ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION (WSSA) REF NO: DHET 51/09/2018
Branch: Skills Development  
Chief Directorate: Indlela  
(Contract post until 31 March 2020)

**SALARY**: R356 289 per annum (Level 09)

**CENTRE**: Indlela  
DUTIES: Develop, implement and manage an operational plan for marketing and communication of World Skills South Africa events. Organize and lead the group of marketing officers the WSSA marketing events. Support the Technical Delegate in the function of marketing and communication regarding interaction with World Skills International on all matters related to World Skills South Africa participation in international events. Support the budget planning efforts of World Skills South Africa. Support the Provincial Artisan Development Steering Committees in all matters related to World Skills South Africa competitions.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/89: ASSISTANT DIRECTOR REF NO: DHET 77/09/2018
Branch: Corporate Services
Directorate: Communication and Media Liaison

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/National Diploma (NQF level 6) in Journalism, Communication, Marketing or Public Relations is required; At least 5 years relevant experience in post-school education and training sector (PSET). At least 5 years supervisory experience. Good verbal, writing and editing skills; ability to take quality pictures; picture editing skills; computer literacy; sound understanding of government environment and government policies, particularly in the PSET sector. A valid driver’s licence and willingness to travel.

DUTIES: Write articles for internal and external publications; Develop social media engagement plans and communication plans; Maintain social media platforms to drive incoming traffic/followership; Develop and Maintain brand awareness of the Department through social media platforms; Develop communication and media plans for Department events; Develop and implement a media relations strategy for the Department; Develop and maintain a media database for the Department; Provide editorial support to editors of publications; Take and edit pictures during departmental events; Maintain the Department’s photo library; Daily media monitoring and prepare monthly reports to managers Develop and implement innovative media monitoring strategies. Ensure effective administrative support for publications.
ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/90: ASSISTANT DIRECTOR: CAREER DEVELOPMENT SERVICES ADVOCACY AND COMMUNICATION (DHET 34/09/2018)

Branch: Policy, Planning and Strategy
This position will be contract based from the date of appointment until 31 March 2020

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in communication, education, psychology, or other relevant/equivalent qualification, including computer training. A minimum of 5 years' experience in advocacy and/or communications management; good understanding of the education and training sector including schools, university education, skills development, technical and vocational education and training and community education and training issues relevant to career development service. At least 5 years supervisory experience. Excellent communication skills, both written and verbal. Demonstrated experience in developing promotional/advocacy materials. Excellent computer skills with excellent knowledge of the use of MS Office and other software packages used for developing materials such as brochures, booklets and infographics. Excellent knowledge of the use of social media to advocate and communicate. Ability to manage radio programmes. Good interpersonal and communication skills to interface with people from diverse backgrounds. Good organisational and basic events management skills. Being multi-lingual in official South African languages is a requirement with the ability to speak in isiNdebele, siSwati, Tshivenda or Afrikaans will be an added advantage (for radio purposes). A valid driver’s licence and willingness to travel.

DUTIES: Leading and managing advocacy and communication services for career development services in the country, including development of promotional materials, development of publications, management of the Khetha Radio Programmes, managing social media for career development services, organising campaigns and events, and media liaison.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/91: ASSISTANT DIRECTOR: POLICY AND EVALUATION REF NO: DHET 35/09/2018
Branch: Planning, Policy and Strategy
Chief Directorate: Policy Management and System Planning
Directorate: Policy, Research and Evaluation

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Policy or equivalent qualification. An Honours Degree in Policy and Development Studies degree will be an added advantage. At least 5 years’ experience in policy development, policy analysis and experience in writing research or evaluation reports. At least 5 years supervisory experience. Competencies and Skills: Policy, monitoring and evaluation, Client orientation and customer focus, Programme and project management, Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organising, Problem solving, Computer literacy and Report writing. A valid driver’s license and willingness to travel.

DUTIES: Provide support for policy development processes within the Department and maintain the policy repository; Conduct evaluation of departmental policies, programmes and projects; Support the use of Socio-Economic Impact Assessment (SEIAS) in the policy development processes of the Department; Conduct the capacity building for policy and evaluation related matters; Support the coordination of Management Performance Assessment Tool (MPAT) within the Department; and undertake any other task as directed by supervisor.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/92: ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: DHET 57/09/2018
Branch: Skills Development
Chief Directorate: Indlela

SALARY: R356 289 per annum (Level 09)
CENTRE: Indlela
REQUIREMENTS:

DUTIES:
Managing and maintaining effective security services and ensure that all vehicles. Coming and leaving the security area/main gate are searched by security officers at all times. Monitor and supervise the performance of security officers handling of internal and external clients and ensure that the Performance Agreement, Work Plans and Quarterly assessment forms for the section are completed, signed and submitted on time. Signing of leave forms and overtime claim forms for the section. Attend and resolve internal staff conflicts and misunderstandings as well as candidates/visitors problems and refer where necessary. Submit weekly reports on the performance of Security personnel and the security deficiencies noted during patrol. Manage access control measures, develop and ensure high levels of discipline and maintain effective control measures at all times. Ensure that the perimeter fence are patrolled, theft is recorded in the Occurrence Book at all times and monitor patrols conducted by security officers on hourly basis. Monitor residents register and ensure that cars coming and leaving the premises are searched by the security officers at all times. Develop security and access control framework for each workplace of the organization to ensure the safety of all employees in terms of Occupational Health and Safety Act, 1993.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.
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subjected to security clearance. Applications received after the closing date or faxed
and emailed applications will not be considered.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/93 : ASSISTANT DIRECTOR: SYSTEMS AND RESOURCES REF NO: DHET 70/09/2018
Component: Special Project Unit
Directorate: Systems and Resources

SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF
level 6) in Finance. Project management certificate will be an added advantage. At least
5 years’ working experience in system administration. At least 5 years supervisory
experience. Knowledge of Public Finance Management Act (PFMA). Able to use basic
Microsoft Office products, especially Excel for financial management. Ability to prepare
financial reports. Knowledge of required reporting requirements in government. Able to
function as part of a team. Good problem solving, planning, time management, conflict
resolution and analytical thinking abilities. A valid driver’s license and willingness to
travel.

DUTIES : To assist the Deputy Director: Systems and Resources with budget management of the
Special Project Unit’s budget. This includes: Assisting Deputy Director: Systems and
Resources to manage the funds of the SPU in compliance with National Treasury
prescripts; With Deputy Director: Systems and Resources, perform financial monitoring
of the portfolio of projects, including monitoring project expenditure against actual
performance and approved budgets at project level for the entire project life cycle;
Compile claims for Consultants and Service providers and ensure that they are in line
with their contracts and within their budget; Compiling claims for SIPS consultants,
service providers and Occupational teams; Follow the approved standard operating
procedures for the receipt, quality assurance and payment of claims, from more than
one funding source; Ensure that all reports submitted are correct and supporting
documents are valid and they correspond with the invoice before any payments are
made and assist with preparation and submission of project performance and
compliance reports; Assist Deputy Director: Systems and Resources establish and
manage external and internal audit process and Manage the processing, quality
assurance, uploading, filing and archiving of all relevant project documentation.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare
Tel No: 012 312 5442
APPLICATIONS : Please forward your application, quoting the reference number to: The Director-General,
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Closing Date: 12 October 2018 at 16H00.

Post 39/94: Assistant Director: Public Entities Ref No: DHET 96/09/2018
Component: Chief Financial Officer
Directorate: Public Entities

Salary: R356 289 per annum (Level 09)
Centre: Pretoria

Requirements: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Finance/Public Administration/Management At least 5 years’ working experience in public entities environment. At least 5 years supervisory experience. Excellent communication skills (verbal and written). Knowledge of PFMA and Treasury Regulations. Computer Literacy. Proactive, effective, confident and able to work in a diverse team. A valid driver’s license and willingness to travel.

Duties: Assist in the co-ordination, monitoring and reporting requirements of public entities. Analyses of the financial information and financial performance of public entities. Provide administrative support to public entities in order to ensure compliance of the public entities with legal framework, especially the PFMA, Treasury Regulations and SETA Grant Regulations. Maintain a database on the performance and compliance.

Enquiries: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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

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 driver’s licence (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/95**: ASSISTANT DIRECTOR (PROJECT MANAGEMENT) REF NO: DHET 97/09/2018
Office of the Chief Financial Officer
Project Coordination Unit
Contract position for Two Years until 31 March 2020

**SALARY**: R356 289 per annum (Level 09)

**CENTRE**: Pretoria

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

**DUTIES**: The key responsibilities of this position include: the meticulous and ongoing administrative and financial (where required) planning, coordination, management, evaluation and oversight of all Departmental project and programme interventions as overseen by the Project Coordination Unit on behalf of the Department and in collaboration of the NSF as the direct funding entity; the management and roll-out of the designated funding applications framework determined and developed in accordance with the Department’s developmental priority areas; rendering assistance and support to the incumbent Directorates in the Department regarding the development, finalisation and approval of project proposals, implementation plans and functional budgets for approval and endorsement by the NSF; providing support and evaluating the implementation capacity and modalities of designated departmental projects drivers and/or implementing agents (Directorates); overseeing generic financial project management oversight and monitoring functions; developing, implementing and monitoring Service Level Agreements and Memoranda of Understanding on behalf of Departmental beneficiaries; ongoing monitoring and evaluation of project and programme implementation and progression; ensuring the effective and efficient dispensation and utilisation of allotted funding in terms of the Departmental (NSF) Project Fund to respective project and programme interventions; effectively managing the interface between different internal and external stakeholder groups; ensuring that proper finalisation and project close-out processes and reporting mechanisms/criteria have been satisfied and concluded; ongoing day-to-day management and oversight of
subordinate functions and activities and performing any other occasional, delegated duties identified from time to time by the Office Head.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/96 : ASSISTANT DIRECTOR: EXAMINATIONS AND PAYROLL MANAGEMENT REF NO: DHET 98/09/2018
Component: Office Chief Financial Officer
Directorate: Financial Management

SALARY : R356 289 per annum (Level 09)

CENTRE : Pretoria

REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Finance/Commerce/Accounting/ Financial Management. At least 5 years’ working experience finance. At least 5 years supervisory experience. In-depth knowledge of payroll management, examination related claims, travel and subsistence claims, the PERSAL system. Other requirements will be: in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in management of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). A valid driver’s license and willingness to travel.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorise the processing of salary and travel and subsistence claims in respect of examiners and moderators and community education and training practitioners; Manage and assist with the clearing of suspense accounts allocated to the unit on a monthly basis; Manage and assist with the submission of information required for the compilation of Interim and Annual Financial Statements relating to this function; Manage the consolidation of bulk claim payments; Manage the distribution of salary pay slips to all pay points throughout the country; Manage the payroll certification of supplementary, permanent and temporary runs on a monthly basis; Manage and control monthly updates to CFO on outstanding payrolls in terms of the Treasury Regulations Checking of pay sheets for amendments and when required to inform personnel on the corrections required. Attend to queries related to payrolls of the Department; Liaise with the Auditor-General on Audit Queries where required.
ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.
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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.
CLOSING DATE: 12 October 2018 at 16H00.
POST 39/97: SPECIALIST SYSTEMS ENGINEER REF NO: DHET 129/09/2018
Branch: Skills Development
Chief Directorate: Strategy, Performance, Innovation (NSF)
Directorate: Information Communications and Technology
SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Information Technology. Candidates with Industry Specific Certification e.g. CompTIA, MCSE, MCTS, MEMS, CNE will have an added advantage. Candidates without Degree/Diploma but possess Industry Specific Certification equivalent to the Degree/Diploma NQF Level 6 as confirmed by SAQA will be considered. At least 5 years work experience in Microsoft systems administration including Windows Server, Active Directory and MS Exchange; Enterprise storage administration; Enterprise server administration. Virtualisation administration; Backup-to-disk systems and associated software and processes experience. At least 5 years supervisory experience. Basic Linux Administration, LAN and WAN and IP Telephony technologies. Wi-Fi technologies and infrastructure. Protocols such as HTTP, DNS, SMTP, SNMP and other web-based protocols Networking principles – TCP, UDP, FTP, firewall technologies. Management and resolution of complex systems implementations and outages. Identifying, owning and management of Systems Management, Deployment and Monitoring tools. Operation of management and monitoring tools to identify and provide solutions to performance and capacity of systems. Provide expert input to Systems Engineering architecture and projects to ensure that best practice is applied. Prepared to work overtime including after-hours, weekends and/or public holidays. Prepared to be on Standby as per schedule. Good knowledge of the post school education and training system will also be an added advantage. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. The incumbent must be client orientated, customer focused and be able to perform under pressure and in a team environment. Limited local and international travel as required for projects (Passport required). A valid driver’s license and willingness to travel.
DUTIES: Responsible for installing, configuring, maintaining, and optimizing all infrastructure. Components such as server hardware, storage systems, virtualisation platforms, software automation and monitoring and supporting software systems. The candidate will need to perform close monitoring of the systems using the relevant monitoring tools and react quickly to alerts as well as resolve complex problems as they occur. He/she will also install, configure, administer and maintain a Microsoft environment and other business critical systems to OS level. The candidate will analyse the performance, capacity and trends of the organisation’s compute, storage and virtualisation technologies. Implement changes/upgrades where appropriate in line with the change management procedures in place. Diagnose and resolve complex problems relating to backend systems infrastructure. Maintain the system infrastructure lifecycles across all hardware and software. Administer and maintain the system monitoring and management platforms. Play a key role in upskilling second line support team members to ensure they understand the systems infrastructure landscape and assist in identifying proactive processes to monitor and proactively support it. Mentor and cross-skill members of the Infrastructure teams. Document Systems and Infrastructure related to Servers, Storage, Hypervisors and Datacenters. Provide input into systems strategy and architecture.

ENQUIRIES:  
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/98: ASSISTANT DIRECTOR: SECRETARIAT REF NO: DHET 124/09/2018
Branch: Skills Development  
Chief Directorate: Skills Development Implementation (NSF)  
Directorate: Initiation and Evaluation

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. At least 5 years working experience in secretariat/administrative environment in a project management environment. At least 5 years supervisory experience. Candidates that have experience in managing secretariat/administrative function in large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added
This is a middle management position in a core functional area that requires a dynamic individual with proven management/supervisory, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, minutes writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform under pressure and in a team environment. Advanced computer skills (which will be tested during the interview). Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

DUTIES: Responsible for ensuring that all committees of the NSF are managed and documents maintained effectively and efficiently. Provide administrative support and leadership with regard to the secretariat function. Plans all the logistical arrangements of committee meetings including venues, travel, accommodation and meals where necessary. Distribute meeting minutes and documents to the relevant stakeholders. Collect and collate information from stakeholders. Prepare and distribute meeting packs/documents to relevant stakeholders timeously. Provide secretarial support and leadership to the secretariat function. Prepare quality committee packs in advance and update them timeously. Take meeting minutes and distribute to committee members timeously. Make follow up on issues that came out of the meetings and as required. Compile submissions as required. Prepare reports, presentations and spreadsheets. Ensure that all relevant documents and information related to the committees in the portfolio are submitted for knowledge management purposes. Create/Establish a new user friendly filling system. Manage all enquiries and replies on project initiation and evaluations issues. Manage stakeholders. Manage staff reporting to him / her. Provide feedback and advice regarding skills development activities in relation to the secretariat function; Participate as an active member of the directorate team.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.
(College Appointment)

**SALARY** : R356 289 - R419 679 per annum plus benefits as applicable in the Public Sector

**CENTRE** : Richtek Technical Training Centre

**REQUIREMENTS** : A relevant recognised artisan qualification: Millwright Trade. A relevant Diploma/degree with a minimum of 3 years trade related industry experience post trade test. N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification with a minimum of 6 years trade related industry experience post trade test. Valid driver’s licence (B1). All Shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas. Advantageous: assessor/Moderator qualifications. Relevant teaching/training-related experience. A recognised teaching qualification.

**DUTIES** : Teaching and Learning Delivery: Provide theoretical and practical training applicable to the Millwright trade according to predetermined curriculums and lessons framework. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. To ensure availability of training equipment, workshops and related resources in good working condition. To monitor and report on student engagement and responsiveness to teaching activities. To ensure the training environment and activities are compliant to all safety, health and environmental requirements. To comply with the college and programme quality systems and processes including assessment, moderation and performance records. To plan delivery of the occupational qualification in such a way that the apprentices/learners are prepared to complete and pass the relevant assessments and trade tests. Student Assessment and Evaluation: To assess and/or moderate theoretical and practical competencies of apprentices/learners in the programme against predetermined requirements. To perform pre-and Post-assessment moderations and assessments/assessments tools. To ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. To complete all related assessment and moderation administrative records or reports. To participate in occupational programme related assessment and moderation committees. To maintain all assessment records of student progress and performance. Teaching Administration: To perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparing and completion of apprentices/learners files and any other administration required by oversight bodies. To maintain and conduct regular inventory control of training equipment. To comply with all registration, assessment and other data entry requirements. To perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. To prepare and monitor the availability training manuals and consumables item for assigned training programmes and manage the distribution thereof. To participate in the College performance appraisal programme. Subject Development and Marketing of Programmes: To maintain up-to-date knowledge of industry trends in subject area. To participate in occupational courses and contribute subject specific teaching enhancements. To provide guidance and work related insights to apprentices, learners, parents, and general community. Student Guidance and Support: to provide advice on occupational related career and qualification options and typical working scenarios. To support apprentices/learners on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. To mentor apprentices/learners during their training programme. To manage apprentice/learners behaviour in the training venue or other campus premises, applying appropriate measurer in cases of misbehaviour or learning disruption.

**ENQUIRIES** : Ms ST Makhoba Tel No: (035) 902 9557

**APPLICATIONS** : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

**NOTE** : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must...
also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**CLOSING DATE** : 18 October 2018 at 16:00

**POST 39/100** : FACILITATOR – CENTRE OF SPECIALISATION: RIGGER TRADE: REF NO: 2018/050

(College Appointment)

**SALARY** : R356 289 – R419 679 per annum plus benefits as applicable in the Public Sector.

**CENTRE** : Richtek Technical Training Centre

**REQUIREMENTS** : A relevant recognised artisan Rigger artisan qualification. N3 qualification inclusive of two languages or Matric/Grade 12 or relevant NQF L4 qualification. 3 years’ trade related industry experience post trade. Valid driver’s licence (B1). All shortlisted candidates will be expected to participate in an assessment of his/her experience in the above areas. Very good knowledge of subject area and work-related applications within the Rigger trade. Good planning and organising skills. Sound analytical skills. Sound experience in the implementation of legislative and regulatory environment including Occupational Health & Safety regulations and requirements. Good verbal and written communication skills, including presentation or lecturing skills and report writing the ability to assess apprentices in accordance with set requirements good problem solving skills. Good inter supervisory skills. Knowledge of QCTO related programmes and processes of artisan qualifications. Computer literacy (Microsoft Office Suite) Advantageous: Assessor/Moderator qualifications. Relevant training-related experience. A recognised teaching experience.

**DUTIES** : Teaching and Learning Delivery: To provide theoretical and practical training applicable to the Rigger trade according to pre-determined curriculums and lessons framework. Prepare lessons (lessons plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. To ensure the availability of training equipment, workshops and related resources in good working condition. To monitor and report on student engagement and responsiveness to teaching activities. To ensure the training environment and activities are compliant to all safety, health and environmental requirements. To comply with the College and programme quality systems and processes including assessment, moderation and performance records. To plan delivery of the occupation qualification in such a way that the apprentices/learners are prepared to complete and pass the relevant assessments and trade tests. Student Assessment and Evaluation: To assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. To perform pre-and Post-assessment moderations of assessments/ assessment tools. To ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. To complete all related assessment and moderation administrative records or reports. To participate in occupational programme related assessment and moderation committees. To maintain all assessment records of student progress and performance. Teaching Administration: to perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparing and completion of apprentices/learners files and any other administration required by oversight bodies. To maintain and conduct regular
inventory control of training equipment. To comply with all registration, assessment and other data entry requirements. To perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. To participate in the college performance appraisal programme. Subject Development and Marketing of Programmes: To maintain up-to-date knowledge of industry trends in subject area. To participate in occupational courses and contribute subject specific teaching enhancements. To provide guidance and work related insights to apprentices, learners, parents and the general community. Student Guidance and Support: To provide advice on occupational related career and qualification options and typical working scenarios. To support apprentice/learners on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. To mentor apprentices/learners during their training programme. To manage apprentices/learners behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES : Miss ST Makhoba, Tel No: (035) 902 9557
APPLICATIONS : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
NOTE : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 18 October 2018 at 16:00
POST 39/101 : ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DHET 99/09/2018
Component: Office Chief Financial Officer
Directorate: Asset Management
SALARY : R356 289 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Administration/Management. At least 5 years’ working experience in asset management. At least 5 years supervisory experience. Strong administrative skills, Ability to plan, Report writing skills Knowledge of the Public Finance Management Act, and public sector prescripts, Knowledge of the Hardcat asset register will be an added advantage. A valid driver’s license and willingness to travel. Skills and Competencies: An in-depth knowledge of legislation/prescripts related to Asset Management, Public Finance Management Act; Good understanding of the Public Service, Demonstrable ability to coordinate multiple tasks; Submission and Report writing, Demonstrable ability to review documents and implementation of policies related
to the management of assets; Excellent oral and written communication skills, computer literacy and conflict resolution, good supervisory skills and a team leader.

**DUTIES**: Plan, manage, coordinate, implement and control all aspects of asset management activities in managing the Asset Register of the Department, Manage all new purchase requests, recommendations and approvals, Coordinate the delivery and bar-coding of all new assets and the completion of job cards, Review and coordinate the recording of all new assets on the asset register and the linking of financial documents to the asset register, Coordinate Bas and Asset register reconciliations and prepare the financial information on assets for financial statement purposes, Monitoring the disposal/donation/destruction of obsolete assets and the reallocation of redundant assets (life cycle management), Monitor the physical movement of assets within the department, Maintenance of all obsolete and redundant stores, Coordinate and assist yearly asset verifications and all daily office inspections, Manage performance agreements and performance assessments of staff, writing submissions, reports and relevant correspondence, assist in policy development and the review and update of such, administration of theft and losses of assets, responding to audit queries and resolving administrative queries. Supervise the Asset management team.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/102**

**ASSISTANT DIRECTOR (LOGISTICS MANAGEMENT) REF NO: DHET 131/09/2018**

Branch: Skills Development
Directorate: Supply Chain Management (NSF)

**SALARY**: R356 289 per annum (Level 09)

**CENTRE**: Pretoria

**REQUIREMENTS**: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Purchasing Management/Public Management/Administration/ Logistics Management/Supply Chain Management or equivalent qualification. At least 5 years work experience in Supply Chain Management/Procurement (Logistics Management). At least 5 years supervisory experience. Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Knowledge of financial systems (System Capability– LOGIS/BAS). This position requires a dynamic individual with practical expertise in supply chain management and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving
and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver’s license and willingness to travel.

**DUTIES**: Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental Logistics management function. Manage the process of capturing orders, posting, capturing of payments and transit. Manage the process of capturing the requisitions to produce purchase orders. Ensure proper management of the 0-9 file and its diary. Ensure capturing and distribution of stock on the applicable systems. Manage payment process and the creation of payment registers. Track outstanding payments. Develop reports on payment turnaround times. Attend to enquiries and advice suppliers on the payment status. Manage the stock keeping & travel functions within NSF. Ensure an effective stock flow system in the warehouse at NSF. Give progress/feedback to the end user the processing of orders and payments. Supervise and lead a team that renders logistics function, risk and performance management. Advise the Department on SCM Matters, develop, implement and maintain policies. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Directorate. Participate as active member of NSF finance team.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**

12 October 2018 at 16H00.
Management/Supply Chain Management or equivalent qualification. At least 5 years work experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts). At least 5 years supervisory experience. Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Understanding of Microsoft Dynamics will be an added advantage. Practical knowledge of managing three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment.

Good knowledge of frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver’s license and willingness to travel.

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

ENQUIRIES
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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CLOSING DATE
12 October 2018 at 16H00.
ASSISTANT DIRECTORS: HUMAN RESOURCE MANAGEMENT

**POST 39/104**

**SALARY**
R356 289 per annum (Level 09)

**CENTRE**
DHET Regional Offices:
- Limpopo Regional Office (Ref No: DHET 153/09/2018)
- Mpumalanga/North West Regional Office (Ref No: DHET 154/09/2018)
- Eastern Cape Regional Office (Ref No: DHET 155/09/2018)
- KwaZulu-Natal Regional Office (Ref No: DHET 156/09/2018)
- Western Cape/Northern Cape Regional Office (Ref No: DHET 157/09/2018)

**REQUIREMENTS**
A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration. At least five (5) years relevant experience in Administration and office management. At least 5 years supervisory experience. 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 Regional Office, Establish and implement effective records and document management system in the office of the Regional Office, Render Administrative/executive support services to the office of the Regional Manager, Oversee Administration of the office of the Region, Manage and oversee logistics within the office of the Region, Manage the budget in the office of Region, Compile and collate College statutory reports, Manage the resources in the office of the Regional Office: 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 Regional Office and Coordinate reports/presentations to all forums attended by the office of the Regional Office.

**ENQUIRIES**
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotsa Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**
12 October 2018 at 16H00.
<table>
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<tr>
<th>POST 39/105</th>
<th>ASSISTANT DIRECTORS: LABOUR RELATIONS</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
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<tr>
<td>CENTRE</td>
<td>DHET Regional Offices:</td>
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<td></td>
<td>Mpumalanga/North West Regional Offices (Ref No: DHET 158/09/2018)</td>
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<td></td>
<td>Gauteng/Free State Regional Offices (Ref No: DHET 159/09/2018)</td>
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<td>DUTIES</td>
<td>Investigate issues regarding misconduct, incapacity and grievances in the TVET Colleges Sector. Provide Specialist support on Labour Relations expertise and skills. Provide guidance on the disciplinary, misconduct and grievance process to TVET Colleges to ensure sound Labour Relations practice. Assist in conducting disciplinary, misconduct and grievance matters in accordance with Public Service prescripts, relevant legislation, collective agreements and departmental policy. Ensure procedural and substantive compliance in the management grievance processes. Accurately update the case management system. Record keeping of incidents and competently represent the department at external dispute resolution forums involving designated high profile and complex matters. Be part of the rapid response team in resolving issues which can lead to disruptions in Colleges including Community Colleges. Compile reports on all labour and employee relations activities within the College sector.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442</td>
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<td>CLOSING DATE</td>
<td>12 October 2018 at 16H00.</td>
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<tr>
<th>POST 39/106</th>
<th>PROJECT MANAGER: TVET CAPITAL INFRASTRUCTURE EFFICIENCY GRANT REF NO: CO 01/09/2018</th>
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<tr>
<td>SALARY</td>
<td>R356 289 per annum (SL9)</td>
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<tr>
<td>CENTRE</td>
<td>Thekwini TVET, Central Office</td>
</tr>
</tbody>
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**REQUIREMENTS**

- Matric certificate or equivalent. An appropriate Bachelor’s Degree/National Diploma (NQF 6/7) or equivalent qualification specialising in construction. At least 3 years’ experience in a managing construction projects. A relevant post graduate qualification will be an added advantage. The position requires an individual with a conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements for each project are spelt out by the job packaging/statutory requirements. Risk management experience in project management. Good communication; written and spoken skills. Proficiency in analyzing and solving problems related to projects. Outstanding human relations skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organisational skills. Strong knowledge and expertise in using modern information and communication technologies to projects. Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.). Knowledge of procurement processes. A driver’s license is a prerequisite.

**DUTIES**

- The incumbent will be responsible to supervise different tasks in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (the organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met. Meet the project owner, ensure that the appropriate specification are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put together a proficient team to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned projects.

**ENQUIRIES**

Ms Catri Sibiya Tel No: 031 250 4148

**APPLICATIONS**

Deliver or post to Thekwini TVET College, Human Resource Management & Development Department, Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban

**FOR ATTENTION**

Mr Enock Mahlasela or Ms Catri Sibiya

**NOTE**

Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at [www.gov.za/document](http://www.gov.za/document)), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of all qualifications incl. academic records, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign applications; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All applications to include all required documentation as listed above. Incomplete applications will not be considered. Thekwini TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications and citizenship verification, criminal record and financial record checks, previous employment verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

12 October 2018 at 13h30

**POST 39/107**

LEGAL ADMINISTRATION OFFICER REF NO: DHET 30/09/2018

Branch: Planning, Policy and Strategy

Chief Directorate: Legal and Legislatives Services for Education Institutions

**SALARY**

R353 253 – R867 399 (OSD Salary Scale)

**CENTRE**

Pretoria
REQUIREMENTS : A recognised undergraduate qualification in the field of Law/ LLB Degree. Admission as an Advocate or Attorney will be an added advantage. At least 5 years post qualification legal experience and appropriate knowledge in the following legal administration spheres: Constitutional Law, Administrative Law, Interpretation of statuses, Law of Conflict, Civil Procedure, Labour Law, Law of Evidence of Delict, Commercial transaction law, Post -School Education and Training Laws. At least 5 years supervisory experience. Knowledge: The public sector and its legislative and regulatory framework; Departments process and procedures, initiatives and strategic objectives. Competencies and Skills: Proven ability to provide legal advice at senior level and interact at high profiled level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report writing and presentation skills; both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS word, Excel and PowerPoint; customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. A valid driver’s license and willingness to travel.

DUTIES : Provide advisory services to the Department; develop plans and strategic interventions related to the implementation of relevant Post-School Education and Training legislation; draft legal documents, memoranda reports, government notices, submissions, reports; analyse legislation and provide recommendations for appropriate intervention; support Senior Legal Administration Officer in drafting key documents relating to the implementation of the Departments Legislation and policies; draft responses to parliamentary questions; drafting and vetting of agreements; provide litigation support in all cases involving the Department.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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CLOSING DATE : 12 October 2018 at 16H00.

POST 39/108 : RESEARCH ASSISTANT REF NO: DHET 07/09/2018
Branch: Technical and Vocational Education and Training
Directorate: Training Of Technical and Vocational Education and Training (TVET)
Campus Managers Project
(Contract position until 30 June 2019)

SALARY : R299 709 per annum (Level 08)

CENTRE : Pretoria
**REQUIREMENTS**

A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Education and/or Management or in Social Sciences; At least 3 years' experience in post schooling sector, Computer literacy; Sound written and verbal communication skills Excellent interpersonal, organizational, administrative and problem solving skills.

**DUTIES**

Provide support to the Project Manager, Interpret, synthesize and analyse data, Work with stakeholders in developing training modules, Write and edit support materials for training. Develop mentoring and monitoring tools. Train regional staff in monitoring and supporting campus managers. Oversees the facilitating of components of the training programme. Initiate Communities of Practice (CoP) amongst campus managers in the first year and manage on-line CoP for the following two years and perform other related duties as required.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/109**

OPEN LEARNING CO-ORDINATOR REF NO: 2018/051

(College Appointment)

**SALARY**

R299 709 - R353 043 per annum plus benefits as applicable in the Public Sector (SL 8)

**CENTRE**

Central Office

**REQUIREMENTS**

Grade 12 or relevant NQF L4 qualification, a relevant recognised three year National diploma/degree with at least three years proven experience working at a TVET College. Drivers Licence code 08. Extensive knowledge relating to Coltech and the application and the placement of learners. Knowledge and experience relating and DHET assessment processes. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint, and MS Access. Advantageous: Knowledge of Coltech. Experience of student registration process. Assessor and Moderator certificate.

**DUTIES**

Application and preparation: develop and review Open Learning Policy and SOP annually. Develop open learning programme goals or plans including equipment replacement, quality assurance or course offering plans. Manage and coordinate the flow of information between the different Campuses and Assistant Directors (AD’s) necessary for preparation for open learning courses or materials, programs services or application. Assess open learning technological or educational needs and goals. Review open learning content to ensure compliance with copyright, licensing, or other requirements. Prepare and manage open learning program and operational budget.
Prepare operational budgets. Liaise with Open Learning service provided to ensure effective systems and implementation of the programme. Programme readiness: audit the readiness of the different sites for each registration period. Develop computer or information system. Liaise with TVETMIS, Finance, Curriculum, Student Support services and the different Campuses to provide the information needed to prepare the information system, Caltech, for the different enrolment periods e.g. programme information, class groups, lecturer allocation and student fees organise and Train instructions and open learning staff in the use or support of open learning applications such as course management software. Provide oversight for the creation and maintenance of website or database that supports open learning programmes. Monitor academic performance and absenteeism: Monitor technological developments in open learning for technological means to educational or outreach goals. Liaise with TVETMIS to ensure that all data-capturing and admission of results are done in time and according to schedule. Analyse data to assess open learning programme status or to inform decisions for open learning programmes. Analyse data to inform operational decisions or activities. Evaluate programme effectiveness. Assessments: oversee the planning and execution of the College open learning internal and external assessment processes. Oversee Registration, Assessments and Exam logistics, including marking and invigilation. Oversee the planning and the execution of the internal and external marking processes. Student Performance and Tracking: prepare reports summarizing open learning statistical data or describing open. Oversee information needed for the student tracking system.

ENQUIRIES: Ms ST Makhoba Tel No: (035) 902 9557
APPLICATIONS: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
NOTE: Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right to not make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE: 18 October 2018 at 16:00
POST 39/110: SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 18/09/2018
Branch University Education
Chief Directorate: Institutional Governance and Management Support
SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma or equivalent qualification. At least 3 years relevant administrative experience. Candidates must have good interpersonal and communication skills, report writing, problem solving skills, financial management, planning and organization of work, and administration skills. Applicants should have excellent organisational skills; the ability to work with an
electronic diary and experience in managing a filing system. Strong time management and problem solving skills are an advantage. It is recommended that candidates must have an ability to work under pressure and must be able to interact with people from a wide variety of backgrounds and levels. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. The Candidates must be computer literate with computer skills and a good working knowledge of Microsoft programmes such as Word, Excel, PowerPoint and Outlook.

DUTIES: Managing and coordinating administrative support and activities pertaining to the Chief Directorate. These include but are not limited to: office management; receiving and tracking of all correspondence and submissions within the Chief Directorate; coordinating responses to internal and external correspondence; liaison with internal and external stakeholders relating to the work of the Chief Directorate; support effective communication within the Chief Directorate; track and maintain records of all financial transactions in the Chief Directorate; management of monthly cash flow statements, procurement policies and practices and risk and fraud management; manage all logistical arrangements for the chief directorate where requested; track and process correspondence and documents; prepare supporting documentation for meetings where required; and any other matters relating to the administration of the Chief Directorate.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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. All short-listed candidates will be required to undertake writing/computer test.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/111: INFORMATION OFFICER (SENIOR ADMINISTRATIVE OFFICER): CAREER DEVELOPMENT SERVICES POLICY AND COORDINATION REF NO: DHET 36/09/2018 Branch: Policy, Planning and Strategy
This position will be contract based from the date of appointment until 31 March 2020

SALARY: R299 709 per annum (Level 08)

CENTRE: Pretoria

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Public Administration/Management or Development Studies. A minimum of 3 years’ experience in administration and stakeholder management. Understanding of the education and training sector including schools, university education, skills development, technical and vocational education and training and community education
and training issues relevant to career development services. Knowledge of the relevant legislation/policies/prescripts and procedures. Good interpersonal and communication skills to interface with people from diverse backgrounds and maintain positive relationship with stakeholders, both internal and external. Proficiency in Ms Word, Ms Excel and Ms PowerPoint. Good writing skills and strong document management. Candidates may be required to complete computer skills/clerical proficiency test. A valid driver’s license and willingness to travel.

DUTIES
Write project documents including but not limited to concept notes, reports, drafting of agreements and submission. Develop a document management and tracking system for the Directorate. Provide secretariat duties to the Career Development Services Structures. Provide general administrative support to the Directorate. Liaise with Career Development Stakeholders at all level.

ENQUIRIES
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE
12 October 2018 at 16H00.

POST 39/112
SENIOR PRACTITIONER: CERTIFICATION REF NO: DHET 58/09/2018
Branch: Skills Development
Chief Directorate: Indlela

SALARY
R299 709 per annum (Level 08)

CENTRE
Indlela

REQUIREMENTS

DUTIES
Supervise the process and guideline for the submission of results by the trade testing centres/SETAs to NAMB as well as the archiving of historical data. Responsible for the certification of candidates nationally as well as keeping of all National records. Supervise the process and guideline for the recommendation of trade certification to the
QCTO as per their circular and other related QCTO certification policies. Maintain the sequel data base by capturing data for certification of candidates, nationally, and updating the system on certificates received. Update system with historical data. Oversee the Verification and distribution of certificates of competent candidates to SETAs. Implement and maintain artisan certification recommendation system and processes. Apply good governance and HR management principals.

ENQUIRIES
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE
12 October 2018 at 16H00.

POST 39/113
SENIOR PRACTITIONER: QUALITY AND INSTITUTIONAL SUPPORT REF NO: DHET 59/09/2018
Directorate: SETA Support and Learnership

SALARY
R299 709 per annum (Level 08)

CENTRE
Pretoria

REQUIREMENTS
A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Administration and/or Management or in Education. At least three (3) years relevant experience within Education and Training or Skills Development environment. Skills and Competencies: Knowledge of Project Management, knowledge of Skills Development legislation such as National Qualification Framework (NQF) Act, Skills Development Act (SDA), Skills Development Levies Act, Public Finance Management Act; Labour Relations Act; key South African labour market issues and partners; skills supply and demand in South Africa, good understanding of the Quality Council for Trades and Occupations (QCTO) and Sector Education and Training Authorities (SETAs); Demonstrable ability to produce reports and coordinate multiple stakeholder meetings and workshops. Excellent oral and written communication skills. Computer literacy, investigation skills, report analytical skills, monitoring and evaluation skills. Experience in organizational development, support and conflict resolution. A valid driver’s license and willingness to travel.

DUTIES
Assist in the monitoring performance of the QCTO against predetermined objectives. Assist in ensuring that the QCTO complies with legislative framework for strategic planning. Assist in ensuring that the QCTO performance outcome are in line with the legislative framework; evaluation of the QCTO Strategic Plans (SP) and Annual Performance Plan (APP) to ensure alignment to the sector skills plans. Develop and manage strategic plans and annual performance plans of the QCTO in line with
implementation of priorities of the NSDS and other Government and sectorial priorities; develop and agree on the key performance measures for delivery of core functions for the QCTO; Develop and agree on sector specific key deliverables and provide support to the QCTO and resolve matters relating to quality assurance. Manage the process of determination for the QCTO funding in line the SETA Grant Regulations. Develop and communicate a schedule for the approval of the QCTO funding by the Minister to relevant stakeholders. Ensure that the QCTO submits budget as per date schedule for the Minister’s approval of the QCTO funding request. Manage the QCTO corporate governance matter, assist in the process of appointing the QCTO Council and the Chief Executive Officer, assist in the guiding and coordinating the induction of the newly appointed QCTO Council members. Provide support to the QCTO and monitor the implementation of its APP, assist with the coordination of meetings between the Skills Development Branch Management and the QCTO Executives designed to address issues of governance, funding and performance. Assist with drafting of circulars, letters and submissions.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.
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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.
CLOSING DATE : 12 October 2018 at 16H00.
POST 39/114 : SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 79/09/2018
Branch: Corporate Services
Directorate: Office of the Deputy Director-General: Corporate Services
SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A recognized undergraduate qualification/Bachelor’s degree/National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. At least 3 years employment experience in Human Resources management, office management, work flow coordination, events and project management, management of monthly cash flow statement, procurement policies and practices risk and fraud management. 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 Deputy-Director in the Office of the Deputy Director-General. The primary purpose of the position is to provide financial and administrative support services in the office of the Deputy Director-General. The successful applicant is expected to be a pro-active 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 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, to compile agenda and minutes for the meetings.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/115: SENIOR IT TECHNICIANS REF NO: DHET 80/09/2018 (X4 POSTS)
Branch: Corporate Services
Directorate: Government Information Technology Office

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/National Diploma (NQF level 6) in Information Technology or equivalent qualification. At least 3 years’ work experience in the IT field as an IT Technician. The industry recognized certifications such as MCSE/ MCITP, A+, N+ Security + and ITIL, Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks as well as Apple Macintosh Lion 101 Support Essentials will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. A valid driver’s license and willingness to travel.

DUTIES: To provide Local Area Network and Desktop support services: To support to SITA transversal systems. To provide technical advice to Supply Chain Management and users on IT equipment. Provide desktop and notebooks including Apple Macs, mobile devices (iPads and tablets) support. Monitor and perform health checks on the network. Analyse and resolve technical problems on the network. Perform configuration management on the network. Administer the entire Microsoft Network Environment. To assist in administering the Microsoft Active Directory of the Department and all related Systems and Services. Assist to manage the Storage Area Network and maintenance
of servers. Ensure security and privacy of networks and computer systems. Provide orientation and guidance to users on how to operate new software and computer equipment. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Maintain records/logs of repairs and fixes and maintenance schedule. Identify computer or network equipment shortages and place orders. Develop and maintain local networks in ways that optimize performance. To ensure that the necessary DHET network services are available to officials when required to perform their duties. To provide technical support to the customers/end-users and solve their problems. IT helpdesk services: Provide first level contact and convey resolutions to customer issues. Register incidents, classify and be able to prioritise. Escalate unresolved queries to the next level of support. Provide communication to clients regarding the progress of incidents. Track, route and redirect problems to correct resources.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/116 : PRINCIPAL COMMUNICATION OFFICER REF NO: DHET 81/09/2018

Directorate: Communication and Media Liaison

SALARY : R299 709 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/National Diploma (NQF level 6) in Communication, Journalism or Media Studies or equivalent qualification. At least 3 years’ experience in Media and Communication. Good verbal and writing skills. Good report writing skill and computer literacy. A valid driver’s licence and willingness to travel.

DUTIES : Develop and maintain a media database for the Department. Develop and implement a media relations strategy for the Department. Develop and implement innovative media monitoring strategies. Regular media monitoring. Liaise with regional offices and colleges on media related matters. Draft written articles for internal and external publications. Draft written responses to media queries or distortions. Plan and execute media events. Maintain presence on the Department’s social media platforms to ensure generation of incoming traffic. Provide editorial support of internal and external publications. Regular liaison with head of communication at colleges regarding communication and media related matters. Liaise with colleges daily to obtain stories
published in regional media. Develop standard internal communication plan for internal and external.

ENQUIRIES:
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE:
12 October 2018 at 16H00.

POST 39/117:
SENIOR ADMINISTRATIVE OFFICER (PERSONAL ASSISTANT) TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET 82/09/2018
Branch: Corporate Services

SALARY:
R299 709 per annum (Level 08)

CENTRE:
Pretoria

REQUIREMENTS:
A recognised undergraduate qualification/Bachelor’s degree/National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. At least 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 and Outlook. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added Advantages. A valid driver’s license and willingness to travel.

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, collate and compile reports, e.g. progress, monthly and management reports. Scrutinise 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 Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/118 : CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES REF NO: DHET 83/09/2018 (X2 POSTS)
Directorate: Human Resources Management and Administration

SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria

REQUIREMENTS : A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration or equivalent qualification. At least 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. A valid driver’s license and willingness to travel.

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 Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/119: SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION MANAGEMENT) REF NO: DHET 100/09/2018
Component: Office of the Chief Financial Officer
Directorate: Supply Chain Management

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/ National Diploma (NQF level 6) in Supply Chain Management/Purchasing Management or equivalent qualification. At least 3 years’ experience in Demand and Acquisition Management. Knowledge of the public sector procurement processes, rules and regulations. Understanding of the PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. Knowledge of the LOGIS and BAS transversal systems will be an added advantage. Good computer literacy in Microsoft Office Suite and accounting systems. Ability to work under pressure and deliver to tight deadlines. A valid driver’s license and willingness to travel.

DUTIES: Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Consolidate relevant reports and review demand management Plans. Conduct market and variance analysis, commodities. Procurement of goods, services and works within the department by means of quotations and bids. Maintenance of effective systems and procedures for the procurement of goods and services. Compilation of bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Coordination and attendance of briefing sessions, Evaluation sessions, Take minutes, Interpret and analyse comparative schedules. Prepare submissions and reports to Bid Committees. Provision of support to clients, Bid Committees and supervisors. Coordination of bid related matters with end users. Ensure that internal control measures are adhered to. Ensure compliance with Policies and procedures of the Department. Work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete. Support the management and monitoring of the procurement function of the Department. Prepare management information, reports, statistics and reporting on procurement to management. Supervision of staff. Assist with development of strategic sourcing.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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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. 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.

**CLOSING DATE**
12 October 2018 at 16H00.

**POST 39/120**
SENIOR PRACTITIONER: INTERNAL AUDIT REF NO: DHET 133/09/2018
Branch: Skills Development
Directorate: Internal Audit (NSF)

**SALARY**
R299 709 per annum (Level 08)

**CENTRE**
Pretoria

**REQUIREMENTS**
A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Internal Audit and/or Auditing. At least 3 years' experience in internal/ external audit. The candidate must have knowledge of International Standards for Professional Practice of Internal Auditing, Auditing Practices, Financial Frameworks, Legislative Frameworks and Prescripts relevant to the public sector. Good knowledge of the public service mandates and strategies and in particular the post school education and training system, will be an added advantage. Further skills and competency requirements include excellent communication, problem solving skills, interpersonal and writing skills. Ability to work in a team, Computer skills, Proficient in Microsoft Office, strong administrative, organisational and general office management skills, Time management skills, Planning and organising skills. Ability to act with discretion. The incumbent must be service delivery orientated and hold the following values in high regard: accountability, service excellence, customer focused, collaborative, passionate, and developmental, maintain integrity, be objective, dedicated and committed. Candidates must be willing work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver’s license and willingness to travel.

**DUTIES**
To provide effective administrative support to the Internal Audit Directorate and assist in the planning, execution and reporting of internal audits. This will include planning and performing internal audits in accordance with the internal audit plan. Complete audit working papers of high quality in accordance with the internal audit methodology of the NSF. Draft audit findings. Assist with drafting of reports when required. Assist with follow up audits. Evaluate adequacy of and progress against external and internal audit action plans. Assist with compiling fraud, compliance and performance reports with the necessary evidence. Assist with queries of fraud, compliance or performance that have been put forward to the internal audit function. Recording and typing minutes of meetings. Distributing minutes of meetings to the relevant stakeholders. Maintaining a filing system for the internal audit function. Route queries to the appropriate person in the internal audit function; Participate as an active member of NSF team. Adhere at all times to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF. Assist colleagues as required.

**ENQUIRIES**
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.

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CLOSING DATE: 12 October 2018 at 16H00.

POST 39/121: CHIEF ADMINISTRATION CLERK (MONITORING & EVALUATION) REF NO: DHET1 08/09/2018

Branch: Technical Vocational and Education Training
Directorate: Examinations Management and Monitoring

SALARY: R242 475 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least 3 years’ experience in an examinations environment in the TVET or CET environment. At least 3 years’ experience in the administration of examinations specifically related to administrative support on monitoring and evaluation of TVET and/or CET College; compiling of Provincial and National examination monitoring statistics and draft reports. The incumbent must also have the following: Good interpersonal and communication skills. General correspondence – compiling, recording and routing to exam centres. Computer literacy, especially the use of MS Word to compile reports and Excel for manipulation of spreadsheets and databases. Excellent organizational, record keeping and electronic filing skills. Must be able to work independently as well as in a team; Good report writing skills; Must have a valid code 08 driver’s licence, be a current driver, willing to drive various distances. Having actual experience of working in, or with the TVET or CET environment for a minimum of 3 years. Be willing to travel regularly.

DUTIES: The applicant will be responsible for the administrative support in respect of all National examinations of all TVET and CET Colleges for the Public, Private and Correctional Services centres with the following objectives: Reviewing and compiling the compliance tools and submitting such to colleges; Provide leadership support for the training and monitoring of TVET and CET colleges for examinations. Responsible for the administration iro conduct of examinations – the extraction and evaluation of data from the Compliance tools. Liaising with Provincial Officials and College officials with regards to examinations monitoring and evaluation. Compiling examination reports for every examination cycle. Provide administrative support to the Examinations Management and Monitoring unit with regard to Training of college and Regional officials; and the monitoring of examinations. Provide administrative support to Colleges with regard to examination concessions, state of readiness and monitoring of examinations. Filing and
preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Assurance.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotsi Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/122**

CHIEF ADMINISTRATION CLERK REF NO: DHET 09/09/2018

Branch: Vocational and Continuing Education and Training

Chief Directorate: National Examinations and Assessment

Directorate: Item Development and Marking

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Pretoria

**REQUIREMENTS**

A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least 3 years’ experience in an examinations environment in the TVET or CET environment. He/she should possess good computer skills and an advanced knowledge of Microsoft Office programmes such as Word, PowerPoint and Excel, as well as excellent typing skills (at least 40 w.p.m.). The applicant must be able to type and format according to specifications inclusive of complex graphs and tables. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment. He/she should have excellent organisational skills, experience in record keeping and managing an electronic filing system and be able to work under pressure for extended periods of time with minimal supervision. Fluency in both English and Afrikaans will be an added advantage.

**DUTIES**

The successful candidate will be responsible for managing the daily activities of the Formatting Unit of the Sub directorate: Editing and Typing. This will entail the management of: Monitor progress and quality control formatting, layout and corrections of question papers and marking guidelines across all examinations. Implement and manage electronic filing to ensure a smooth flow of question papers and marking guidelines within the typing pool. Perform duties related to: The daily statistics of the flow records to ensure that flow processes are efficient and executed as planned Ad hoc administrative tasks related to the supervision of officials in the typing pool. Safekeeping of question papers, marking guidelines and SBAs during the capturing, formatting and typing processes. Supervision of Senior Administration Clerks in the Formatting Unit. Planning and co-ordination of the workflow of Formatting Unit in consultation with the
Assistant Director: Editing and Typing. The successful applicant will be expected to work overtime.

ENQUIRIES
: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

APPLICATIONS
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CLOSING DATE
: 12 October 2018 at 16H00.

POST 39/123
: CHIEF ADMINISTRATION CLERK: IRREGULARITIES AND SITE-BASED ASSESSMENT REF NO: DHET 10/09/2018 (X2 POSTS)
Branch: Technical and Vocational Education and Training
Chief Directorate: National Examinations and Assessment
Directorate: Examinations Management and Monitoring

SALARY
: R242 475 per annum (Level 07)

CENTRE
: Pretoria

REQUIREMENTS
: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification in Administration (NQF Level 6) will be an added advantage. At least 3 years’ experience in the administration of examination processes. Knowledge of supporting processes, policies, regulations and systems related to the management and handling of examination and site-based assessment (SBA) irregularities. Computer literacy and report-writing skills, good interpersonal and communication skills. Ability to work under pressure and as part of a team.

DUTIES
: Reception of examination and site-based irregularity reports from examination and marking centres. Engage in administrative activities in support of SBA monitoring and moderation activities (assisting with appointment of monitors and moderators, typing, filling, record-keeping, minute-taking, and correspondence). Facilitate general logistical arrangements for and on behalf of the unit (procurement, bookings). Administrate and process irregularities for each examination cycle. Provide administrative support to the NEIC for each examination cycle. Assist with the compilation of examination and SBA irregularities reports.

ENQUIRIES
: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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CLOSING DATE : 12 October 2018 at 16H00.

POST 39/124 : INFORMATION OFFICER: CAREER DEVELOPMENT SERVICES REF NO: DHET 37/09/2018 (X5 POSTS)

Branch: Policy, Planning and Strategy

These positions will be contract based from the date of appointment until 31 March 2020

SALARY : R242 475 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in education management, education, psychology, social sciences will be an added advantage. A minimum of 3 years’ experience in providing career development services. Good understanding of the education and training sector including schools, university education, skills development, technical and vocational education and training and community education and training issues relevant to career development services. Good knowledge and understanding of career development services and how it operate. Good organisational and problem solving skills. Excellent communication skills, both written and verbal. Good interpersonal and communication skills to interface with people from diverse backgrounds and maintain positive relationship with clients. A valid drivers’ licence and the ability to travel. Being multilingual in official South African languages is a requirement with the ability to speak in isiNdebele, isiSwati, Tshivenda or Afrikaans will be an added advantage (for radio purposes). A valid driver’s license and willingness to travel.

DUTIES : Provide career development services (information, advice and guidance) through the multiphatform helpline (telephone, SMS, email, facebook), radio programmes, training sessions, information sessions, events and expos.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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CLOSING DATE : 12 October 2018 at 16H00.

POST 39/125 : PRACTITIONER: SETA SUPPORT AND LEARNERSHIP REF NO: DHET 60/09/2018
Branch: Skills Development
Directorate: SETA Support and Learnership

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in one of the following fields: Public/Business administration, Social sciences, Humanities, Education and Training Development will be an added advantage. At least 3 years’ working experience within the Higher Education Sector. Knowledge required: Skills Development Act and Levies Act, Organising Framework for occupations, Learnerships Regulations, The National Qualification Framework, Knowledge of Departmental policies and procedures, Public service processes and procedures. Skills: Excellent planning and organizing skills, Interpersonal and decision-making skills, Good written and verbal communication skills, good computer literacy (MS Word and Excel). A valid driver’s license and willingness to travel.

DUTIES : Register SETA learnership applications on the system. Ensure that all Learning Programmes applications for registration are compliant. Draft submission on all learning programmes registered and certificates printed for the Directors signature. Coordinate learning programmes related meetings with internal and external stakeholders. Provide support to SETAs in terms of implementation of learning programmes. Handle internal and SETA related queries on learning programmes. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos, letters and the reports. Deal with correspondence and record keeping of official documents.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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**CLOSING DATE** : 12 October 2018 at 16H00.

**POST 39/126** : IT TECHNICIAN REF NO: DHET 84/09/2017
Branch: Corporate Services
Directorate: Government Information Technology Office

**SALARY** : R242 475 per annum (Level 07)

**CENTRE** : Pretoria

**REQUIREMENTS** : A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Information Technology equivalent qualification. At least three years’ work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.

**DUTIES** : To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using AdminPack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users’ issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9.

**ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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**CLOSING DATE** : 12 October 2018 at 16H00.
Branch: Corporate Services
Directorate: Training and Development

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS :

DUTIES :
Assist in coordinating the need analyses for the Internship and learnership programmes in the Department; Coordinate the Recruitment and Placement of Interns and learners; Compile internship advertisements; collect and coordinate the capturing applications; compile databases for internship and learnership applications. Develop and update Internship tracking system. Coordinate submission and capturing of quarterly assessment reports for Graduate, WIL and Learnership Programmes; Keep register of the consolidated reports; Coordinate welcome and farewell ceremonies of interns; Coordinate and assist with the induction programmes; Coordinate quarterly forum meetings for interns, learners and mentors. Assist in the coordination of skills development interventions for interns and learners.

ENQUIRIES :
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE :
12 October 2018 at 16H00.

POST 39/128 : PRACTITIONERS: EMPLOYEE HEALTH AND WELLNESS REF NO: DHET 86/09/2018 (X2 POSTS)
Branch: Corporate Services
Directorate: Labour Relations and Wellness Management

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS :
A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6). A recognised 3 year Bachelor's Degree in Psychology, B-
Psychology, and Social Work majoring in psychology will be an added advantage. At least 3 years practical experience in the Employee Health and Wellness environment. Knowledge on Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in-depth knowledge in conducting counselling, psycho-education, and trauma-debriefing. Understanding of all Pilir processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, Change management skills, report writing skills, confidentiality and code of ethics. Understanding of Public Service legislation, regulations and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. A valid driver's license and willingness to travel.

DUTIES
Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for DHET staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc). Conduct counselling, psycho-education, and trauma-debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EHW reports, system monitoring tools and submissions/internal and external memorandums.

ENQUIRIES
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

NOTE
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CLOSING DATE
12 October 2018 at 16H00.
POST 39/129 : CHIEF ADMINISTRATIVE CLERK REF NO: DHET 87/09/2018
Branch: Corporate Services
Directorate: Facilities Management

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate / Grade 12/ NCV Level 4. An undergraduate NQF level 6 qualification in Public Administration/Logistics or relevant equivalent qualification will be an added advantage. At least three (3) years’ work experience in Facilities Management. Knowledge, Skills and Competencies: Knowledge and understanding of Office Space management and Transport management. Excellent interpersonal skills, Good communication skills (written and oral), organising and planning skills. Ability to work independently, under pressure and in a team. Time management and proactiveness. Problem solving and attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel).


ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.
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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.
CLOSING DATE : 12 October 2018 at 16H00.

POST 39/130 : SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION MANAGEMENT) REF NO: DHET 101/09/2018

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification in Supply Chain Management/Public Management/Purchasing Management (NQF Level 6) or equivalent qualification will be an added advantage. At least three (3) years relevant work experience in Supply Chain Management (Demand
and Acquisition Management). Knowledge of the public sector procurement processes, rules and regulations. Understanding of the PFMA, PPPFA, Treasury Regulations and other related prescripts. Computer skills, communication (verbal and written) skills. Customer care, ability to work under pressure and deliver to tight timelines, in a team and independently.

DUTIES


ENQUIRIES

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE

12 October 2018 at 16H00.

POST 39/131

STATE ACCOUNTANT: SALARY PAYMENTS AND DEDUCTIONS REF NO: DHET 102/09/2018
Branch: Chief Financial Officer
Directorate: Financial Management

SALARY

R242 475 per annum (Level 07)

CENTRE

Pretoria

REQUIREMENTS

A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification in Finance/Commerce/Accounting/ Financial Management (NQF Level 6) or equivalent qualification will be an added advantage At least three (3) experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Other Attributes/Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.

DUTIES

The successful candidate will be expected to handle documents and information with strict confidentiality. Check and authorize salary related transactions on PERSAL and
BAS for Departmental officials. Control the payment of supplementary claims such as overtime, sessional allowances and advances. Control the instating of gamishee orders. Control the cancellation of deductions such as insurance policies. Check and authorise Local and Foreign travel and subsistence claims. Control payments of salary claims. Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis. Control the clearing, reconciling and reporting on the state of salary related ledger accounts, Control leave and lump sum payments. Control the compilation of the Monthly BAS/PERSAL interface reconciliations. Follow up and resubmit PERSAL exceptions on BAS. Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required. Filing of claim related documents.

ENQUIRIES
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE
12 October 2018 at 16H00.

POST 39/132
ADMINISTRATIVE ASSISTANT REF NO: DHET 134/09/2018
Branch: Skills Development
Directorate: ICT and Analytics (NSF)

SALARY
R242 475 per annum (Level 07)

CENTRE
Pretoria

REQUIREMENTS
A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least three years’ work experience in office administration experience. Candidates that have a good understanding of the post school education and training system will also have an added advantage. This is an administrative position in the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, excellent communication and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills and a valid driver’s license are requirements. Although the position will
be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours to meet deadlines.

**DUTIES**

Prepare reports, presentations, correspondence and spreadsheets; Quality assure documentation. Correspond with and coordinate stakeholders. Upload documentation on the system. Take minutes of meetings and distribute to participants. Manage incoming and outgoing mail. Manage office stationary for the directorate. Manage office assets for the directorate. Manage travel, accommodation, S&T claims and other logistical requests for the directorate. Maintain the filing system for the directorate. Maintain directorate diary; Make photocopies of documentation. Prepare documentation for meetings. Take minutes. Answer telephone calls and take messages. Welcome visitors to the directorate. Prepare material for special events such as invitations, RSVPs and programs. Make bookings and schedule meetings. Perform other administrative support functions. Participate as an active member in the directorate.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/133**

**ADMINISTRATIVE OFFICER: ASSETS AND FACILITIES REF NO: DHET 135/09/2018**

Branch: National Skills Fund
Directorate: Financial Management and Administration

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Pretoria

**REQUIREMENTS**

A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage coupled which at least three (3) years’ work experience in facilities and asset management, maintenance and general administrative support. Candidates that have public sector administration experience will have an added advantage. This is an administrative position in the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, excellent communication and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills is a requirement. Although the position will be
mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours to meet deadlines.

**DUTIES**

- Assist in the provision of appropriate facilities for head office and regions, including office space and parking. Assist in facilities, assets and inventories planning and budgeting. Assist in the allocation and usage of facilities space and assets across NSF, Assist with the general repairs and maintenance of NSF’s facilities and assets. Assist in the management of cleaning services. Assist with health and safety requirements. Perform repairs and maintenance functions. Maintain the NSF’s asset and inventory procurement plan and registers, Draft purchase requisitions of assets and inventories. Assist with rental and lease agreements related to facilities and assets. Receive and check assets and inventories purchased (including barcoding of assets). Assist with the safeguarding, disposal, tracking and recordkeeping of assets and inventories. Attend to request related to facilities and assets help desk, including the management of all requests, queries and complaints related to facilities, assets and inventories. Perform asset and inventory counts. Assist with the preparation of relevant financial workbooks. Assist with the preparation of audit files related to facilities, assets and inventories for use by the Auditor-General of South Africa and internal audit during audit processes. Participate as an active member of the NSF finance team.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**APPLICATIONS**

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**NOTE**

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**CLOSING DATE**

12 October 2018 at 16H00.

**POST 39/134**

TECHNICAL TRAINING CENTRE TRAINING OFFICE: ELECTRICIAN REF NO: 2018/028 (College Appointment)

**SALARY**

R198 774 – R441 369 per annum plus benefits as applicable in the Public Sector (PL1)

**CENTRE**

Mandeni Campus

**REQUIREMENTS**

Relevant teaching/training related experience. A recognised teaching qualification. National Diploma or equivalent recognised qualification in the relevant field. A valid driver’s licence.

**DUTIES**

Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lecturers, discussions, practical demonstrations, practical simulations and supervision. Prepare lesson (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programmes quality systems and processes including assessment, moderation and performance records. Students Assessments and evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/ assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Compete all related assessment and moderation administrative records or reports. Participate in occupational programmes related assessment and moderation committees. Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage.). Submit annual and programme estimates of material needs (including consumables.) Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budget. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability training manuals and consumable item for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents, and the general community. Student Guidance and Support: To provide advice on occupational related career and qualification options and typical working scenarios. To support apprentice/learners on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. To mentor apprentices/learners during their training programme. To manage apprentices/learners behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption. To mentor apprentices/learners during their training programme. To manage apprentices/learners behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption. To mentor apprentices/learners during their training programme. To manage apprentices/learners behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption. Makhoba Tel No: (035) 902 9557

**ENQUIRIES**

Ms ST Makhoba Tel No: (035) 902 9557

**APPLICATIONS**

uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

**NOTE**

Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative,
action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**CLOSING DATE**: 18 October 2018 at 16:00

**POST 39/135**: TRADE ASSISTANT: ARPL REF NO: DHET 62/09/2018 (X2 POSTS)
Branch: Skills Development
Chief Directorate: Indlela
(Contract posts until 31 March 2020)

**SALARY**: R196 407 per annum (Level 06)

**CENTRE**: Indlela

**REQUIREMENTS**: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least one (1) to two (2) years trade related experience. Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Skills: Communication, reading and writing skill. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.

**DUTIES**: Provide candidates with necessary tools, material and / or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safe guard workshop / assessment area, machines, tools and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.
CLOSING DATE: 12 October 2018 at 16H00.

POST 39/136: TRADE ASSISTANTS: ASSESSMENT REF NO: DHET 63/09/2018 (X2 POSTS)
Branch: Skills Development
Chief Directorate: Indlela

SALARY: R196 407 per annum (Level 06)
CENTRE: Indlela

DUTIES: Provide candidates with necessary tools, material and / or other services where needed, Properly prepare material and tools for assessment tasks a day before assessment, Safeguard workshop / assessment area, machines, tools and consumable material, Maintain cleanliness and general good housekeeping within the workshop/assessment area, Perform minor maintenance and repairs on assessment aids and machinery, Carry out safety activities in the workshop/assessment area, Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/137: SENIOR ADMINISTRATION CLERK: CERTIFICATION REF NO: DHET 64/09/2018
Chief Directorate: Indlela
(Contract post until 31 March 2020)

SALARY: R163 563 per annum (Level 05)
CENTRE: Indlela
REQUIREMENTS: A National Senior Certificate/NCV level 4. A National Diploma in Administration or equivalent qualification will be an added advantage. At least one (1) to two (2) years administration work experience. Knowledge: Good knowledge of Skills Development
Act (SDA) and Trade Test Regulations. Knowledge of QCTO. Skills: Computer literacy (MS Word, Excel, Power Point), report writing, planning and organising, verbal and written communication, problem solving, administration, filing skills, time management skills.

**DUTIES**: Verification and recommendation of certification to Quality Council for Trade and Occupations (QCTO). Maintain the sequel database by capturing data for certification of candidates and updating the system on certificates received. Verification and distribution of certificates of competent candidates to SETA’s.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/138**: SENIOR ADMINISTRATION CLERK: NAMB REF NO: DHET 65/09/2018 (X2 POSTS)

Chief Directorate: Indlela

(Contract posts until 31 March 2020)

**SALARY**: R163 563 per annum (Level 05)

**CENTRE**: Indlela

**REQUIREMENTS**: A National Senior Certificate or NCV level 4. A National Diploma in Administration or equivalent qualification will be an added advantage. Knowledge: Good knowledge of Skills Development Act (SDA) and Trade Test Regulations. Knowledge of QCTO. Skills: Computer literacy (MS Word, Excel, Power Point), report writing, planning and organising, verbal and written communication, problem solving, administration, filing and time management skills.

**DUTIES**: Develop and schedule meetings for the National Artisan Development Quality Assurance Committee (NADQAC). Implement and maintain the process for recommendation of both Skills Development Providers and Trade Test Centres accreditation to the QCTO as per 26 A (2) (g) of the Skills Development Act (SDA). Maintain and enhance accreditation audit documentation and instruments. Conduct daily administrative duties in the National Artisan Moderation Body (NAMB) in order to maintain the NAMBS AQP functions. Implement Criteria and guidelines for NAMB Statutory functions.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/139: SENIOR ADMINISTRATION CLERK: NSA REF NO: DHET 66/09/2018

Directorate: National Skills Authority (NSA)

SALARY: R163 563 per annum (Level 05)

CENTRE: Pretoria

REQUIREMENTS: A National Senior Certificate (Vocational) (NCV) Level 4; a Certificate/Diploma or a relevant Degree qualification will be an added advantage. The ideal candidate should be proficient in MS Office; typing, written and verbal communication. Organisational and prioritisation skills; telephone etiquette and document management are some of the skills required for this job.

DUTIES: Responsible for overall general administration in the Directorate NSA including co-ordination of meetings. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, typing of correspondence such as reports, letters and internal memos. To assist the NSA in running of the office and provide support when required. Provide clerical support in the development of strategic plans, annual performance plans. Provide/Maintain Clerical duties/support. File copies of all documentation. Logistical arrangements as required.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify.
for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/140 : SENIOR ADMINISTRATION CLERK: RECRUITMENT AND SELECTION REF NO: DHET 88/09/2018 (X2 POSTS)
Branch: Corporate Services
Directorate: Human Resource Management and Administration

SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification in Human Resource Management/Public Management/Administration (NQF Level 6) or equivalent qualification will be an added advantage. A minimum of one (1) to two (2) years of relevant working experience in the recruitment and selection is required. Good communication, organisational and interpersonal skills with computer skills (MS Word, Outlook, Excel, Access and PowerPoint) are also required.

DUTIES : Providing administration support for Recruitment and Selection in the Department. Ensuring effective and efficient recruitment and selection process (i.e. sorting and capturing of applications, organising shortlisting and interviews). Rendering advice on recruitment and selection matters in relation with the recruitment and selection policy. Promoting awareness of the policy and procedures to be followed when the process of recruitment and selection takes place. Liaising and interacting with management, staff members, service providers as well as other Government Departments.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.
CLOSING DATE: 12 October 2018 at 16H00.

POST 39/141: ADMINISTRATIVE CLERK: AUXILIARY SERVICE REF NO: DHET 170/09/2018

SALARY: R163 563 per annum (Level 05)
CENTRE: KwaZulu-Natal DHET Regional Office
REQUIREMENTS: A National Senior Certificate (Vocational) (NCV) Level 4; a Certificate/Diploma or a relevant Degree qualification will be an added advantage. The ideal candidate should be proficient in MS Office; typing, written and verbal communication. Organisational and prioritisation skills; telephone etiquette and document management are some of the skills required for this job.

DUTIES: Responsible for overall general administration in the KwaZulu-Natal Regional Office including co-ordination of meetings. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, typing of correspondence such as reports, letters and internal memos. To assist the Regional Office in running of the office and provide support when required. Provide clerical support in the development of strategic plans, annual performance plans. Provide/Maintain Clerical duties/support. File copies of all documentation. Logistical arrangements as required.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/142: SENIOR ADMINISTRATION CLERK: RISK MANAGEMENT REF NO: DHET 231/09/2018

Branch: Corporate Services
Directorate: Risk Management (Office of the DDG)

SALARY: R163 563 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. Qualification/Certificate in Risk Management will be an added advantage. A minimum of one (1) to two (2) years of relevant working experience in Clerical/Administrative. Experience in a Risk Management environment will be an added advantage. Knowledge and ability to perform clerical duties, secretarial support services, supply chain clerical support services, personnel administration clerical support services, financial administrative
support services, computer literacy and communicate effectively. Knowledge of the legislative frameworks governing the Public Service, Risk Management and its procedures.

**DUTIES**
- Record, organise, store, capture and retrieve correspondences; Capture and update risk registers and fraud register/database as may be required; Ensure effective flow of information/documents captured within the unit; Make photocopies, receive and distribute mails as well as reports communicated; Keep and maintain filing system for the unit; Prepare memos and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the unit. Provide secretarial support services, supply chain clerical support services, personnel administration clerical support services, financial administration support services.

**ENQUIRIES**
Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**
12 October 2018 at 16H00.

**POST 39/143**
**PROJECT ADMINISTRATOR REF NO: DHET 11/09/2018**
Branch: Technical and Vocational Education and Training
Directorate: Training Of Technical and Vocational Education and Training (TVET)
Campus Managers Project
(Contract position until 30 June 2019)

**SALARY**
R163 563 per annum (Level 05)

**CENTRE**
Pretoria

**REQUIREMENTS**
A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. One (1) to two (2) years’ experience in an administration environment. MS Office advanced proficiency in Outlook, MS Word, PowerPoint, and Excel. Excellent verbal and written communication skills, Problem solving skills, Ability to take initiative, Detail-orientated, Process and documentation driven. Ability to organise effectively and priorities own workload.

**DUTIES**
Ensure that all project administration support is provide, these will include: setting up new project templates, project codes and information, ensuring that documents related to the project are filed and accessible, project reports are compiled assisting Project Manager with preparation of presentations taking minutes of project meetings as required, coordinating processes associated with preparations and organising of workshops organising travel arrangements and related accommodation for
management and project staff and any other project related arrangements that are required.

ENQUIRIES

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE

12 October 2018 at 16H00.

POST 39/144

SENIOR ADMINISTRATION CLERK: NATIONAL CERTIFICATE (VOCATIONAL)

REF NO: DHET 12/092018 (X2 POSTS)

Branch: Technical Vocational and Education Training
Directorate: Resulting and Certification

SALARY

R163 563 per annum (Level 05)

CENTRE

Pretoria

REQUIREMENTS

A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. One (1) to two (2) years’ experience in an administration environment. The applicant will be responsible for processing the registration, resulting, certification of NC (V) candidates and handling NC (V) queries arising from examination centres. He/she will be expected to work on confidential documentation in a high security environment. He/she must be able to work overtime and under pressure for extended periods of time with minimal supervision. The incumbent must be adaptable, disciplined, self-confident and be able to work in a diverse team, Good interpersonal and communication skills, Computer literacy, especially the use of Excel for maintaining a control register and Excellent organizational, record keeping and electronic filing skills.

DUTIES

Receive and capture student data for registration, resulting and certification purposes, Monitor receipt of student data from NC (V) examination centres against the published management plan, Conduct verification of student data and effect the necessary corrections, Interact/Intervene with NC (V) examination centres regarding the registration, resulting and certification of candidates, Respond directly to NC (V) examination queries, i.e. telephony and email queries from examination centres, General administration duties, i.e. processing and electronic filing of examination documents such as mark sheets and preliminary schedules, Packing, controlling and dispatching of statements of results, certificates, preliminary schedules, examination admission letters and mark sheets to/from NC (V) examination centres.

ENQUIRIES

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/145: SENIOR ADMINISTRATION CLERK REF NO: DHET 20/09/2018
Branch: University Education
Chief Directorate: Teaching and Learning Development
Directorate: Teaching Qualifications and Policy

SALARY: R163 563 per annum (Level 05)
CENTRE: Pretoria
REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification will be an added advantage. A minimum of one (1) to two (2) years of appropriate experience and a working knowledge in the evaluation of qualifications or programmes is required. A tertiary qualification such as a Degree or a Diploma will be an added advantage. The position requires a person who has organisational and administrative skills as well as the ability to arrange and systematise information. Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint are required.

DUTIES: The incumbent will be responsible for but not limited to: receiving and sorting out applications for the evaluation of qualifications; capturing and registering applications on the system and creating evaluation templates as well as creating hardcopy files; preparing agenda books and taking minutes of the monthly Qualification Evaluation Committee meetings; typing letters and preparing certificates of evaluation of qualifications; making copies, posting letters and certificates of evaluation of qualifications; creating folders for filing of certificates and letters on the system, as well as filling of hard copies of these certificates and letters in the box-files; responding to e-mails and telephonic enquiries regarding evaluation of qualifications and programmes.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/146 : ELECTRICAL WORKSHOP ASSISTANT REF NO: 2018/052

SALARY : R163 563 per annum (Level 05)
CENTRE : Mandeni Campus

DUTIES : Teaching and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Health and Safety and Housekeeping: To monitor and control students ensuring them that they adhere to the health and safety policies, procedures and regulations. Effectively conduct all relevant Health and Safety, First Aid, SHE representative inspections and inductions in the relevant area. Conduct inspections of tool and electrical equipment before usage. Ensuring that all electrical equipment’s and tools are returned back to stores. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and term estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in INSET courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material based on current industry trends. Represent the subject area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Student Guidance and Support: Provide advice on subject related career options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES : Mr S Mthembu Tel No: (035) 902 9655
APPLICATIONS: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

NOTE: Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE: 18 October 2018 at 16:00

POST 39/147: RECEPTIONIST (X3 POSTS)

PERMANENT

SALARY: R163 563 per annum (SL5)

CENTRE: Thekwini TVET College:
- Central Office Ref No: REC 01/09/2018
- Cato Manor Ref No: REC 02/09/2018
- Asherville Ref No: REC 03/09/2018

REQUIREMENTS: Matric certificate or equivalent. Recognised tertiary qualification in Public Relations/Public Administration/ Public Management / Office Administration (REQV 13). Basic computer skills, specifically MS Word and MS Excel. Telephone etiquette. Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization. Ability to build positive relationships with high level of interpersonal skills. Excellent talent to interact with people in a positive and courteous manner. Multi-tasking capability without compromising on quality. Dependable and punctual. Three (3) years’ front office experience is recommended. Ability to communicate in English and isiZulu is recommended.

DUTIES: Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments. Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit. Direct visitors/guests (internal & external) to appropriate destination. Monitor visitors’ access. Collect, sort, distribute correspondence, messages and courier deliveries. Schedule appointments, maintaining and updating calendars. Create memos, reports and other documents as and when requested. Take and resolve complaints from clients. Handling enquiries, dissemination of College information to callers and visitors.

ENQUIRIES: Mr Enock Mahlasela Tel No: 031 250 8232

APPLICATIONS: Deliver or post to Thekwini TVET College, Human Resource Management & Development Department, Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban

FOR ATTENTION: Mr Enock Mahlasela or Ms Catri Sibiya

NOTE: Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at [www.gov.za/document]), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if
you have attached a CV with these details”. Applications must be accompanied by a
covering letter, a comprehensive Curriculum Vitae and Certified Copies of all
qualifications incl. academic records, Identity Document, and Drivers Licence (where
applicable). NB: All document certification dates must be within three months of the
application date. The specific reference number of the post applied for must be quoted.
A separate application must be submitted for each post applying for. For foreign
applications; a certified copy of SAQA Evaluation of Qualifications Certificate, Work
Permit and Passport must be included. NB: All applications to include all required
documentation as listed above. Incomplete applications will not be considered. Thelwini
TVET College is an equal opportunity employer. The College reserves the right not to
make an appointment in these positions. Correspondence will be limited to short-listed
candidates only. All successful candidates will be subjected to qualifications and
citizenship verification, criminal record and financial record checks, previous
employment verification before appointment. Applicants who have not been contacted
within eight weeks of the closing date of advertisement should accept that their
applications were unsuccessful.

**CLOSING DATE**: 12 October 2018 at 13h30

**POST 39/148**

**DRIVER/MESSENGER: AUXILIARY SERVICES REF NO: DHET 67/09/2018**

Branch: Skills Development
Chief Directorate: Indlela

**SALARY**

R136 800 per annum (Level 04)

**CENTRE**

Indlela

**REQUIREMENTS**

Grade 10/ABET or equivalent qualification. A National Senior Certificate will be an
added advantage. Knowledge: Knowledge of rendering effective and efficient
Messenger services. Good knowledge on how to shred waste papers. Skills:
Communication and report writing skill. Sorting and franking of mail. A valid driver’s
licence.

**DUTIES**

Fetch mail back and to the Post Office. Assist in sorting and franking of mail. Distribute
mail and documents in the offices. Shred waste papers. Put adverts and notices on the
notice boards. Assist in the arrangements of chairs and tables in the boardrooms and
assist where necessary.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare
Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability
will receive preference. As of 1st July 2006, all new appointments in the public service
have to be part of the government employee medical scheme (gems) in order to qualify
for a government medical subsidy. Correspondence will only be entered into with short-
listed applicants. If you have not been contacted within three (3) months of the closing
date of this advertisement, please accept that your application was unsuccessful.
Suitable candidates will be subjected to personnel suitability checks (criminal record
check, citizenship verification, qualification/study verification and previous employment
verification). Successful candidates will also be subjected to security clearance
processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.
POST 39/149  :  SUPERVISOR: CLEANING SERVICES REF NO: DHET 89/09/2018
Branch: Corporate Services
Directorate: Facilities Management

SALARY : R136 800 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : Grade 10/ABET or equivalent qualification. At least two years’ experience in cleaning services environment. Ability to work with people and good communication skills.
DUTIES : Oversee cleaning services of offices, corridors, general kitchens, restrooms, parking area, elevators, and boardrooms. Manage and ensure cost effective use and storage of cleaning equipment and cleaning materials, make requisition and issue cleaning materials, ensure maintenance and replacement of cleaning machines and equipment, perform supervision by providing administrative and related functions, provide guidance and advice to cleaners, develop and update the cleaning roster, and supervision of cleaners.
ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.
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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.
CLOSING DATE : 12 October 2018 at 16H00.

POST 39/150 :  DRIVER/MESSENGER REF NO: DHET 136/09/2018
Branch: National Skills Fund (NSF)
Directorate: Financial Management and Administration

SALARY : R136 800 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate / Grade 12/ NCV Level 4 or equivalent qualification. At least 2 years’ messenger and driver experience. This position is in the National Skills Fund (NSF) and requires an individual with proven messenger and driver capabilities. Further skills requirements relates to basic DHET and NSF mandates and services, basic procedures and policies regarding government vehicles, Road awareness, basic relevant legislative knowledge and Prescripts, NSF values, Batho Pele Principles, technical proficiency (be able to drive), good communication (verbal and written) and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, basic report writing, quality management, time management, planning and organizing, neatness; ability to act with discretion,
stakeholder engagement and management. Ability to manage and keep documents and information highly confidential. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Basic computer skills and a valid driver’s license are requirements. Candidate with Public Drivers Permit (PDP) will have an added advantage. Candidates must be willing to extensively drive and deliver documents nationally. Candidates must also be committed to work irregular hours to meet deadlines. Candidate must be willing to relief and/or to stand in for the receptionist when not busy and required.

**DUTIES:**

Prepare basic reports. Collect and deliver all documents in line with requests to required destinations. Ensure proof of delivery is obtained and filed safely. Collect, deliver and post registered and other mail from the post office or the department or other department’s offices like INDLELA/QCTO/Colleges/SETA/ all various Committee members etc. on a daily basis. Ensure collected mail/documents are distributed on daily basis. Collect and deliver documents between NSF, the Department and all Department’s entities and various external committee members and organisations as required on daily basis and ensure proof of delivery is obtained and filed safely. Collect, drive and deliver delegations as approved to the required destinations. Operate both light and heavy motor vehicle. Update the logbooks of vehicles used on daily basis for proper recording of mileage. Conduct routine inspection in the interior and exterior of the vehicles and write reports and report defects. Ensure vehicles are serviced as per schedules or any time they require random service. Ensure cleanliness of the vehicles. Ensure safeguarding of the vehicles. Operate within the policies, procedures and rules of NSF, the Department and government. Adhere at all times to the values of NSF. Actively participate in all meetings as required. Stand in and/or relief the receptionist when not busy and required. Assist in registry/ storerooms to pack, unpack, stock taking, re-filing of files from time to time and as required. Assist facilities and assets staff to move furniture and equipment’s as required. Manage incoming and outgoing mail. Manage office stationary for the directorate. Manage office assets for the directorate. Maintain the filing system in relation to messenger and driver documentation. Assist in making bulk photocopies of documentation for NSF if not busy and required. Assist to prepare documentation for meetings when required. Answer telephone calls and take messages when required. Assist the receptionist to take visitors to respective offices when the reception is too busy and welcome visitors to the NSF. Perform other administrative support functions. Participate as an active member in the directorate and NSF as a whole. Attend to special requests when arises. From time to time assist the Department with driver and messenger services.

**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. 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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Corresponde 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/151 : DRIVER/MESSENGER REF NO: DHET 173/09/2018

SALARY : R136 800 per annum (Level 04)
CENTRE : KwaZulu-Natal DHET Regional Office
REQUIREMENTS : Grade 10/ABET or equivalent qualification. At least 1 year driving experience. A minimum of one to two years relevant practical experience. Code 8 valid driver’s licence. PDP will be an added advantage. Knowledge of the city/ies in which the function will be performed. 2 years and above driving experience. Excellent time management and ability to work under pressure. Good communication skills.

DUTIES : Drive light and medium motor vehicles to transport passengers and other items (e.g. mail and documents). Collect and deliver documents and related items in the Department. Execute all instructions by supervisors. Report defects to transport officer timely. Complete all the required and prescribed records and log book with regard to the vehicle and the goods handled. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of prescripts for the correct utilisation of motor vehicles. Perform any other duties as instructed by supervisors.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/152 : DRIVER/MESSENGER REF NO: DHET 93/09/2018
Branch: Corporate Services
Directorate: Facilities Management

SALARY : R136 800 per annum (Level 04)
CENTRE : Pretoria
REQUIREMENTS : Grade 10/ABET or equivalent qualification. At least 1 year driving experience. A minimum of one to two years relevant practical experience. Code 8 valid driver’s licence. PDP will be an added advantage. Knowledge of the city/ies in which the function will be performed. 2 years and above driving experience. Excellent time management and ability to work under pressure. Good communication skills.
DUTIES: Drive light and medium motor vehicles to transport passengers and other items (e.g. mail and documents). Collect and deliver documents and related items in the Department. Execute all instructions by supervisors. Report defects to transport officer timely. Complete all the required and prescribed records and log book with regard to the vehicle and the goods handled. Ensure that the motor vehicle is maintained properly. Follow the correct procedure of utilising the motor vehicles. Perform any other duties as instructed by supervisors.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE: 12 October 2018 at 16H00

POST 39/153: LINEN STORES ASSISTANT: HOSTEL REF NO: DHET 68/09/2018
Branch: Skills Development
Chief Directorate: Indlela

SALARY: R115 437 per annum (Level 03)
CENTRE: Indlela

REQUIREMENTS: Grade 10/ABET or equivalent qualification. A National Senior Certificate/Grade 12 will be an added advantage. At least one (1) to two (2) years relevant work experience. Knowledge: Good knowledge of Occupational Health and Safety Act. Good knowledge of cleaning. Good knowledge of laundry equipment. Skills: Communication and report writing skills. Good knowledge of handling queries. Good knowledge of cleaning.

DUTIES: Cleaning of rooms, verandas and making beds for the candidates. Washing of linen, ironing, folding and packing of linen in space savers. Wash and shines windows and burglar doors Stocktaking of all assets and equipment’s in rooms before and after arrival of candidates. Cleaning of bathrooms which involves filling up hand wash liquids and air fresheners, placing tissues and polishing mirrors and ensure customer satisfaction and attend to client and customer needs.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE: 12 October 2018 at 16H00.

POST 39/154: SECURITY OFFICER REF NO: DHET 90/09/2018 (X2 POSTS)
Branch: Corporate Services
Directorate: Security and Advisory Services

SALARY: R115 437 per annum (Level 03)
CENTRE: Pretoria
REQUIREMENTS: Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR. at least one (1) to two (2) years’ work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.


ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotsso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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).
verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/155 : SECURITY OFFICERS REF NO: DHET 171/09/2018 (X3 POSTS)

SALARY : R115 437 per annum (Level 03)
CENTRE : KwaZulu-Natal DHET Regional Office
REQUIREMENTS : Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR. at least one (1) to two (2) years’ work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.


ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/156 : SENIOR OPERATOR REF NO: DHET 94/09/2018
Branch: Corporate Services
Directorate: Facilities Management

SALARY : R96 549 per annum (Level 02)
CENTRE : Pretoria
**REQUIREMENTS**: Grade 10/ABET or equivalent qualification. Competencies: Job knowledge, communication, reliability, interpersonal relations, quality of work.

**DUTIES**: Duplicate documents and operate high volume photocopy machine, binding and sorting of documents, maintain and report malfunctioning of the photocopy machines, keep stationery for photocopies.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

**CLOSING DATE**: 12 October 2018 at 16H00.

**POST 39/157**: CLEANERS REF NO: DHET 172/09/2018 (X2 POSTS)

**SALARY**: R96 549 per annum (Level 02)

**CENTRE**: KwaZulu-Natal DHET Regional Office

**REQUIREMENTS**: Grade 10/ABET or equivalent qualification. Ability to work with people and good communication skills.

**DUTIES**: Provision of cleaning services, rendering comprehensive cleaning services which includes: Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.

**ENQUIRIES**: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

**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.

**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 (SAQA) 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 representativity in terms of race, gender and disability
will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/158 : OFFICE AID: ARTISAN DEVELOPMENT REF NO: DHET 69/09/2018 (X2 POSTS)
Branch: Skills Development
Chief Directorate: Indlela
(Contract position until 31 March 2020)

SALARY : R96 549 per annum (Level 02)
CENTRE : Indlela


ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with shortlisted 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. 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.

CLOSING DATE : 12 October 2018 at 16H00.
POST 39/159 : CLEANER REF NO: DHET 91/09/2018 (X7 POSTS)
Branch: Corporate Services
Directorate: Facilities Management

SALARY : R96 549 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : Grade 10/ABET or equivalent qualification. Ability to work with people and good communication skills.
DUTIES : Provision of cleaning services, rendering comprehensive cleaning services which includes: Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442
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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE : 12 October 2018 at 16H00.

POST 39/160 : CLEANER REF NO: DHET 92/09/2018
Branch: Corporate Services
Directorate: Facilities Management
(12 Months Contract)

SALARY : R96 549 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : Grade 10/ABET or equivalent qualification. Ability to work with people and good communication skills.
DUTIES : Provision of cleaning services, rendering comprehensive cleaning services which includes; Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.
ENQUIRIES

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

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.

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 (SAQA) 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 representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. 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.

CLOSING DATE

12 October 2018 at 16H00.
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 39/161 : DIRECTOR: LEGAL SERVICES REF NO: 18/60C/KZN

SALARY : R1 005 063 - R1 183 932 per annum (All Inclusive Remuneration Package) (The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Office, Durban

REQUIREMENTS : LLB or appropriate equivalent four year legal degree (NQF 7); A post graduate qualification in International Law/Relations will be an added advantage. A minimum of 5 years at Middle/Senior Management level. Relevant work experience in the field of law, understanding of constitutional matters and International law will be an advantage; Sound knowledge of the South African Legal System; Knowledge and application of the Microsoft suite. A valid driver’s licence; Skills and Competencies: Problem solving and Analysis; Strategic negotiation; Good interpersonal relations; Innovation; Good communication (written and verbal); Research and report writing skills; Facilitation and presentation; Project and Programme management; Conflict management and resolution; Financial Management; People management & Empowerment; Accuracy and attention to detail.

DUTIES : Provide leadership and strategic direction to the unit; Ensure that the key performance indicators in the Department’s Strategic Plan that fall within the mandate of the Directorate Legal Services are met; Submit quarterly reports to the Regional Head or as may be required; Draft legal documents and give legal advice to the Regional Office and other organs of the State within the Region on interpretation and execution of powers; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments, prosecutions, judiciary and communities on programmes around crime prevention; Manage State Losses and liability; Oversee the smooth functioning of specialized courts in the province i.e. Sexual Offences, Family, Equality, Community Court Municipal Courts and the Regional Civil Courts; Promote Victim- centric services within courts; Conduct Community Awareness Campaigns on Legislation administered by the Department; Co-ordinate programmes related to children in custody, awaiting trial prisoners, transformation of the sheriffs profession, Small Claims court, and the lay assessors system; Act as a Departmental Gender Focal person in the Province and promote the Departmental initiatives in respect of the LGBTI community; Identify and ensure that the training needs within the courts in respect of Specialised Services are met.

ENQUIRIES : Mr J.N. Mdaka ☏ (031) 372 3000
APPLICATIONS : Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

CLOSING DATE : 15 October 2018

POST 39/162 : DIRECTOR: BUSINESS APPLICATION SUPPORT REF NO: 18/69/ISM
3 Years Contract Appointment

SALARY : R1 005 063 - R1 183 932 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement

CENTRE : National Office: Pretoria

REQUIREMENTS : A Degree in Information Technology or equivalent qualification at NQF7; Minimum of 8 years’ experience in an IT environment of which 5 years should be at middle/senior managerial level; A minimum of 5 years’ experience in the management of Business Application Support & Maintenance Services (Case Management Systems and Financial Systems) including providing functional support to business. A minimum of 2 years’ experience in Service Level management; Project/Systems implementation and Business Relationship Management; Knowledge of the PPPFMA & Supply Chain processes. The following will serve as an advantage: Experience in System Development, SDLC Management, Tender and SLA Drafting, ITIL as well as IT Auditing standards. Experience in development of IT policies, procedures and processes: Skills and Competencies: Communication (written and verbal) skills; Computer literacy; (MS-Office Suite, Excel and PowerPoint); Planning ,Organizing and Financial Management skills; Project Management and Change Management skills, Good interpersonal relations & Stakeholder Management skills; Creative and analytical and Service Delivery Innovation; People Management and Empowerment; Client Orientation and Customer Focus.

DUTIES : Manage minor enhancements to systems in operations and ensure the participation of the team in the Testing-,Release-and Post implementation Process; Manage the implementation of the User Access Review Policy and monitor adherence to it by business; Manage the transaction of the Project Phase to the Maintenance and Support Phase of a new system; Develop and implement policies, procedures, processes for the Business Application Support & Maintenance Directorate; Contribute to the development of overall ICT strategy, Establish and Maintain internal and External Stakeholder forums; Manage the SLA of the five Service Providers responsible for Maintenance and Support Services for the business applications ensuring that the KPI’s are met; Manage the procurement of new contract services for contracts that expire in the financial years and participate in the SLA/Contracts that drafting and negotiation process; Provide effective people management.

ENQUIRIES : Ms. N Joseph Tel No: (012) 357 8646

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE : People with disabilities are encouraged to apply.

CLOSING DATE : 12 October 2018

OTHER POSTS

POST 39/163 : SENIOR FAMILY ADVOCATE LP 9 (X2 POSTS)

SALARY : R934 428 – R1 396 812 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate NW- Mafikeng Ref No: 18/VA16/NW
Office of the Family Advocate – Pietermaritzburg Ref No: 18/61C/KZN

REQUIREMENTS : An LLB Degree; At least eight (8) years appropriate post qualification litigation experience; Admitted as an Advocate of the High Court; The right of appearance in the High Court of South Africa; Proven track record of previous managerial experience will be an added advantage; A valid driver’s licence. Skills and Competencies: Good communication, both verbal and writing; Operations Management; Research, investigation, monitoring, evaluation and report writing skills with attention to detail;
DUTIES: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Senior Family Advocate (Head of Office) in accordance with relevant legislation and departmental delegations; Ensure effective and efficient institutional performance of the relevant Office of the Family Advocate; Manage and ensure effective and efficient service delivery at the various service points within the respective jurisdiction (Head of Office), Performance Management, conduct advanced enquiries, training, mentoring and coaching of all occupational classes in the Office; Ensure compliance with policies and procedures by all staff members; Identification and implementation of Risk Management Plan; Reporting to the Principal Family Advocate.

ENQUIRIES: KwaZulu-Natal: Mr J.N. Mdaka ☏ (031) 372 3000 North West: Ms. L Shoai ☏ (018) 397 7054

APPLICATIONS: KwaZulu-Natal: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban North West: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.

CLOSING DATE: 15 October 2018

POST 39/164: STATE LAW ADVISER LP7 - LP8 REF NO: 18/114/CD

1 Year Contract Appointment

SALARY: R725 487 – R1 203 570 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Pretoria

REQUIREMENTS: LLB or 4 year recognized legal qualification; At least 5 years’ appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge of the Public Finance Management Act (PFMA) and Legal Practice Act; Experience in Procedural Law and Taxation of Bills of Costs will be an added advantage; A valid driver’s licence; Skills and Competencies: Legal Research and drafting skills; Advance research skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Policy formulation skills; Project management skills; Ability to work under pressure and meet deadlines.

DUTIES: Conduct extensive consultation with stakeholders with a view to obtain input and comment on draft research papers; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct Socio Economic Impact Assessments on research and legislative proposals; Perform administrative and other duties related to the work SA Law Reform Commission.

ENQUIRIES: Ms M Kganyago ☏ (012) 315 1844

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

CLOSING DATE: 15 October 2018

POST 39/165: DEPUTY DIRECTOR: UNIFIED COMMUNICATIONS SPECIALIST TELEPHONY REF NO: 18/73/ISM

3 Years Contract Appointment

SALARY: R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: A National Diploma/Degree in Information Systems/Technology/Computer science or equivalent qualification at NQF6; 5 years relevant IP Telephony management experience which includes at least 3 years large scale IP Telephony project management experience; Experience in configuring and deploying IP Telephony creative and analytical solutions; Project management will be an added advantage; A valid driver’s license. Skills and Competencies: Network operations at all layers; Good
communication (written and verbal) skills; Good interpersonal relations; Ability to work independently and under pressure; Vendor/Supplier contract and service level management skills.

**DUTIES**: Develop an IP Telephony strategy & roadmap, including implementation plan; Design document and implement IP telephony as part of Unified communication solutions; Oversee the integration of telephony hardware and network services; Interface with suppliers to support incident resolution; Provide escalation point to ensure expeditious issue resolution.

**ENQUIRIES**: Ms E Zeekoei (012) 315 1436

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

**NOTE**: People with disabilities are encouraged to apply

**CLOSING DATE**: 12 October 2018

**POST 39/166**: DEPUTY DIRECTOR: UNIFIED COMMUNICATIONS SPECIALIST COURT RECORDING REF NO: 18/74/ISM

**SALARY**: R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

**CENTRE**: National Office, Pretoria

**REQUIREMENTS**: A National Diploma/Degree in Information Systems/Technology/Computer science or equivalent qualification at NQF6; 5 years digital recording technology management or related experience; Knowledge and experience of maintaining and supporting audio visual equipment; Knowledge and experience of LAN, WAN and basic IT infrastructure management; A valid driver’s license. Skills and Competencies: Communication (written and verbal) skills; Project management; Management skills; Ability to work independently and under pressure; Vendor/Supplier contract and service level management skills; Attention to detail.

**DUTIES**: Manage court audio visual technology infrastructure; and the Service Level Agreements with the supplier; Maintain and support the digital audio visual and related court systems; Manage the implementation of digital audio visual and related court systems at new sites; Manage deliveries from Vendor/Supplier and other organizational delivery entities; Monitor and report on systems utilization and technical performance; Provide input into digital audio visual and related court system requirements, selection and implementation in line with industry best practice.

**ENQUIRIES**: Ms. E Zeekoei (012) 315 1436

**APPLICATIONS**: Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.

**NOTE**: People with disabilities are encouraged to apply

**CLOSING DATE**: 12 October 2018

**POST 39/167**: DEPUTY DIRECTOR: INFRASTRUCTURE PROJECT MANAGER REF NO: 18/72/ISM

**SALARY**: R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

**CENTRE**: National Office, Pretoria

**REQUIREMENTS**: National Diploma/Degree in Information System/Technology/Computer Science or equivalent qualification at NQF6; 5 years relevant ICT management experience which includes a minimum of 3 years ICT Project Management; Knowledge of ICT infrastructure; Project management certificate will be an added advantage; A valid driver’s license. Skills and Competencies: Good communication (written and verbal); Project management and management skills; Good interpersonal relations; Creative and analytical; Ability to work independently and under pressure; Vendor or supplier contract and service level management skills; Attention to details.

**DUTIES**: Manage project implementation including project initiation, business process analysis,
ENQUIRIES : Ms N. Joseph (012) 357 - 8646
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
NOTE : People with disabilities are encouraged to apply
CLOSING DATE : 12 October 2018
POST 39/168 : DEPUTY DIRECTOR: IT SECURITY SPECIALIST REF NO: 18/71/ISM
3 Years Contract Appointment
SALARY : R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
CENTRE REQUIREMENTS : A National Diploma/ Degree in Information System/ Technology/ Computer Science or equivalent qualification at NQF6; 5 years IT security environment experience which includes 3 years IT security management role experience; Relevant IT Security Management certifications (e.g. CISSP, CCNP, CCSE, CISM, CRISC) will be an added advantage; A valid driver’s licence. Skills and Competencies: toolkit knowledge (e.g. cissp, ccnp, ccse, cism or crisc); communication skills (written and verbal); good interpersonal skills; creative and analytical; ability to work independently and under pressure; attention to detail.
DUTIES : Develop a strategy for the management of the Department’s IT Security Operations Centre; Manage the implementation of all IT Security related hardware, devices and tool-sets (technologies) in the environment; Manage IT security risk assessments and report on solutions and ways to minimize and mitigate security threats; Track latest IT security innovations and keep abreast of latest cyber security technologies; Manage the investigation of reported security breaches, security vulnerabilities, threats and report incidents; Develop strategies to handle security incidents and trigger investigations; Conduct a continuous assessment of current IT security practices and system and identifying areas for improvement; Develop and implement a business continuity plan to ensure seamless operations during a security breach or during disaster recovery process; Manage deliverables from vendor/ suppliers and other organizational delivery entities.
ENQUIRIES : Ms E Zeekoei (012) 315 1436
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
NOTE : People with disabilities are encouraged to apply.
CLOSING DATE : 12 October 2018
POST 39/169 : DEPUTY DIRECTOR: TEST ANALYSTS REF NO: 18/67/ISM (X2 POSTS)
12 Months Contract Appointment
SALARY : R697 011 – R821 052 per annum. (All inclusive Remuneration Package) The successful candidate will be required to sign a performance agreement.
CENTRE REQUIREMENTS : A National Diploma/Degree in Information Systems or equivalent qualification at NQF6.; Minimum 5 years software testing experience; The following will be an added advantage; Software testing certifications or ISTQB in Software Testing; Skills and Competencies: Good communication (written and verbal) skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail; committed, flexible & reliable; High degree of accuracy.
DUTIES : Ensure the quality of existing or new IT solutions in accordance with the business requirements, functional and non-functional requirements; Design formal and structured test cases and plans to ensure that the business processes as well as the required system functionality are thoroughly tested; Execute the manual and log all defects;
Perform the required defect tracking and management thereof; Perform user acceptance testing with system users and suggest improvements to internally developed software applications.

**ENQUIRIES** : Ms E Zeekoei (012) 315 1436
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria

**CLOSING DATE** : 12 October 2018

**POST 39/170** : **DEPUTY DIRECTOR: TECHNICAL PERFORMANCE MONITORING SPECIALIST**
**REF NO:** 18/68/ISM
3 Years Contract Appointment

**SALARY** : R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : A National Diploma / Degree in Information Technology or Technical Infrastructure or equivalent qualifications at NQF level 6; Five (5) years IT Infrastructure technical experience which includes three (3) years IT Infrastructure management; Relevant technical certifications will be an added advantage (e.g. MCSE, N+, Security+); Experience in APM and Platform implementation projects on medium to large scale Infrastructure will be an added advantage; A valid driver’s license. Skills and Competencies: Toolset knowledge e.g. Microfocus (OpsBridge, Synthetic, B/M-RUM, APM, Analytics etc.); Problem solving skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail.

**DUTIES** : Coordinate the Department’s enterprise monitoring strategy and capability roadmap; Develop and maintain online monitors, dashboards, reports and scripts; Provide monitoring expertise to development and production support teams; Provide inputs into monitoring tool requirement, selection and implementation in line with industry best practice; Enhance and maintain various monitoring systems to enable proactive management for internal and external facing (web based) applications; Manage deliverables from vendor/suppliers and other organizational delivery entities.

**ENQUIRIES** : Ms. E. Sebelebele Tel No: (012) 357-8662
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 OR Physical address: Application Box, 1st Floor, Momentum Building, East Towers, 329 Pretorius Street, Pretoria.

**CLOSING DATE** : 12 October 2018

**POST 39/171** : **ASSISTANT DIRECTOR: ADMINISTRATION**
**REF NO:** 18/62/KZN

**SALARY** : R356 289 – R419 679 per annum.

**CENTRE** : Magistrate’s Office, Durban: Serving Ethekwini Metro

**REQUIREMENTS** : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; At least 3 year’s managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver’s license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

**DUTIES** : Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.
ENQUIRIES: Mr J.N. Mdaka ☎ (031) 372 3000
APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
CLOSING DATE: 15 October 2018
POST 39/172: ASSISTANT DIRECTOR ADMINISTRATION REF NO: 18/63/KZN
SALARY: R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Office of the Family Advocate, Durban
REQUIREMENTS: B Degree/National Diploma in Public Administration or NQF Level 6 Equivalent; Three years supervisory and Administration experience; Knowledge and application of the Public Finance Management Act, National Treasury Regulations, Departmental Financial Instructions as well as Supply Chain Management; Knowledge and understanding of Public service Regulatory Framework as well as the Constitution of South Africa; Proven Track record of Program/Project Coordination; Basic knowledge of the core functions of the office of the Family Advocate; Valid driver’s license. Skills and Competencies: Strategic thinking and leadership skills; Project Management; Research and negotiation skills; Creative and analytical; Problem solving and decision making; Conflict management; Accuracy and attention to detail; Understanding confidentiality in Government; Report writing; Communication (oral and written) skills; Computer literacy (MS Office, intranet and Internet); Presentation skills; Customer service orientation; Ability to work independently, yet as part of a team when required and work under pressure and meet deadlines; Professionalism; Policy analysis and implementation; Financial management.
DUTIES: Manage and supervise administrative staff in the office of the Family Advocate within the specified region; Manage financial, assets, procurement and budget functions; Prepare accurately, complete and timely, monthly statistical and financial reports; Ensure effective internal controls regarding financial and administrative risk; Furnish monthly, quarterly and annual expenditure analysis, G-Fleet and compliance reports; Oversee Employee Relations and Human Resource Development of Administrative staff in the region.
ENQUIRIES: Mr J.N. Mdaka ☎ (031) 372 3000
APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
CLOSING DATE: 15 October 2018
POST 39/173: ASSISTANT DIRECTOR SECURITY REF NO: 18/64/KZN
SALARY: R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office, Durban
REQUIREMENTS: An appropriate degree or equivalent qualification NQF6 preferably in Security, Safety and Risk Management; PSIRA registered Grade A certificate; A minimum of 3 years functional security experience; A valid driver’s licence. The following will serve as recommendations: Completion of a Security Manager’s Course (NIA); Extensive experience in security relating to physical, personnel, document, communications and IT aspects, OHS, Good knowledge of investigations and vetting; Fire fighting and prevention certificate; Good knowledge of threat and risk assessment; Knowledge of: Public Service security policy framework; strategies on the prevention of corruption and fraud; risk management; threat and risk assessment; COMSEC; TSCM; PFMA; Supply Chain Management: MISS documents; Control of Access to Public Premises and Vehicle Act (Act No. 53 of 1985); Firearms Control Act 2000 (Act No 60 of 200); Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); National Key Points Act, 1980 (Act No 102 of 1980) Trespass Act, 1959 (Act No. 6 of 1959). Skills and Competencies: Computer literacy (MS word); Excel Spread Sheets; Power Point Presentation, internet and Intranet; E-mail; Investigation and Analytical skills; Report writing and presentation skills in English; Taking minutes and conduct meetings in English; Planning and organizing; Project management skills; Problem solving skills; Attention to detail; Customer focus; Conflict management; Team work; Good
DUTIES: Implement the total court security function of the KZN Region (physical security; personnel, communication, document and information security); Implement and ensure compliance with Departmental security policy; MISS; MPSS and other security related policies; Implement security projects in the region; to monitor and manage the service level agreements of security contracts (Guarding and Cash in Transit) in the region; Ensure that security threat and risk assessments are conducted in the region; Protection of the judiciary; Monitor and investigate security breaches; Ensure a safe and healthy working environment at courts in terms of the OHS/SHEQ; Support implementation of the Anti-Fraud and Anti-Corruption plan; Support risk management initiatives in the region; Provide inputs for the Strategic Action Plan; Provide budget inputs for security operations; Conduct various security survey and analyses; Raise and maintain security awareness in the region; Must be prepared to travel extensively and work long irregular hours.

ENQUIRIES: Mr J.N. Mdaka (031) 372 3000
APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
CLOSING DATE: 15 October 2018

POST 39/174: LABOUR RELATIONS OFFICER REF NO: 18/VA01/NW

SALARY: R299 709 – R353 043 per annum (SL 08). The successful candidate will be required to sign a performance agreement.

CENTRE: Regional Office: North West

REQUIREMENTS: A three year bachelor degree/ National diploma in Labour relations or equivalent; At least three years experience in the labour relations environment; Practical experience in conciliation and arbitration cases will be advantage; A valid drives licence; Ability to work under pressure; Computer literacy (MS Office); Proven managerial, verbal and written communication skills as well as ability to maintain good interpersonal relations.

DUTIES: Promote sound labour relations of subordinates in the department; Supervise the activities of subordinates entrusted with inter alia, the coordination and administration of grievances, disciplinary hearings and labour relations circulars; Define and introduce labour relations procedures according to the provision of the labour relations Act, most particularly, its application in the Public Service in terms of grievances and disciplinary hearings; Ensure by advice and follow-up that such procedures and practices are being followed; Handle dispute resolution for the GPSSBC, conciliation, arbitrations and dismissal; Consult with the State Attorneys on more complex matters; Play an active role in the management of strike; Handle correspondences and memoranda of a more complex nature and compile reports for management.

ENQUIRIES: Ms. L Shoai (018) 397 7054
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
NOTE: All former contract workers of the Department of Justice and Constitutional Development are encouraged to apply.
CLOSING DATE: 15 October 2018

POST 39/175: SENIOR ADMINISTRATION OFFICER REF NO: 18/122/SA (X2 POSTS)

SALARY: R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Cape Town

REQUIREMENTS: A 3 year National Diploma/ Degree in Office Administration/ Office Management or equivalent qualification; A minimum of 3 years’ supervisory experience; Knowledge of the Public Finance Management Act, DFI and Treasury Regulations; Knowledge of Supply Chain Management; A valid driver’s license. Skills and Competencies: Computer literacy (MS office); Sound interpersonal relation; Ability to pay attention to detail; Communication (verbal and written) skills; Problem solving and leadership skills; Planning and organizational skills; Able to work under pressure, independently and willingness to work extra hours; Financial and administrative skills.

DUTIES: Coordinate monthly, quarterly statistics and financial reports from different sections;
Render assistance on Risk management and assist in the drafting of all office plans; Manage the procurement of Goods and Services and assist with asset management; Provide effective office administration and support services to components within the facility; Coordinate Health and Safety function and facilities management; Supervise and coordinate all Human resource (including disciplinary issues) function within the office.

ENQUIRIES: Mr. E. Seerane Tel No: (012) 315 1780
APPLICATIONS: Quoting the relevant reference number, direct your application to: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.
CLOSING DATE: 15 October 2018

POST 39/176: ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 18/98/SA

SALARY: R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE: State Attorney: Bisho
REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; A valid driver’s licence. Skills and Competencies: Legal research and drafting Conveyancing, notarial and related documents; Dispute resolution; Case flow management; Computer literacy; Communication skills (written and verbal) with the ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to details.
DUTIES: Draft, prepare and register conveyancing and notarial documents. Draft legal documents and conduct legal research; Furnish legal advice/opinion and contracts; Give effect to the Department’s Strategic Plan, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistical reports.
ENQUIRIES: Ms. K Ngomani (012) 357 8661
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource: Department of Justice and Constitutional Development; Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
CLOSING DATE: 15 October 2018

POST 39/177: ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: 18/66/KZN

SALARY: R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office, Durban
REQUIREMENTS: Bachelor’s Degree or equivalent qualification and three years’ experience in the justice system and/or relevant sector environment; A valid driver’s licence. Skills and Competencies: Computer literacy (including Word, Excel, Powerpoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.
DUTIES: Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialized Courts (maintenance, domestic violence, equality courts, sexual offences courts) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organize and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate.
ENQUIRIES: Ms C.S Sikhonde (031) 372 3000
APPLICATIONS: Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
**POST 39/178: FAMILY LAW ASSISTANT REF NO: 18/65/KZN**

**SALARY:** R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Office of the Family Advocate, Newcastle

**REQUIREMENTS:** A three (3) year qualification in a Legal field and/or equivalent legal qualification; 3 years’ experience in administration; Knowledge in the functions of the Office of the Family Advocate; A valid driver’s license, and willing to travel extensively within the province and beyond; Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (verbal and written); Conduct legal research; Good interpersonal relations.

**DUTIES:** Conduct screening interviews and parental rights/ responsibilities information sessions; Assist members of the public with form completion and queries; Assist the Family Advocate in conducting customer satisfaction surveys and community outreach projects; Support the Family Advocate with regards to matters on the court roll; Receive and screen correspondence and draft responses on behalf of the Family Advocate; Conduct mediations in disputes regarding parental responsibilities and rights.

**ENQUIRIES:** Ms C.S Sikhonde ☎ (031) 372 3000

**APPLICATIONS:** Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

**CLOSING DATE:** 15 October 2018

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**POST 39/179: ADMINISTRATIVE OFFICER: LEGAL ADMINISTRATION REF NO: 18/66/KZN**

**SALARY:** R242 475 – R285 630 per annum.

**CENTRE:** Regional Office, Durban

**REQUIREMENTS:** Bachelor’s Degree or equivalent qualification and one years experience in the justice system and/or relevant sector environment; A valid driver’s licence. Skills and Competencies: Computer literacy (including Word, Excel, Powerpoint); Facilitation and Presentation skills; Good Interpersonal relations; Ability to liaise with the team members and stakeholders; Excellent communication skills (verbal and written); Accuracy and attention to detail; analytical skills.

**DUTIES:** Act as secretariat for meetings; collate and analyse statistics from the courts and stakeholders; prepare reports and memoranda; deal with complaints; assist to ensure the effective administration of the specialised Courts (maintenance, domestic violence, equality courts, sexual offences courts) and Small Claims courts in the province; participate in Inter-sectoral Committees and meetings on behalf of the Directorate Legal Administration; organise and participate in outreach programmes and trainings in the province; deal with and assist with general administrative duties within the Directorate.

**ENQUIRIES:** Ms C.S Sikhonde ☎ (031) 372 3000

**APPLICATIONS:** Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

**CLOSING DATE:** 15 October 2018

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**POST 39/180: ADMINISTRATIVE OFFICER: FLEET MANAGEMENT REF NO: 18/67/KZN**

**SALARY:** R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE:** Regional Office, Durban

**REQUIREMENTS:** An appropriate Degree/National Diploma in Commerce, Accounting or Economics or equivalent qualification; Minimum a year working experience in financial environment (Supply Chain Management); A valid driver’s license. Knowledge of the Preferential Procurement Policy Framework Act (PPPFA), BBBEE and Treasury Regulations; Knowledge of Supply Chain Management Framework and Asset Management. Skills and Competencies: Computer literacy (MS Office and Excel); Good communication skills (verbal and written); Planning and organizing skills; Project management skills; Client orientation and customer focus skills; Financial management skills; Presentation
DUTIES
Facilitate the Procurement of Assets (fleet); Ensure proper fleet management in the province; Ensure that the queried transaction reports are attended to the finality; Ensure the traffic fines are followed up to the finality; Physical verification of Assets (Fleet); Ensure fleet on the Asset register corresponds with the fleet on the floor; Control and monitor the issuing of the petrol cards in the province; Assist the Investigating Officers when investigating fraud and corruption in misuse of the fleet; Identify fleet that needs to be disposed; Advise the Disposal Committee about the disposal method for fleet in the province; Provide administrative support related to client services; Applying the Public Service Act & various administrative duties on Transport Officer and performing all functions / duties / procedures and related to this job; File all the transport documents; Transport documents should be kept under lock; Tracing of files and documents when required; Update Asset Register regularly; Ensure correct quality and quantity receipt and issue of goods and services; Ensure proper management of warehouses.

ENQUIRIES
Ms C.S. Sikhonde (031) 372 3000

APPLICATIONS
Ms C.S. Sikhonde (031) 372 3000

CLOSING DATE
15 October 2018

POST 39/181

LEGISLATIVE LANGUAGE PRACTITIONER: SISWATI REF NO: 18/81/SLA

SALARY
R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Office of the Chief State Law Adviser: Cape Town

REQUIREMENTS
A three year tertiary qualification majoring in SiSwati; A legal background will be an added advantage; Knowledge of other languages coupled with a practical understanding of the law; Experience in providing translation services or worked as a language practitioner in SiSwati will be an added advantage. Skills and Competencies: Presentation skills; Language Proficiency; Communications skills; Computer literacy; Translations skills; Ability to work under pressure.

DUTIES
Translate legislation from English to SiSwati in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in isiSwati; Assist the office to develop legal terminology in SiSwati for use in legislation; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of SiSwati as an official language; Provide language quality control mechanisms in respect of legislation; Perform other tasks as may be assigned by the Senior Legislative Language Practitioner.

ENQUIRIES
Ms. P Leshilo (012) 357 8240

APPLICATIONS
Ms. P Leshilo (012) 357 8240

NOTE
People with disabilities are encouraged to apply.

CLOSING DATE
15 October 2018

POST 39/182

CHIEF ACCOUNTING CLERK REF NO: 18/121/CFO

SALARY
R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
National Office: Pretoria

REQUIREMENTS
A grade 12 certificate or equivalent qualification; Minimum of 3 years experience required; Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations; Knowledge of the State Attorney System (SAS) will be an advantage; Knowledge and experience in Basic Accounting System (BAS) will be a recommendation; A driver’s license will be an added advantage. Skills and Competencies: Computer literacy (Ms Excel, Word, Outlook); Good communication skills (written and verbal); Good interpersonal relations; Planning and organizing skills.

DUTIES
Render financial accounting transactions; Perform salary administration support services; Perform bookkeeping support services; Render budget support services; Take-on and recover departmental debts; Ensure effective people management.
ENQUIRIES: Ms E Zeekoei (012) 315 - 1436
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
NOTE: People with disabilities are encouraged to apply.
CLOSING DATE: 15 October 2018
POST 39/183: SOCIAL WORKER/FAMILY COUNSELLOR GRADE1-4 REF NO: 18/ 24 /FS (X2 POSTS)
SALARY: R242 553 – R440 69 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Office of the Family Advocate: Bloemfontein and Welkom
REQUIREMENTS: Bachelor’s Degree in Social Work or equivalent qualification which allows registration with SACSSP; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation, Court experience in rendering Expert evidence; Experience in Forensic Social Work, Forensic report writing and Court Work; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act, Children’s Act and Hague Convention on International Child Abduction; Fluency in Afrikaans or Afrikaans speaking will be an added advantage; A valid driver’s license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills, Child assessment; Diversity and conflict management; Attention to detail.
DUTIES: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Assessment of children/Child Assessment; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.
ENQUIRIES: Ms N Dywi (051) 407 1800
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maseke Street, Bloemfontein 9300.
NOTE: Applicants are required to attach service certificates to determine salary in accordance to experience and with OSD determination.
CLOSING DATE: 15 October 2018
POST 39/184: LEGAL ADMINISTRATION OFFICER MR1 - FAMILY AND CIVIL SECTION REF NO: 18/VA03/NW
SALARY: R186 828 (Salary will be determined in accordance with Occupational Specific Dispensation (OSD). The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office- Mahikeng
REQUIREMENTS: An LLB Degree or 4 year recognized legal qualification; A valid driver’s license. The following will serve as an added advantage: Knowledge of South African Legal System, and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Knowledge and experience in office administration. Skills and Competencies: Legal Research and drafting; Dispute Resolution; Project Management; Strategic Capability and leadership skills; Conflict and knowledge management; Report writing; Reliability; Excellent Communication (written and verbal); Computer literacy. Compliance management
DUTIES: Draft legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation execution of powers and legal matters; Facilitate legal research and interventions to improve performance; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments and communities on programmes around
crime prevention; Prepare memoranda for the appointments of Commissioners of Oaths; Justice of the Peace; Determine Legal Liability and Recover Departmental Losses in the Region; Oversee the smooth functioning of specialized courts in the province, i.e. Sexual Offences, Family, Equality and the Children’s Courts; Train the community on the Victims Charter; Coordinate programmes related to children in custody, awaiting trial prisoners, small claims courts, the lay assessors system and maintenance; Support the Courts regarding quasi-judicial functions; Facilitate implementation on relevant legislation including the Victims Charter and the Restorative Justice National Policy Framework; Initiate, plan, implement and conduct community awareness campaigns in legislations administered by the department.

ENQUIRIES: Ms. L Shoai ☎ 018 397 7054
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.
CLOSING DATE: 15 October 2018

POST 39/185: LEGAL ADMINISTRATION OFFICER: MR1 STATE LOSSES AND RECOVERY REF NO: 18/VA04/NW

SALARY: R186 828 (The salary will be determined in accordance with experience). The successful candidate will be required to sign a performance agreement.
CENTRE: Regional Office: NW
REQUIREMENTS: An LLB Degree or 4 year recognized legal qualification; A valid driver’s licence. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Good filing skills; Accuracy and attention to detail; Investigative skills; Report writing skills.
DUTIES: Loss control; Handle/monitor investigations; Draft Legal opinions; Make recommendations in terms of legal liability; Perform legal research; Liaise with various stakeholders, (i.e. Area Court Managers, Court managers, Divisional Heads etc)
ENQUIRIES: Ms. L Shoai at ☎ (018) 397 7054.
APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.
NOTE: All former contract workers and Casual Interprets of the Department of Justice and Constitutional Development are encouraged to apply.
CLOSING DATE: 15 October 2018
DEPARTMENT OF LABOUR

It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 15 October 2018 at 16:00

NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document. [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification (including Senior Certificate), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted. Applicants, who do not comply with the above-mentioned requirements / instructions as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

ERRATUM: Please note that the post of Supervisor: Registration with Ref No: HR4/4/4/9/298 advertised in Public Service Vacancy Circular 37 dated 14 September 2018 exist at the Labour Centre: Klerksdorp not Christiana as previous stated on the advert. The rest of the advert remains unchanged. Enquiries: Ms F Diokana Tel No: (018) 387 8132

OTHER POSTS


SALARY : R826 053 per annum (All inclusive)

CENTRE : Labour Centre: De Aar


DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
ENQUIRIES: Mr. ZL Albanie, Tel No: (053) 838 1500
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand delivered at c/o Pniel & Compound Street, Kimberley
FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office: Kimberley
(Re-advertisement)

SALARY: R826 053 per annum (all inclusive)
CENTRE: Provincial Office: Braamfontein
REQUIREMENTS: Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administrative Justice Act (PAJA), DoL and Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational management, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service delivery innovation (SDI), Planning and organising, Problem solving, Decision making, People management and empowerment (including developing others), Communication (written and verbal), Risk Management, Computer literacy.

DUTIES: Manage efficient provision and coordination of compensation benefits in the Province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES: Ms. V Mabudusha Tel No: (011) 853 0478
APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hand deliver at 77 Korte Street, Braamfontein
FOR ATTENTION: Sub-directorate: Human Resources Management, Gauteng
POST 39/188: DEPUTY DIRECTOR: EMPLOYMENT STANDARD (BCEA ADMINISTRATION) REF NO: HR4/18/10/01HQ

SALARY: R826 053 per annum (all inclusive)
CENTRE: Directorate: Employment Standard, Head Office

DUTIES: Manage the administration of Ministerial and Sectorial Determinations. Develop and Monitor the system of administrating the BCEA in Provinces. Monitor the advocacy on conditions of employment to protect vulnerable workers. Manage training and provide administration support services in the Sub-Directorate and Provinces.

ENQUIRIES: Mr. S Rathai Tel No: (012) 309 4636
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
POST 39/189  ASSISTANT DIRECTOR: COID REF NO: HR4/4/1/12

SALARY : R444 693 per annum
CENTRE : Labour Centre: Mthatha

DUTIES : Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES : Mr. S Mapukata, Tel No: (047) 501 6600
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X9005, East London, 5201 or Hand deliver at Department of Labour, No.3 Hill Street, East London.

POST 39/190  ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR4/4/759

SALARY : R356 289 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : BPROC / LLB. Admission as an Attorney or Advocate. Two (2) year functional experience in compliance or legal services environment. Valid driver’s licence. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

DUTIES : Appear in court for enforcement of COID and OHS. Manage the implementation of COIDS and OHS enforcement processes. Manage the advocacy strategy for COID and OHS-IES in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

ENQUIRIES : Ms. NL Njwambe Tel No: (013) 6558 775
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni
OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department. Women and People with Disabilities are encouraged to apply.

APPLICATIONS

Eastern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London. Enquiries: Mr S Mponzo Tel No: (043) 726 5217.

North West: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng. Enquiries: Mr ML Moetanalo Tel No: (018) 397 7064.

National Office: Midrand: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685. Enquiries: Ms C Gideon Tel No: (010) 493 2500

CLOSING DATE: 12 October 2018

NOTE: Short-listed candidates must be willing to undergo normal vetting and verification processes, including a competency assessment (SMS) and personality profile analysis. Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. Applications received after the closing date, as well as applications received via fax/email, will NOT be considered or accepted.

OTHER POSTS

POST 39/191: LAW RESEARCHER REF NO: 2018/268/OCJ

SALARY: R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement

CENTRE: Grahamstown High Court

REQUIREMENTS: An LLB Degree or equivalent four year legal qualification. A minimum of 1 year post-qualification work experience in legal research; knowledge of electronic information resource and online retrieval. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy, research capabilities; Administrative and organizational skills; Problem solving and planning skills; Decision making skills; Time management skills; customer service orientated; assertiveness and decisiveness, attention to detail; initiative; ability to remain calm, work under pressure and meet deadlines; Problem solving; Interpersonal relations; Assertiveness and decisive where appropriate.

DUTIES: Conduct legal research as directed by the Judges; write competent research memorandums when so requested; maintain a repository of research products; Ensure the effective and efficient use of legal materials allocated to the court; Proofreading and citation checking of all draft judgements referred to you; prepare draft speeches and or papers for local and international conferences where so requested; Alert Judges of new developments in the law; participate in management committees of the court; provide advice to the management of the court on request.

ENQUIRIES: Mr S Mponzo Tel No: (043) 726 5217
POST 39/192: SENIOR ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 2018/270/OCJ

SALARY: R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: An appropriate National Diploma/Degree or relevant equivalent qualification in Internal Auditing, Risk Management, Financial Management or Compliance Management on NQF Level 6; two (2) to three (3) years’ experience in Enterprise Risk Management; Knowledge of Public Finance Management Act (PFMA), Public Sector Risk Management Framework, King reports, Treasury Regulations, Public Service Act, Fraud and Corruption Legislative Framework, Protected Disclosure Act, Public Service Regulation; No criminal records, A valid driver’s licence. Skills and Competencies: Planning and organising; Presentation and communications; Client orientation and customer focus; results/quality management; Problem solving and analysis, service delivery innovation; knowledge of financial disclosure system (e-disclosure system) Operational; Knowledge of MS Office (Word, Excel and Outlook); Knowledge of CURA system/Barnowl and other risk software programs.

DUTIES: Facilitate workshops on Enterprise Risk Management; Assist in the secretariat functions of risk management committee; Update risk register for all units and Courts/Regions; Compiling reports for various risk reporting structures; Conduct awareness campaigns; Manage all Administrative requirements, reporting and records management, resources and correspondences of risk management subsection.

ENQUIRIES: Ms C Gideon Tel No: (010) 493 2500


SALARY: R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: National Office: Midrand

REQUIREMENTS: An appropriate National Diploma/ Bachelor Degree or relevant equivalent qualification, two(2) to three(3) years’ experience in Fraud prevention or Integrity and Ethics; Ethics Officer Certification is desirable but not a must requirement, Knowledge of Labour relations, general public administration, Public Service Regulations, Public Finance Management Act (PFMA), Public Service Act and Treasury Regulations, Knowledge of e-disclosure system will be an added advantage, No criminal records, a valid driver’s licence. Skills and Competencies: Planning and Organizing, Knowledge of relevant legislatures related to management of Ethics, Fraud and anti-corruption, Client orientation and customer focus, results/quality management, problem solving and analysis, Service delivery innovation, Knowledge of financial disclosure system (e-disclosure system) Operational, Knowledge of MS Office (Word, Excel and Outlook).

DUTIES: Coordinates the Integrity and Ethics Management; Coordinate e-Disclosure and provide e-discloser support to the other categories of employees; Monitor and report on the Gift Register; Monitor and report on the implementation of Remunerative work outside the Public Service; Manage all Administrative requirements, reporting and records management, resources and correspondences of integrity and ethics management subsection.

ENQUIRIES: Ms C Gideon Tel No: (010) 493 2500

POST 39/194: REGISTRAR REF NO: 2018/269/OCJ

SALARY: (MR3 – MR5) R242 064 – R67 399 per annum. (Salary will be in accordance with OSD determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

CENTRE: North West High Court: Mahikeng

REQUIREMENTS: A four (4) year legal qualification; 2-8 years’ post qualification legal experience, Superior Court or litigation experience will be an advantage, Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy Numerical Skills; Attention to detail; Planning, Organizing and Control; Problem solving and decision making skills.
Customer service orientated; Interpersonal skills; Conflict Management; Strong Work ethic; Professionalism, ability to work under pressure and meet deadline.

**DUTIES**

Co-ordination of Case Flow Management and support to the Judiciary; Manage the issuing of all processes initiating court proceedings; Co-ordinate Appeals and reviews; process unopposed divorces and the facilitation of Pre-Trial conferences; Quality Check Criminal Record books; Authenticate signatures of legal practitioners, notaries and sworn translators; Supervision and management of subordinates; Provide practical training and assistance to the registrars’ clerks; Ensure annotation of relevant publications, codes, acts and rules; attend to and execute requests from the Judiciary in connection with cases and case-related matters; exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation; manage submission of statistics to the Chief Registrar; attend to taxations including reviews; process and grant judgments by default; assist the public with court procedures; process reviews and appeals (civil and criminal); attend to and oversee general public queries or correspondence; Attend to judicial support functions; issue court orders; attend to office management.

**ENQUIRIES**

Mr ML Moetanalo Tel No: (018) 397 7064
ANNEXURE J

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

APPLICATIONS

Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17:00 @ 086 137 0202 should you experience any difficulties with your online application.

CLOSING DATE

12 October 2018 at 16:00

NOTE

DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

POST 39/195

DIRECTOR: RISK SERVICES REF NO: 3/2/1/2018/316

Chief Directorate: Risk Management

SALARY

R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE

Pretoria

REQUIREMENTS

Bachelor's Degree or Advanced Diploma in Risk Management/Internal Auditing/Financial Management/Law (NQF 7). Certified Business Continuity Practitioner as an added advantage. 5 years of experience at middle/senior managerial level in risk management practices, interacting at operational and strategic level. Experience in Business Continuity Management practices. Job related knowledge: Corporate governance issues; Enterprise Risk Management; Public service environment; Public Financial Management Act (PFMA) and National Treasury Regulations; Business Continuity Management practices. Job related skills: Dynamic leadership; Good computer literacy in Microsoft Office suite; Proven project management; Excellent verbal and written communication; Excellent facilitation; Public speaking skills/presentation; Negotiation. Results oriented. Ability to work under pressure. Customer focus. A valid driver's licence. Team management.

DUTIES

Develop and review Risk Management policies, strategies and methodologies. Research on risk management practices or standards. Ensure that the policy and strategy is aligned with best practice. Ensure approval of Risk Management Policy and Strategy. Communicate the Risk Management Policy and Strategy to the officials. Ensure the compliance thereof. Consolidate and updated departmental risk profile. Review the strategic plan, annual performance plan, operational plans, previous audit reports and performance reports to gather background information. Confirm the operational objectives as per the strategic/operational plan. Identify high operational and strategic risks. Assessment of identified risks in terms of impact and likelihood. Identify high-level management initiatives and controls relied upon to manage the identified
High-level assessment of the perceived control effectiveness of management activities and controls identified. Identify potential high-level actions/initiatives required to improve control and management of identified risks. Compile a risk register. Present it to management for sign off. Compile a departmental risk profile and present it at Risk and Compliance Committee. Conduct reviews and present monitoring reports at back office/technical back office and National Joint Strategic Committee meetings on a monthly and quarterly basis. Oversee the effective and efficient risk forums. Appoint risk champions for branches and provinces. Coordinate risk reports for presentation at back office meetings. Coordinate risk management reports for presentation at Risk and Compliance Committee meetings and Audit Committee meetings. Act as secretariat for Risk and Compliance Committee. Implement business continuity programme. Research on Business Continuity Management practices or standards. Develop a Business Continuity Policy and Framework. Develop a Business Continuity Plans. Communicate the policy and framework to the officials. Provide a functional risk management governance structures. Draft calendar/dates for Risk and Compliance Committee meetings. Communicate the dates to the chairperson. Ensure that the dates are included in the departmental calendar. Capture or document decisions by the committee. Ensure that the resolutions are communicated and implemented. Prepare reports for the meeting. Coordinate Risk Management Reports by branches. Compile the risk and compliance management meeting packs.

APPLICATIONS: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

POST 39/196: DEPUTY DIRECTOR: IT AUDIT REF NO: 3/2/1/2018/319
Directorate: Information Technology and Forensic Audit

SALARY: R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Pretoria

REQUIREMENTS: National Diploma/Degree in Information Technology/Information Systems/Financial Information Systems (B Com IT, BSc IT, BSc IS, B Tech IS, ND IT). CISA or CISM/CRSC/CISSP will be an added advantage. 6 years credible and applicable experience (financial management, technical information, technology operations, information technology auditing) of which at least 4 years should be in the information technology/information systems audit field. 3 years of experience at Assistant Director level within the audit environment. Membership of the Information Systems Audit and Control Association is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors; Risk based Information Technology audit methodologies and procedures; IT frameworks such as ITL, COBIT, ISO 27000 and ISO 20000. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving ability; Staff and interpersonal relations; Project management; Computer literacy; Business process analysis; Risk and control assessment.

DUTIES: Manage the information technology audit resources allocated to this position responsible for performing information technology audits in the national, provincial and regional offices of the business processes allocated to this position to achieve the operational objectives of the directorate on an ongoing basis. Ensure compliance to the directorate’s audit methodology and procedures on an ongoing basis. Train and develop staff reporting to this position in audit methodologies and procedures on an ongoing basis. Manage human, logistical and financial resources allocated to this position on an
ongoing basis in line with the Departmental prescripts. Analyse annual DRDLR process risk register for the compilation of the information technology audit plans for the business processes allocated to the position by November annually. Provide inputs to the development of the directorate’s 3 year strategic rolling risk based audit plan for approval by the Director by November annually. Develop annual risk based information technology audit plan for the business processes allocated for the position for the Director’s approval by November annually. Manage the integration of the sub-directorate’s annual risk based information technology audit plan for the business processes allocated to this position to the plans of all other directorates in the chief directorate. Manage the integrity and timelines of the execution of the information technology audit plan projects allocated to this position as defined in the approved information technology audit projects’ planning memorandums. Compile the audit planning memorandums of all the information technology audit projects allocated to this position on the electronic audit software according to timelines defined in the approved information technology audit projects’ planning memorandums. Compile/review all the audit planning and audit execution deliverables of all the information technology audit projects as first reviewer on the electronic audit software according to timelines defined in the approved information technology audit projects’ planning memorandums. Compile/review the stream reports of all the auditee offices audited of all the information technology audit projects allocated to this position as first reviewer on the electronic audit software according to timelines defined in the approved information technology audit projects’ planning memorandums. Compile the consolidated reports of all auditee offices of all the information technology audit projects allocated to this position in the electronic audit software according to timelines defined in the approved information technology audit projects’ planning memorandum. Present the stream reports of all the audit projects allocated to this position to the auditee management and attend the presentation of consolidated reports of all audit projects allocated to this position to auditee senior management according to the timelines defined in the approved information technology audit projects’ planning memorandum. Provide input to the compilations of the audit committee reports of all the information technology audit projects allocated to this position according to timelines defined in the approved information technology audit projects’ planning memorandums. Report to the Director on the status of the information technology annual audit plan projects allocated to this position on a weekly basis. Participate in the preparation of the report to the Chief Audit Executive on the directorate’s status of the information technology annual audit plan on a monthly basis. Provide input into the preparations of the quarterly progress report to the Audit Committee of the information technology audit annual plan three weeks before the Audit Committee meeting date. Provide input into the implementation of management action plan on all information technology audit reports allocated to this position by reviewing and report to director on status. Perform/project manage the performance of follow-up of audit projects allocated to this position within 1-2 years maximum after issuing of the audit reports as part of the annual audit plan.

APPLICATIONS: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE: Coloured, Indian and White males and African and Coloured females and Persons with disabilities are encouraged to apply.

POST 39/197: ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: 3/2/1/2018/320
Directorate: Support Service
This is a re-advertisement, applicants who applied previously must reapply.

SALARY: R356 289 per annum (Level 09)
CENTRE: North West (Mmabatho)
DUTIES:
Implement and monitor Human Resources prescripts. Implement HRM resolutions. Keep employees well informed on new development of HR prescripts. Monitor and administer leave (including incapacity leave) as per regulatory framework. Approve leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescripts. Ensure submission of leave plans and adherence thereof. Verify correctness of incapacity applications and ensure timeous submission to National Office. Liaise with National Office regarding submitted incapacity applications. Implement DDG's decision and advice/inform the applicant about the outcomes of incapacity applications. Verify over granted leave prior to termination of officials. Check and verify leave gratuity calculations and ensure correctness. Request tax recalculation after payment of leave gratuity. Verify IRP3 before submission to SARS. Conduct workshops/induction on leave. Conduct leave audit. Monitor and administer employee benefits and condition of service. Oversee processing of service terminations timeously. Check and ensure correct completion/submission of pension forms including nomination forms. Follow-up on all outstanding pension claims with GEPF. Assist deceased employee’s family to claim funeral benefit from GEPF. Identify, draw and keep annual list of all employees due for retirement. Make payment follow-ups and attend to pension required. Provide feedback to pension beneficiaries. Provide pension estimations as and when required. Recover all liabilities from pension proceeds. Coordinate/ conduct service benefit workshops. Facilitate and implement employee performance management system. Quality assure EPMS documents before capturing on persal. Ensure that EPMS statistics are updated and submitted weekly. Arrange Directorate Assessment Committee (DAC) meetings and Inform employees (in writing) about outcomes of Directorate Assessment Committee (DAC). Arrange Moderating Committee (MC) and Inform employees (in writing) about outcomes of Moderating Committee (MC). Compile memo for approval of performance rewards. Process performance rewards. Register SCC to correct service records of employees after payment of pay progression. Do arrangements to process payments of employees who terminated service with the department. Arrange meetings to discuss dissatisfaction cases. Manage coordination of training and development of employees. Compile database of Personal Development Plans (PDPs). Compile provincial inputs of Workplace Skills Planning (WSP) which addresses skills requirements. Check compliance of submissions of employees requiring training. Coordinate provincial training and development activities. Provide training statistics. Supervise Personnel Practitioners. Develop PA for subordinates. General supervision of subordinates and management of the unit.

APPLICATIONS:
Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

NOTE:
Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 39/198:
SENIOR PROJECT OFFICER: PROPERTY LEASES REF NO: 3/2/1/2018/318
Directorate: Property Management

SALARY:
R299 709 per annum (Level 08)

CENTRE:
Eastern Cape (Sarah Baartman District)

REQUIREMENTS:
A Bachelor's Degree/National Diploma in Real Estate, Property Management, Property Portfolio Management/Law. 2 - 3 years experience in state land administration or property management environment. Job related knowledge: Understanding state land administration; Lease management; Understanding of the value-added development of communities; Understanding of the legislation governing state land; Project management: Public service regulations. Job related skills: Financial management; People management; Performance management; Communication; Computer literacy; Conflict resolution; Good skills in map reading, analysis and interpretation. A valid driver's licence. Willingness to travel and work irregular hours.

DUTIES:
Facilitate and finalise signing of lease and caretakership agreements and quality assure lease and caretaker agreements prepared by subordinates. Provide inputs to submissions compiled by Project Officers. Prepare submissions for his or her lease portfolio. Administer electronic lease management and information systems. Capture beneficiary details on LAW (Land Administration Web). Upload approval documents on
the system. Generate contracts and reports on the system. Conduct verification of state
land and payment of utility and other statutory charges on agricultural state land subject
to agricultural lease and caretakership agreements. Obtain aerial photographs,
general plans, aktex print outs and verify coordinates. Compile inspection reports.
Compile list of immovable assets in each municipality for rates payment. Manage and
verify moveable and immovable state assets on leased farms. Collate project inventory.
Compile and maintain lease and asset registers. Conduct quarterly verification of assets
on leased farms. Prepare memoranda for disposal and write off of obsolete or redundant
assets. Keep records of contracts and inspection reports. Forward project related
documents to registry for safe keeping. Scan and file signed documents. File lease
contracts in line with contract filing process as provided in contract management
procedure. Attend beneficiary selection and district land allocation committees on
advisory basis on property management policies and processes and present projects.

APPLICATIONS

APPLICATIONS

African, Coloured, Indian and White males and Coloured, Indian and White females and
Persons with disabilities are encouraged to apply.

POST 39/199

POST 39/199

SENIOR PROJECT OFFICER: SMALL BUSINESS DEVELOPMENT FINANCE

SALARY

SALARY

R299 709 per annum (Level 08)

R242 475 per annum (Level 07)

CENTRE

CENTRE

North West (Dr Kenneth Kaunda District)

Pretoria

REQUIREMENTS

REQUIREMENTS

A Bachelor's Degree/National Diploma in Business Studies/Development Studies. 2
years' experience. Job related knowledge: Operational planning; Human Resource
Management; Financial management; Supply chain management; Rural development
techniques; Understanding of business development; Strong leadership and managerial
qualities, a good track record of working with communities. Job related skills:
Communication (Excellent verbal and written communication) Negotiation; Marketing;
Networking; Strategic management; Leadership; Project management; Team
management; Presentation. A valid driver's licence.

APPLICATIONS

APPLICATIONS

African, Coloured, Indian and White males and Coloured, Indian and White females and
Persons with disabilities are encouraged to apply.

NOTE

NOTE

African, Coloured, Indian and White males and Coloured, Indian and White females and
Persons with disabilities are encouraged to apply.

POST 39/200

POST 39/200

STATE ACCOUNTANT REF NO: 3/2/1/2018/317

STATE ACCOUNTANT REF NO: 3/2/1/2018/317

Directorate: Programme Management and Administrative Support Services

Directorate: Programme Management and Administrative Support Services

Bachelor's Degree/National Diploma in Financial Accounting of Finance Management.
1 -2 years relevant financial experience. Job related knowledge: Knowledge of and
experience in BAS; Financial administration, including legislation relevant to financial
accounting, Public Financial Management Act (PFMA), Treasury Regulations; Inputs to
financial statements. Job related skills: Computer literacy; Exceptional skills in excel;
Written and verbal communication.
DUTIES: Manage commitment register of restitution projects. Update and balance the registers with information from BAS. Review financial reports and follow up on discrepancies with relevant stakeholders. Complete the commitment register age analysis. Ad hoc reconciliation of project expenditure to ensure correctness. Review submissions for declaration of funds, reconcile projects provide supporting information and submit for approval. Submit the register to regional offices for inputs. Review responses from regional offices and follow up on discrepancies. Manage land purchase register on restitution land rights purchases. Update and balance the registers with information from BAS. Update the interest receivable and reconcile with information from BAS. Follow up on outstanding POE for receivable interest. Prepare memorandum and update land purchases registers on amounts written off. Provide allocations to financial accounting on interest received. Compare land transfers with receivable interest to ensure that all interest is accounted for. Assist with audit management. Assist the audit coordinator to gather and submit information on information requested by auditors for all audits done by restitution. Prepare inputs to the interim/annual financial statements. Prepare and submit inputs to the interim and annual financial statements on: Contingent liabilities for restitution projects; Advances paid to conveyancers; Receivables; Land and subsoil; Commitments.

APPLICATIONS: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

NOTE: African, Coloured, Indian and White males and Coloured and Indian females and Persons with disabilities are encouraged to apply.
APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department of Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – Ground Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE: 12 October 2018 at 16h00. Applications received after the closing date will not be considered.

NOTE: Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver’s license (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the rights not to fill or withdraw any advertised post.

MANAGEMENT ECHELON

POST 39/201: CHIEF DIRECTOR: RESEARCH, POLICY & LEGISLATION REF NO: CDR/18/18

SALARY: R1 189 338 all-inclusive package per annum (SL-14)

CENTRE: Pretoria

REQUIREMENTS: The successful candidate will have a National Diploma/Bachelor Degree in Economic Sciences/Humanities or a related discipline. A postgraduate qualification in the same discipline will be an added advantage. Five years’ experience with a proven track record of leading a research function at a senior management level. Successful completion of Senior Management Leadership Programme. Computer literacy. Technical competencies on research, SMME and Cooperatives Policy implementation, monitoring and evaluation, reporting and data and statistical analysis.

DUTIES: The incumbent is expected to lead the setting of a research agenda, the development of a policy and legislative environment for the optimal development of SMMEs and Cooperatives. Lead research and the development and review of applicable policies, legislation and regulation for the development of SMMEs and Cooperatives (e.g. National Small Business Act, white paper, integrated strategy, etc.). Play an oversight role in the conceptualisation, development of knowledge creation processes that are relevant to the mandate and objectives of DSBD. Champion the enforcement of government policies that favours small business (e.g. 30-day payment, – holding accountable – enforcement of government policies – buy from local SMMEs). Facilitate evidence-based policy making. Create an enabling legislative and policy environment and ecosystem that will ensure attainment of government objectives in a manner that will not unduly impede the development and growth of SMMEs and Cooperatives. Act as a generator and information repository of decision-relevant and evidence-based small business intelligence for small business policymakers and programme implementation. Address the resolution of information gaps that occur during decision-making, explain constraints and provide alternatives. Guide the establishment of a knowledge base that positions the Department to be the key thought leader on its mandate with the capacity for innovative responses to the South African socio-economic challenges. Lead research and knowledge coordination in respect of applied and secondary policy and legislative review on the small business ecosystem. Establish and drive the development and maintenance of a comprehensive knowledge management repository for research findings (statistics and reports). Coordinate the provision of research findings to customers (internal and external).
ENQUIRIES : Mr Mojalefa Mohoto Tel No: (012) 394 1619
DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 2nd Floor Pencardia 1 Building.

FOR ATTENTION: Ms L Motlhala

CLOSING DATE: 02 November 2018

NOTE: The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

MANAGEMENT ECHELON


SALARY: An all-inclusive remuneration package of R1 189 338 per annum (Level 14) (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE: Pretoria


DUTIES: The successful candidate will perform the following duties: Provide strategic support to the DG. Manage operations and human resources in the Office of the Director-General. Provide leadership and guidance to corporate secretariat services. Provide leadership and guidance on coordination and delivery of communication activities for the Department. Provide leadership and guidance on Corporate Planning, Monitoring, Reporting and Evaluation in the Department.

ENQUIRIES: Ms L Motlhala Tel No: (012) 336 5824
OTHER POST

POST 39/203 : DEPUTY DIRECTOR: INFORMATION MANAGEMENT REF NO: 2018/08

SALARY : R697 011 per annum (Level 11) (all-inclusive remuneration package)

CENTRE : Pretoria


DUTIES : The successful candidate will perform the following duties: Support the technical development of an electronic database and catalogue system/registry of archives for the Department. Maintenance of electronic database and catalogue system/registry of archives for the Department. Development of operational policies and procedures for the unit. Management of access of data and dissemination through requirements document, construction of database (electronic and hard copy) of users. Compiling a register of data requests. Develop and provide training on how to utilize the system. Provide support to institutions/stakeholders regarding the Traditional and Khoi-San leadership and structures information system/repository. Knowledge of legislative framework regulating traditional and Khoi-San leadership to enable the development and continuous enhancement of electronic and information systems.

ENQUIRIES : Dr W Makgalancheche Tel No: (012) 336 5840
ANNEXURE M

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 12 October 2018
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and identity document. No late, faxed or email applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHelon

POST 39/204 : PROJECT MANAGER: MINE WATER QUALITY REF NO: 121018/01
Branch: Water Services Regulations

SALARY : R1 005 063 per annum (Level 13) (all inclusive package)
CENTRE : Head Office Pretoria
REQUIREMENTS : B Degree or NQF level 7 qualification in Natural Sciences or related field. Six (6) to ten (10) Years of relevant experience in water quality management. Five years of experience at a middle / senior managerial level. Knowledge and experience in mine water quality management. Knowledge and experience in integrated water resources management (IWRM). Knowledge and experience in integrated environmental management (IEM). Strategic Capability and Leadership. Programme and Project management. Financial management, Change management, knowledge management, Service Delivery Innovation, Problem solving and analytical skills, People and Diversity Management, Client Orientation and Customer Focus, Communication, Accountability and Ethical conduct.

DUTIES : Project management and regulatory oversight of intervention for mitigation of AMD/ mine water impacts in mining regions in South Africa. Strategic investigations and oversight of AMD / Mine Water challenges and reporting to relevant structures such as GTT, HMC and IGTT. Data-basing and assessment of new / emerging technologies for AMD/ Mine water management. Application of policies and strategies for optimised AMD/ mine water management.

ENQUIRIES : Mr. M Keet Tel No: 012 336 8000
APPLICATIONS : Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Ms LI Mabole

POST 39/205 : DIRECTOR: NORTHERN OPERATIONS REF NO: 121018/02
Branch: NWRI: Northern Operation

SALARY : R1 005 063 per annum (Level 13) (all inclusive package)
CENTRE : Haartebeespoort Dam
REQUIREMENTS : B Degree or NQF level 7 qualification in an Engineering Field of Mechanical, Civil or Electrical Engineering. Five (5) to ten (10) years managerial experience in Engineering.
Five (5) years of experience at a middle/senior managerial level. Technical experience within Civil, Mechanical or Electrical engineering. Knowledge and practical experience in principles of engineering; understanding of the water sector; knowledge and experience of project management; knowledge of operations of large infrastructures such as pipelines, canals and dams, strategic capability and leadership, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, good communication skills, accountability and ethical conduct and knowledge of labour relations.

**DUTIES**

To ensure that the existing Water Resources Infrastructure in Mpumalanga, Limpopo and North West regions are operated, maintained, rehabilitated and refurbished to provide effective and efficient supply of bulk raw water. To manage all civil, mechanical and electrical infrastructure towards storage and conveyance of bulk raw water to various water users. To ensure that risk for the operations in the cluster are managed. To manage the implementation of resource management policies. To ensure adequate maintenance of infrastructure. To ensure effective project management of all maintenance and rehabilitation work. To ensure effective financial management and budget control. To provide effective management and strategic leadership in the Directorate. To ensure effective people management.

**ENQUIRIES**

Mr. L.A.V Manus Tel No: (012) 336 8092

**APPLICATIONS**

Haartebeespoort Dam: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Ms LI Mabole

**OTHER POST**

**POST 39/206**

**SCIENTIST PRODUCTION GRADE A: WATER INFORMATION MANAGEMENT REF NO: 121018/03**

Branch: Operational Integration: Eastern Cape

**SALARY**

R585 366 per annum

**CENTRE**

East London

**REQUIREMENTS**

A Science degree (BSc) (Hon) or relevant qualification (in Geohydrology and Hydrology or Earth Sciences (specialised in Groundwater Studies). Compulsory registration with the SACNASP as a Professional Natural Scientist (certified copy must be attached). Three (3) years post qualification natural scientific experience in Geohydrology or Hydrology or Earth Sciences fields. A valid driver’s licence (certified copy must be attached). Good sound knowledge of geohydrological processes, groundwater assessment and integrated water resources management. Be able to apply, analyse and interpret various groundwater models. Ability to apply scientific research, methodologies and project management principles. Computer aided scientific applications. Presentation skills. Problems solving and analysis abilities and negotiation skills. Good written and verbal communication skills. Computer skills. People Management and Conflict Management.

**DUTIES**

Developing and implement methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance and perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with the client base. Create public awareness of the science system. Provide scientific data, information and advice as requested and review scientific publications. Conduct analyses on scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Conduct basic and applied research. Publish and present research findings. Liaise with the relevant bodies/councils on science-related matters. Mentor, train and develop candidate scientist and others to promote skills/knowledge transfer as well as adherence to sound scientific principles and code of practice. Supervise scientific work and processes as well as Sector Support with the assessment of Water Use Licence Applications. Deal with geohydrological queries regarding water use in the catchments. Manage special geohydrological projects. Run geohydrological models in order to assist in decision making. Give inputs to all feasibility studies. Attend to water use data request from stakeholders. Represent the Department in different platforms.
where geohydrological inputs are required from the department. Support the water quality team with the geohydrological inputs in their various projects.

**ENQUIRIES**

Mr B. Kunene Tel No: 043 701 2272

**APPLICATIONS**

East London: Please forward your applications quoting the relevant reference number to, Department Water and Sanitation, Private Bag X7485, King Williams Town, 5600 or hand deliver to No 2 Hargreaves Avenue, King William's Town, 5600.

**FOR ATTENTION**

Ms T Solwandle
THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS : Hand deliver at Government Avenue, Union Buildings, Pretoria or email Chiefnetworkcontroller@presidency.gov.za
FOR ATTENTION : Ms Kefilwe Maubane
CLOSING DATE : 12 October 2018
NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 39/207 : CHIEF NETWORK CONTROLLER
Directorate: Information Technology

SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate plus a National Diploma/Degree in Information Technology or equivalent qualification on NQF level 6 plus a minimum of three (3) years relevant working experience. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2008, 2012 and 2016, Exchange 2010 and 2016 and Windows 7/8 and 10 is essential. Knowledge of government transversal systems will be an added advantage. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory is essential. Knowledge of CISCO devices and their operation as well as VoIP will serve as an added advantage. Working knowledge of VMware will also serve as an added advantage. Advanced troubleshooting and fault findings skills. Ability to communicate well at all levels. Ability to work under pressure, independently and in a team environment. Must be prepared to travel and work after hours and public holidays when required. Must be prepared to be on standby when required.

DUTIES : The successful candidate will be responsible for administering and configuration of Windows 2008, 2012 and 2016 servers and ensure maximum performance. Performing backups and restores, Administer WAN/LAN infrastructure, fix errors and escalate when necessary. Installing and administer Microsoft Exchange Servers. Assisting with implementation and testing of network security measures and Disaster Recovery Plan. Implementing computer and server network policies and procedures and other projects. Compiling and maintaining network configuration and Disaster Recovery documentation. Ensuring update of anti-virus software and security patches for servers. Installing and support specialized hardware and software technologies (e.g. VMware, storage). Researching new computer and network technology. Ensuring maximum up time of network equipment through accurate and early response.

ENQUIRIES : Mr Samuel Lemao Tel No: (012) 300-5566
ANNEXURE O

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

POST 39/208 : MEDICAL SPECIALIST - (GRADE 1, 2, AND 3) REF NO: GS 51/18 (X1 POST)

Infectious Diseases Subspecialist Trainee
Component – Infectious Diseases
Re- Advertised
This is a fixed term post for 2 years from date of employment

SALARY : Grade 1: Medical Specialist R1 051 368 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 2: R1 202 112 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

Grade 3: R1 395 105 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg

MBChB or equivalent qualification FCP (SA) Plus Registration with the Health Professions Council of South Africa as a Specialist (Independent practice) at time of appointment. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Knowledge, Skills, Training and Competency Required: Competent general medicine skills, appropriate for the level of a specialist in Internal Medicine, Ability and willingness to work as part of a multi-disciplinary health care team, including liaison and communication with senior and junior staff; Ability to supervise junior staff, Ability and willingness to participate in and provide training for junior staff, undergraduates, postgraduates, ancillary and nursing staff. Management Skills: The understanding and ability to apply, appropriate to the post, current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Possess sound knowledge of Human Resource Management, budgeting, programme implementation, monitoring and evaluation, information management and quality assurance programmes. Good communication, leadership, decision-making and clinical skills. Drivers License and own transport.

DUTIES : Service Provision: Assess and manage patients in Infectious Diseases Clinics, Wards and ICUs and provide outreach clinical services. Consult with colleagues and junior staff. Manage patient load and disposal. Write reports on patients and respond to complaints. Develop management protocols. Quality assurance/Audit. Management: Medical Staff – counselling; assessing; guiding; developing; writing references; writing rules and policies and procedures; providing a structured working environment. Hospital Management – co-operation and co-ordination. Quality Improvement Program. Other Hospitals – co-operation and co-ordination. Budgetary – considering and containing costs. Teaching and Learning: Teaching and Training – medical staff; interns; medical students; nurses; other staff; patients. Academic Program – CPD presentations and lectures; performance of laboratory based learning off-site (e.g. Durban) as required by HPCSA. Co-operation with University of KwaZulu-Natal Medical School. Learning – keeping self-up to date. Development: New Services, New Equipment, New Policies. Research: Facilitate and Encourage, Participate.

ENQUIRIES : DR H. Dawood Tel No: 033 – 897 3289
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

FOR ATTENTION: Mrs. M. Chandulal

NOTE: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 51/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE: 12 October 2018

POST 39/209: MEDICAL SPECIALIST REF NO: MEDSPEC-P-AEDHEAMONCO/1/2018 (X1 POST)

Department: Paediatrics Medical (Haematology / Oncology)

SALARY:
Grade 1: R1 051 368 per annum all-inclusive salary package (excluding commuted overtime).
Grade 2: R1 202 112 per annum all-inclusive salary package (excluding commuted overtime).
Grade 3: R1 395 105 per annum all-inclusive salary package (excluding commuted overtime).

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
MBChB or equivalent; Current registration with the HPCSA as a Specialist in Paediatrics. Additional Requirements: Applicants for The Grade 1 Specialist post without the Subspecialty may be required to train in a relevant subspecialty. Grade 1: Experience: No Experience required. Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Registration and experience in the Subspecialty Paediatric Haematology or Paediatric Oncology. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Registration and experience in the Subspecialty Paediatric Haematology or Paediatric Oncology. Knowledge, Skills Training and Competencies Required: Broad knowledge of working in general Paediatrics and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates, Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.

DUTIES:
The core function of this post is to facilitate the delivery of Paediatric Haematology and Oncology services for the province. This includes obtaining the necessary qualifications in the subspecialty. Service includes outpatient consultations and management of in-patient at IALCH. The duties will include training of registrars, undergraduate and postgraduate students. Duties also include participating in the Outreach programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medical. The incumbent is expected to perform after hours calls and relief duties and be part of multi-disciplinary team when necessary.

ENQUIRIES:
Dr R Thejpal Tel No: (031) 2401536

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

NOTE:
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your
CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 19 October 2018

POST 39/210: MEDICAL OFFICER REF NO: ST39/2018 (X2 POSTS)
Component: A & E

SALARY:
Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% In hospitable Allowance
Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% In hospitable Allowance
Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% In hospitable Allowance

CENTRE: Stanger Hospital

REQUIREMENTS:
Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Experience Required: Sound knowledge and skills in Emergency Medicine including advanced adult and Paediatric resuscitative intervention. Sound clinical knowledge in General medicine including management of acute and chronic medical conditions. Good interpersonal and supervisory skills. Ability to work in challenging environment. Sound assessment, diagnostic and management skills. Knowledge and skills in Emergency care. ACLS, PALS, ATLS or Diploma in Primary Emergency Care is recommended.

DUTIES:
Provision of quality patient centered medical care to all patients in the emergency unit. Maintain accurate Medical records in accordance with legal and ethical guidelines. Provision of continuity of care to patients involving assisting in the Family Medicine Wards if the need arises. Ability to assist the senior medical staff in the smooth running of the department. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution. The following learning opportunities are available in the Accident & Emergency Unit: Supervision by an Emergency Physician with daily ward rounds an “on the floor teaching” in A & E. Emergency ultrasound training. Advanced airway management and ventilation techniques. Evidence based protocol driven management. Opportunity to conduct research in the unit. Preparation for the Diploma in Emergency Care (Dip PEC). Preparation to enter the Fellowship in Emergency Medicine.

ENQUIRIES:
Dr S. Pillay (Head Clinical Unit)) Tel No: 032 437 6000

APPLICATIONS:
Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

FOR ATTENTION:
Mr. S. Govender

NOTE:
The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 35/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated,
applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE** : 12 October 2018

**POST 39/211** : MEDICAL OFFICER REF NO: ST40/2018 (X1 POST)
Component: Psychiatry

**SALARY** : Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance
Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance:
Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

**CENTRE** : Stanger Hospital

**REQUIREMENTS** : Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professi

**DUTIES** : Needs to be familiar with the mental care act which has been implemented at District level in the country. To offer holistic management of patients at district and regional levels of care and in line with Standard Treatment Guidelines. Need to diagnose according to the Diagnostic and Statistical Manual of Psychiatry including emergencies. Ability to work in team, ability to communicate effectively with patients and families. Ability to function as an independent medical practitioner and to be able to perform all duties as a medical officer according to KPA’s and KRA’s. Required to perform outreach to the District PHC’s, CHC’s ad District Hospitals. Patient Satisfaction, patient surveys, reducing waiting times, identifying, meeting and surpassing patients’s expectations. Maintain and continuously improve professional and ethical standards. To provide training for nurses, junior staff, interns and medical students. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution.

**ENQUIRIES** : Dr N Mudaly (HOD Psychiatry) @ 032 437 6103/6264 or 0845611353

**APPLICATIONS** : Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450

**FOR ATTENTION** : Mr. S. Govender

**NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy. Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 39/2018 .NB: Failure to comply with the above instruction will
disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

**CLOSING DATE**: 12 October 2018

**POST 39/212**: MEDICAL OFFICER REF NO: MO O&G/2/2018

**Department**: Obstetric and Gynaecology

**SALARY**
- Grade 1: R780 612 per annum (All-inclusive Salary Package) excluding Commuted Overtime
- Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding Commuted overtime
- Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding commuted Overtime

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**
- Qualifications: MBCHB. Completion of Community Service. Full current registration with the Health Professions Council of South Africa as a General Medical Practitioner. A minimum of 1 year experience in Obstetrics and Gynaecology. Postgraduate diploma (in O+G) will be of added advantage. **Grade 1**: Experience: No experience required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Experience: 5 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3**: Experience: 10 years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
- Knowledge, Skills, Training and Competencies Required: Sound Knowledge of women’s health issues to allow for accurate diagnosis and appropriate management of clinical problems. Ability to deal with all maternity emergencies. Ability to perform minor gynaecological procedures (ectopic and evacuations) and c/ sections. Good decision making, problem solving, leadership and mentoring skills. Good communication skills.

**DUTIES**
- Participation in the provision of service in the department of O&G in the Durban Functional Region. Perform after hours duties. Assist with the supervision and support of students in the department. Participate in the departmental academic programme. Provide and ensure community orientated clinical services and support to Primary Health Care Services.

**ENQUIRIES**
- Prof. M Sebitloane Tel No: 031-2604390

**APPLICATIONS**
- All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058

**NOTE**
- An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the
People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE:** 19 October 2018

**POST 39/213:** MEDICAL OFFICER REF NO: MOCARD/2/2018 (X1 POST)
Department: Cardiology

**SALARY:**
- Grade 1: R780 612 per annum (All-inclusive Salary Package) excluding Commuted Overtime.
- Grade 2: R892 551 per annum (All-inclusive Salary Package) excluding Commuted overtime
- Grade 3: R1 035 831 per annum (All-inclusive Salary Package) excluding commuted Overtime

**CENTRE:** Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS:**
MBCHB Degree plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. Completion of Community Service or one year as a Medical Officer in the case of Foreign Nationals. **Grade 1:** Experience: No experience required after completion of Community Service. The appointment to grade 1 requires 1 (one) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 2 requires a minimum of six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. **Grade 3:** Experience: 10 years appropriate experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign employees, of whom it is not required to perform Community Service. Knowledge, Skills, Training and Competency Required: Knowledge and skills in clinical medicine, including acute emergency medicine. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiating, and planning, organizing and interpersonal skills.

**DUTIES:**
Provision of Cardiology services based at IALCH. Management of patients in the Ward, CCU and Cardiac Clinics. Provision of afterhours (nights, weekends, public holidays) call for the department at IALCH. Manage designated areas of responsibility in the Cardiology Department. Active involvement in the administration of Cardiac Clinics and Wards to optimize patient care. Assist in the implementation of guidelines, protocols and clinical audits. Involvement in the teaching of Paramedical staff in the Department. Participate in the academic programme, including research.

**ENQUIRIES:** Prof DP Naidoo Tel No: (031) 240 2207/ (031)240 1910

**APPLICATIONS:** All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

**NOTE:** An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will
CLOSING DATE : 19 October 2018

POST 39/214 : MEDICAL OFFICER GRADE 1, 2 OR 3: REF NO: APP/06/2018

SALARY : Grade 1: R780 612 per annum
          Grade 2: R892 551 per annum
          Grade 3: R1 035 831 per annum
          All - inclusive salary packages (This inclusive package consist of 70% basic salary and 30%, flexible portion that can be structured in terms of the applicable rules. Additional Benefits: Commuted overtime (subject to approval, Plus Rural allowance (18% of basic salary)

CENTRE : Appelsbosch Hospital

REQUIREMENTS : Grade 12 qualification, MBChB degree or equivalent qualification, Plus Registration with HPCSA as a Medical Practitioner, Plus Current registration with HPCSA as a Medical Practitioner post – community services OR Foreign Workforce Management Programme (FWMP) approval from NDOH to register with HPCSA, Plus Police clearance and SAQA verification for foreign graduates (current council receipt 2018).

Grade 1: Registration with HPCSA as Medical Practitioner. Foreign candidates require 1 year relevant experience after registration with a foreign Health Professions Council, of whom it is not required to perform Community Service as required in South Africa.

Grade 2: Minimum of 5 years experience after registration with the HPCSA as a Medical Practitioner post – Community Service. Foreign candidates requires 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to Community Service as required in South Africa.

Grade 3: Minimum of 10 years experience after registration with HPCSA as a Medical Practitioner post community service. Foreign candidates require 11 years relevant experience after registration with a recognized Foreign Health Professions Council, of whom it is not required to perform Community Service as required in South Africa. Recommendation: Experience in surgery / orthopaedics and / or obstetrics and an aesthetics. Knowledge, Skills, Training, And Competencies: Broad medical knowledge, including HIV and TB, pediatric ,surgery ,obstetrics and Gynaecology, orthopaedics, emergency medicine and anaesthetics. Clinical and surgical skills within the scope of practice of a district hospital. Communication and interpersonal skills. Willingness to teach and supervise junior doctors. Knowledge of applicable legislation, and national quality standards relating to primary health care. Sound knowledge and clinical skills associated with the practice of a district or OPD and Casualty services. Ability to diagnose and manage common medical, surgical and trauma related problems including emergencies. Proven ability to perform procedures for e.g. Insertion of intercostal drains, insertion of central venous lines, manipulation of fractures, suturing of wound, FNAC, intubation.

DUTIES : Perform all duties in accordance with the scope of practice, regulations and standard operating procedure. Consultation, diagnosis and treatment of patients in outpatients, casualty, wards and attached Clinics. Implementation of required standards of care, including treatment protocols and guidelines. Referral to higher levels of care when indicated. Participation in duty rosters. Performance of required administrative duties. Facilitation of staff training and on – going medical education. Collaboration with medical practitioners and others health care workers in neighboring health institution to Promote an effective district health services. Help and supervise junior medical staff. Participate in Quality Improvement Programmes. Compulsory participation in group 3 commuted overtime.

ENQUIRIES : Dr EH Edwards Tel No: (032) 2948000 ext. 164
APPLICATIONS : Human Resource Manager, P/Bag x 215, Ozwathini, 3242
FOR ATTENTION : Ms. DD Yengwa
NOTE : Equity Target: African Male
CLOSING DATE : 19 October 2018
POST 39/215 : MEDICAL OFFICER REF NO: ST41/2018 (X1 POST)
Component: Surgery

SALARY : Grade 1: R780 612 per annum all – inclusive package + a fixed commuted overtime & 18% Inhospitable allowance.
Grade 2: R892 551 per annum all- inclusive package + fixed commuted overtime &18% Inhospitable Allowance.
Grade 3: R1 035 831 per annum all- inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

CENTRE : Stanger Hospital
REQUIREMENTS : Grade 1: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Medical Practitioner. Grade 2: A tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professional of South Africa. Five (5) years post s post registration experience as a Medical Practitioner. Grade 3: tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa. Ten (10) years post registration experience as a Medical Practitioner.

DUTIES : Experience and ability in dealing chronic, subacute and acute surgical problems Working knowledge of medical and surgical protocols, health policies, acts and regulations. Ability to perform surgical procedures and participate in MMC programmes. Ability to resuscitate patients from birth to old age. Participate and contribute to clinical governance in the department and institution. Excellent communication skills. Ability to work and maintain meaningful relationships with a diverse community. Resilience and ability to cope with change. Ability to make a difference.

ENQUIRIES : Dr ZR Khan (Head Clinical Unit) Tel No: 032 437 6000
APPLICATIONS : Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
FOR ATTENTION : Mr. S. Govender
NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy. Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 39/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

CLOSING DATE : 12 October 2018

POST 39/216 : MEDICAL OFFICER (GRADE 1, 2,3) REF NO: GS 54/18
Component – Anaesthesia and Critical Care

SALARY : Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Committed Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form. Rural Allowance is payable for periods of time working at Edendale Hospital only.

**CENTRE:**
Pietermaritzburg: PMB Metropolitan Hospitals (Greys, Edendale Northdale)

**REQUIREMENTS:**
MBCHB Degree or equivalent qualification in Health Science. Current registration with the Health Professions Council of South Africa as a Medical Practitioner. NB: Those candidates who are still in their community service year may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical practitioner. NB Those candidates who hold a bursary that requires them to work outside of Pietermaritzburg must supply a letter from the Institution/District Office that holds their service obligation indicating that the bursary holder will be released to come to Pietermaritzburg for training. Bursary holders who are unable to supply this authority will not be shortlisted. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Applicants who only complete Community Service time on 31st December 2018 may apply on the understanding that they can only be appointed after receiving full registration as a Medical Practitioner with the HPCSA. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA is essential. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. At least one year of this time must have been in a department of anaesthesia recognized for DA training by the Colleges of Medicine of SA. DA is essential. Recommendation: A Diploma in Anaesthesia (DA) is required for those candidates being appointed at Grade 2 level or higher. ATLS, APLS and ACLS will be an advantage. Knowledge, Skills, Training and Competence Required: Participation in the After Hours call system is essential. Medical Practice as appropriate at post Community Service level. Information management. Current Health and Public service legislation, regulations and policy. Medical ethics, epidemiology and statistics. Clinical responsibility including examine, investigate diagnose and oversee treatment of patients. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. To perform appropriate preoperative examination and optimisation of patients for planned surgery. To provide safe and appropriate anaesthesia during surgery. To participate in post-operative care of patients. Anaesthetists must be prepared for early starts to the working day (07:15) and late, unpredictable finishes to the normal working day. The nature of anaesthesia means that frequent weekend shifts are required inside the commuted overtime package. The incumbent will be part of the Pietermaritzburg Metropolitan Group of hospitals and will be expected to rotate through all hospitals in Pietermaritzburg. Assist with human resource development for medical staff: Conduct Orientation and Induction Programme for new Medical staff. Provide guidance and advice to junior medical staff (interns/CSOs). Assist with the development of training programmes. Participate in relevant training programmes. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care. Undertake continuing medical education and professional development and study professional literature e.g. Medical journals. To identify health care needs and communicate these to seniors so that new ideas could be developed on policies/methods/techniques and procedures. To participate in audit and quality control programs to improve the standard of patient care. To participate in departmental administration by ensuring compliance with all departmental rules and regulations with regard to leave, call rosters and rotations. To participate in Outreach services in the
drainage area of Grey’s hospital as appropriate to their grade of qualification and experience. To maintain a logbook of clinical duties.

ENQUIRIES : R Z Farina Tel No: 033-897 3412
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. M. Chandulal
NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 51/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC). This advert is to recruit medical officers for anaesthesia starting between 01 January 2019 and 30th April 2019. This interview process will be used to identify all suitable applicants, who will then be appointed as posts arise to any of the three hospitals that comprise the PMB Metropolitan Hospitals group: Grey’s or Edendale or Northdale Hospitals. Incumbents will be expected to work in the Department of Anaesthesia in Pietermaritzburg for one year. During which time they will receive appropriate training to pass the Diploma in Anaesthesia, (if this qualification is not already held). Anaesthetic Medical Officers will also be able to apply for a three month rotation through Intensive Care during this year. In subsequent years it is anticipated that appropriate candidates will either commence specialising in anaesthesia or proceed to work in district and other regional hospitals providing high quality Medical Officer Anaesthesia.

CLOSING DATE : 12 October 2018
POST 39/217 : DEPUTY DIRECTOR: SYSTEMS REF NO: GS 52/18
Component: Systems Department
SALARY : R697 011 per annum (Level 11) (all inclusive remuneration package)
CENTRE : Greys Hospital, Pietermaritzburg
DUTIES : Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence and highest level of quality. Manage the following areas to ensure optimal usage and cost effectiveness: Information Technology, Cleaning Services, Catering Services, Maintenance Services, Gardening Services, Mortuary Services, Housekeeping, Security Services, Transport. Ensure that all Hospital Information Systems (Patient related and other) are maintained so as to provide reliable, valid timeous processing and information. Implement and monitor effective hospital policies, protocols, practices within the day to day operational areas. Ensure compliance with all statutory regulations and bylaws. Provide technical advice to the management team in respect of operations. Ensure that standby and emergency facilities are properly maintained. Ensure that an effective, up to date disaster and major incident management plan is maintained. Contribute as a member of multidisciplinary management team towards the effective management of the Hospital.
ENQUIRIES: DR K B Bilenge Tel No: 033 897 3321
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital
Private Bag X 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS S1/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE: 12 October 2018
POST 39/218: OPERATIONAL MANAGER NURSING GRADE 1 PHC
SALARY: R532 449 – R599 274 per annum. Other Benefits: 13th cheque, 8% Rural allowance, medical aid (optional) and Housing allowance (employee to meet requirements)
CENTRE: Ekombe District Hospital:
Mthungweni Clinic Ref No: EKO 04/2018
Xulu Clinic Ref No: EKO 05/2018
REQUIREMENTS: Senior certificate/Grade 12, Degree/diploma in General Nursing and Midwifery. A minimum of 9 years appropriate/recognizable experience in nursing after registration as Professional nurse with SANC in General Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in Primary Health Care. Current proof of registration with SANC (2018). Proof of experience endorsed by Human Resource office/ certificate of service. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programmes.
DUTIES: Provide quality comprehensive community health care. Provide administrative services. Provide educational services to staff, patients, students, Clinic Committee and the community. Provide clinical services. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research. Provide effective support to Nursing Services. Maintain professional growth/ethical standards and self-development: Maintain the Code of Conduct within the clinic.
ENQUIRIES: Mrs HK Buthelezi Tel No: (035) 834 8000 ext 8104
APPLICATIONS: All applications should be posted to: The Hospital CEO, Ekombe District Hospital, Private Bag X 203, Kranskop, 3268
FOR ATTENTION: Human Resource Manager: Mr SP Nene
NOTE: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver’s Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify
applicants. African males and people with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advised of the outcome of his/her application, in due course.

CLOSING DATE: 19 October 2018

POST 39/219: CLINICAL NURSE PRACTITIONER (EMPATHE CLINIC) REF NO: EMPA 01/2018

SALARY: R362 559 - R420 318 plus benefits: 12% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE: Dundee Provincial Hospital (Empathe Clinic)


DUTIES: Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative and rehabilitative services to the clients and community. Maintain intersectoral collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and National Core Standards (NCS) Manage and monitor proper utilization of human, financial, physical and material resources. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Monitor and evaluate HR performance EPMDS for all relevant staff. Ensure data management is implemented and monitored.

ENQUIRIES: Mrs. ID Khumalo Tel No: 034 212 1112 Ext 352

APPLICATIONS: The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

FOR ATTENTION: Human Resource Manager

NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver’s licence. Certification must be within 3 months. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

NB: Employment Equity Target is an African Male

CLOSING DATE: 12 October 2018, 16:00 afternoon

POST 39/220: PROFESSIONAL NURSE-SPECIALTY (ADM) GR 1 & 2
Component: PHC Nursing
Re-Advertisement (those who applied previously need not re-apply)

SALARY: Gr 1: R362 559 per annum
Gr 2: R445 917 per annum
Other Benefits: 13th Cheque, 8% Inhospitable Rural Allowance, Medical Aid (optional) Home Owner Allowance (employee must meet prescribed requirements).
**CENTRE**
- Ezakheni Nr 2 Clinic Ref No: EZA 03/2018 (X1 Post)
- Ekuvukeni Clinic Ref No: EKU 04/2018 (X1 Post)

**REQUIREMENTS**
Senior certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing plus Midwifery. One (1) year Post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Proof of current SANC receipt 2018. Registration with the South African Nursing Council as the General Nurse and Midwifery. Certificate of service endorsed by Human Resource Department. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after Registration as a professional nurse with SANC in General Nursing. At least one year Post Basic Nursing qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** A minimum of 14 years actual service and/or appropriate/recognizable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period must be appropriate/recognizable experience in PHC after obtaining the relevant 1 year post basic qualification required for the relevant specialty. Recommendation: Computer literacy. Knowledge, Skills and Experience Required: Knowledge of nursing care process and procedures, and other legal framework. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills.

**DUTIES**
- Execute duties and functions with proficiency within prescripts of applicable legislation.
- Provision of quality patients care through setting of standards, policies and procedures.
- To provide nursing care that leads to improved service delivery by upholding Batho Pele principles and Patients Rights. Maintain clinical competency by ensuring that scientific principles of nursing are implemented. Ensure and advocate for the provision and supervision of patients needs. Improve perinatal mortality and morbidity through implementation of priority programmes eg. EMTCT, CARMMA, MBFI, ESMOE. Provide and manage all resources within the unit cost effectively and ensure optimum service delivery. Participate in the analysis, formulation and monitoring of objectives, policies and procedures including quality improvements programmes. Provide quality nursing care for patients with obstetric emergencies. Ensure the provision of a safe and therapeutic environment for patients, staff and the public through implementation of infection Control and Prevention and control standards, Occupational Health and Safety and prevention of medico/legal risks. Create and maintain complete and accurate patient records and registers. Ensure the provision of accurate statistical information for data management. Assist in the implementation of National Core Standards. Provide adequate health education, awareness and be involved in campaigns. Promote women’s, mother and child health. Advocate for the Nursing Profession by promoting professionalism and nursing ethics. Hours of Duty: 40 hours per week, Shift work (day and night duty), Shift work may include straight shift and flexi hours and may include re-adjustments as required to provide adequate nursing coverage.

**ENQUIRIES**
- Ms C.I.Ndlovu Tel No: 036 6379600

**APPLICATIONS**
- Applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, P.O.Box 2238 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**
- Mr S.D.Mdletshe

**NOTE**
- Applications must be submitted on the prescribed Application for employment form (Z83) which is obtainable at any Government OR from website www.kznhealth.gov.za which must be signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, Certified copy of ID document, certified copies of highest educational qualifications (not copies of previously certified copies), registration with council. The reference number must be indicated in the column provided on the form Z83 (Part A). Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify applications. Please note that due to a large of applications received, applications will not be acknowledged. However, every successful applicant will be advised of the outcome of the application in due course. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance(vetting),credit records, citizenship) qualifications of Educational Qualification by SAQA, verification of previous experience from Employers and Verification form Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate form the South African Qualification Authority (SAQA) to
their application. Non-RSA Citizens/ Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised are free to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE** : 12 October 2018

**POST 39/221** : **DIAGNOSTIC RADIOGRAPHER REF NO: GS 53/18**
Component – Radiology Department

**SALARY** :
- Grade 1: R300 828 per annum
- Grade 2: R379 980 per annum
- Grade 3: R415 482 per annum

Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements

**CENTRE** : Greys Hospital, Pietermaritzburg

**REQUIREMENTS** :
National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. Certified copy of current registration with HPCSA for 2018/2019 as a diagnostic radiographer (Independent Practice OR Public Service Community Service (Diagnostic) 2018/2019. Certificates of service to be attached as proof of experience. **Grade 1**: None after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. One year experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2**: Minimum of 10 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of eleven years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3**: Minimum of 20 years experience after registration with HPCSA in the relevant profession in respect of RSA qualified employees who performed community service, as required in South Africa. Minimum of 21 years experience after registration with HPCSA in the relevant profession in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, skills and experience: Sound knowledge of diagnostic radiography procedures and equipment including CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Knowledge of radiation control and safety measures. Ability to perform and record quality assurance tests as stipulated by the Radiation Control Directorate. Computer Literacy.

**DUTIES** :
Provide high quality diagnostic radiographic service observing safe radiation protection standards. Participate in after hours and standby duties which include nights, weekends and Public Holidays. Provide assistance and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Perform reception and administrative duties as required. Participate in Quality Assurance and Quality Improvement programmes, in-service training and National Core Standards. Inspect and utilize equipment professionally to ensure that it complies with safety standards and ensure health and safety rules and regulations are adhered to.

**ENQUIRIES** : Mrs D Wood Tel No: 033-897 3208

**APPLICATIONS** :
Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

**FOR ATTENTION NOTE** :
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 51/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months
after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE:** 12 October 2018

**POST 39/222:** PROFESSIONAL NURSE – GENERAL STREAM GRADE 1, 2 AND 3) REF NO: ST 44/2018 (X1 POST)

Component: Antenatal and Postnatal

**SALARY:**
- Grade 1: R241 908 per annum Plus 8% rural allowance
- Grade 2: R297 516 per annum Plus 8% rural allowance
- Grade 3: R362 559 per annum Plus 8% rural allowance

Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

**CENTRE:**
Stanger Hospital

**REQUIREMENTS:**
- Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework. Sound knowledge of the Scope of Practice in the area of performance, Code of conduct, Patients’ Rights Charter, Batho Pele Principles.

**DUTIES:**
- Assess patients and attend to emergencies and risks factors. Do ½ hourly observations of patients in labour and monitor patients in high risk care unit i.e. pre- eclampsia, eclampsia and abrupton placenta. Ensure implementation of EMTCT programme according to the guidelines. Observations of high risk patients APH and post-delivery complications. Post C/S whose condition is critical, observed high care patient. Conduct deliveries. Prepare women for C/S, assist pts with signing of consent forms. Record all deliveries in labour ward register, check charts i.e. blood results, RH, HIV status, WR, feeding option. Physical examination of new born and writing of the neonatal chart. Resuscitation of new born for stabilizing before taken to nursery. Escort patients to theatre and sick new born babies to Nursery. Conduct grief counselling on mothers that has lost their babies. Ongoing counselling of patients on EMTCT programme, pre and Post-test counselling of patients who come without knowing their status. Testing and Initiation on ART of patients. Ensure that all admissions are entered in Admission book.
- All births are entered in the birth register, all information to appear in the birth register. NVP should be documented in the Nevarapine registers. Give information on Immunization programme according to EPI. Management of obstetric unit emergencies. Do PCR at birth and give date for PCR results at their nearest clinic. Admission of clients. Attend all patient as they come either admit in labour ward or refer to antenatal ward. Attend to high risk cases, identify problems and inform the Doctor. Do CTG on all admissions. Escort patients to labour ward. Commence labour graph. Record all findings in the maternity case record book. Examine BBA’s, suture perineal tears, check the baby and admit them if having problems. Do RH factor for unbooked cases. Attend to visitors and counsel patients. Transfers high risk patients to labour ward for monitoring and stabilization. Do SGTT to screen patients who are more than 34/40 and above. Induction of labour using cytotec as per Doctors orders. Take patients in active labour to L/W. Prepare emergency and elective cases to theatre and escort them. Ensure implementation of EMTCT programme according to the guidelines.

**ENQUIRIES:**
Mrs D.S Khanyezi Tel No: 032 437 6151

**APPLICATIONS:**
Applications to be forwarded to: Postal Address: Human Resources Department, The Human Resource Manager, Stanger Hospital, Private Bag X 10609, Stanger 4450, Physical address: The Human Resource Department, Corner of Patterson & King Shaka Street

**FOR ATTENTION:**
Mr. S. Govender (Human Resource Manager)

**NOTE:** Directions to Candidates: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the
column provided on the form Z83 e.g. St/17/2018. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. Due to the severe budget constraints, the department is experiencing, S&T will not be paid to any candidate that is attending the interview process.

**CLOSING DATE**

12 October 2018
ANNEXURE P

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply.

APPLICATIONS

Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, Polokwane 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor).

CLOSING DATE

12 October 2018

NOTE

Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. A Copy of your Curriculum Vitae, identity document, driver’s license and qualifications must be attached. The specific reference number for the post must be quoted. Failure to submit the required documents will automatically disqualify applications. "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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools." Shortlisted candidates for the below posts will be subjected to a Security clearance, and verification of qualifications. NB: Faxed or e-mailed applications will not be considered. This advert will also available on the following website: www.coghsta.limpopo.gov.za.

The Department reserves the right to make an appointment of the advertised posts. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the positions as they appear below.

MANAGEMENT ECHELON

POST 39/223

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: COGHSTA 01/18
Branch: Corporate Services

SALARY

R1 446 378 (Level 15) (All inclusive salary package)

CENTRE

Polokwane

REQUIREMENTS

An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognized by SAQA. 8-10 years’ experience at a Senior Management level & a valid driver’s license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc. Skills in: Negotiation skills; Language skills and ability to communicate well with people at different levels and from different backgrounds; People management skills; Good telephone etiquette; Time management; Communication, both formal, and informal; Good people skills; Sound organizational skills; High level of reliability.

DUTIES

Ensure provisioning of Human Resource Planning, HR Information Management, HR Practices and Administration Management; Ensure provisioning of Security and Investigation Services; Oversee the optimal utilization of Human Resources; Promote the effectiveness and efficiency of the organization; Oversee coordination of Special Programmes and Employee Wellbeing; Oversee Government Information Technology Services; Ensure provision Regulatory and Compliance Services; Oversee
Communications and Information Management; Manage resources (financial, human and physical)

**ENQUIRIES**
Ms Mahlangu Violet Tel No: (015) 294 2046

**POST 39/224**
**DIRECTOR: MUNICIPAL FINANCE**
**REF NO: COGHSTA 02/18**
Branch: COGTA

**SALARY**
R1 005 063 (Level 13) (All inclusive salary package)

**CENTRE**
Polokwane

**REQUIREMENTS**
An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years’ experience at a middle/senior managerial level & a valid driver’s license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, MFMA, Understanding of the public services environment, HR matters, finance, Planning and Organizing, Applicable legislations. Skills in: Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Advanced strategic planning skills; Research orientated person; Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organizational skills; Adaptability to meet the goal during changes; Policy formulation.

**DUTIES**
Build and monitor financial capacity of Municipalities; Manage and ensure the co-ordination, development and implementation of Municipal Financial Support Programmes; Manage the review and maintenance of the valuation roll; Oversee and support the implementation and review of financial regulation and policies; Identify improvement of financial management for the Municipalities; Manage resources (financial, human and physical).

**ENQUIRIES**
Ms Mokhomole Makgano Tel No: (015) 294 2286

**POST 39/225**
**DIRECTOR: DEMAND AND ACQUISITION**
**REF NO: COGHSTA 03/18**
Branch: Chief Financial Office (CFO)

**SALARY**
R1 005 063 (Level 13) (All inclusive salary package)

**CENTRE**
Polokwane

**REQUIREMENTS**
An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years’ experience at a middle/senior managerial level & a valid driver’s license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Procurement legislations, Logistics Management, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Financial Management; Time management; Communication, both formal, and informal.

**DUTIES**
Provide strategic direction on the development of Supply Chain policies; Oversee Demand services; Oversee Acquisition services; Manage open Bids and quotations based Bids; Render secretariat services to the Bid evaluation and Adjudication committees; Provide advisory and contract management services; Manage resources (financial, human and physical).

**ENQUIRIES**
Mr Monkoe Mphodi Tel No: (015) 294 2223

**POST 39/226**
**DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (LED)**
**REF NO: COGHSTA 04/18**
Branch: COGTA

**SALARY**
R1 005 063 (Level 13) (All inclusive salary package)

**CENTRE**
Polokwane

**REQUIREMENTS**
An undergraduate qualification (NQF level 7) as recognized by SAQA. 5 years’ experience at a middle/senior managerial level & a valid driver’s license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, Understanding of the public services environment, Project Management, Government systems and structures, Functional Ability, HR matters, finance, Planning and Organizing, Applicable legislations. Skills in: Problem solving; Financial Management; Proven Managerial skills; Accomplished leader; Change agent; Advanced strategic planning skills; Research orientated person;
Confident communicator; Financial management; People management skills; Networking skills; Innovative thinking; Strategic and conceptual orientation; Organizational skills; Adaptability to meet the goal during Changes; Policy formulation.

DUTIES

Assist Municipalities to formulate their LED Strategies in alignment with the Business Government and Civil Society; Support Economic Development and enhance LED Partnership and related Provincial Growth Points (PGP) Programmes; Support and monitor the implementation of Community Work Programme; Manage resources (financial, human and physical).

ENQUIRIES

Ms Mokhomole Makgano Tel No: (015) 294 2286

OTHER POSTS

POST 39/227: DEPUTY DIRECTOR: DISASTER RISK ASSESSMENT & REDUCTION REF NO: COGHSTA 05/18
Branch: COGTA

SALARY

R826 053 (Level 12) (All inclusive salary package)

CENTRE

Polokwane

REQUIREMENTS

An undergraduate qualification (NQF level 6) in Disaster Management or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Batho Pele principles; Public Service Act; Dynamics, culture and language of the target Community Disaster Management Act, National disaster Management Framework. Skills in: Negotiation skills; Presentation skills; People management skills; Time Management; Communication; Computer skill; Numeracy skill; Presentation skills; People management skills; Financial management skills.

DUTIES

Manage that Risk Assessment are conducted; Manage the development of Integrated Disaster Risk Management plans; Manage the development and implementation of Disaster Risk Reduction Seasonal Programmes; Manage the development and implementation of Contingency plans for National and Provincial events.

ENQUIRIES

Mr Monkoe Mphodi Tel No: (015) 294 2223

POST 39/228: DEPUTY DIRECTOR: MICB REF NO: COGHSTA 06/18
Branch: COGTA

SALARY

R826 053 (Level 12) (All inclusive salary package)

CENTRE

Mopani

REQUIREMENTS

An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Understanding of the public service environment, Municipal structures act, Municipal systems act, Municipal Finance Management act (MFMA), Public Finance Management Act (PFMA), Integrated development planning, Performance monitoring and evaluation, General management, Strategic planning, Service delivery, Governance issues, Relevant Legislation. Skills in: Financial management; Negotiation skills; Presentation skills; Strategic management; General management; Ability to communicate effectively at all Levels; Innovation; Creative and analytical thinking; Financial Management; Communication, both formal, and informal; Good people skills; Sound organizational skills; High level of reliability.

DUTIES

Develop and implement Municipal Provincial Capacity Building Strategy; Assessment of capacity levels of Municipalities; Co-ordinate Local Government Capacity Building Programmes; Assess the impact of Capacity Building Programmes; Oversee the implementation of Project Consolidate.

ENQUIRIES

Ms Mokhomole Makgano Tel No: (015) 294 2286

POST 39/229: DEPUTY DIRECTOR: CREDITORS REF NO: COGHSTA 07/18
Branch: Chief Financial Office (CFO)

SALARY

R697 011 (Level 11) (All inclusive salary package)

CENTRE

Polokwane

REQUIREMENTS

An undergraduate qualification (NQF level 6) in Accounting, Commerce and Auditing or equivalent as recognized by SAQA. Minimum 3 years relevant experience & a valid
driver's license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., BAS, PFMA, PPPFA, Treasury regulation, Batho Pele Principles, DORA, Public Service Act, computer literacy and delegation of authority. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication; Computer skill; Numeracy skills; Conflict resolution skills.

**DUTIES**
- Manage Creditors payment; Manage Compliance; Manage unresolved queries; Manage capacity and resources.

**ENQUIRIES**
- Mr Monkoe Mphodi Tel No: (015) 294 2223

**POST 39/230**
- **DEPUTY DIRECTOR: HR RECORDS REF NO: COGHSTA 08/18**
  - Branch: Corporate Services
  - **SALARY**: R697 011 (Level 11) (All inclusive salary package)
  - **CENTRE**: Polokwane
  - **REQUIREMENTS**: An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation, Public Service Act, PFMA, Employment Equity Act, Basic Conditions of employment Act, Promotion of Access to Information Act. Skills in: Negotiation skills; People management; Planning and Organizing; Strategic planning; Policy analysis and development; Diversity management; Change and knowledge management; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

**DUTIES**
- Manage Human Resources Records; Provide Municipal and MEC records management support; Development and implementation of Promotion of Access to Information manual; Manage Human Resource; Develop and implement Records Management Training Programs; Compile ,Update and monitor the implementation of the manual on Promotion of Access to Information.

**ENQUIRIES**
- Mr Monkoe Mphodi Tel No: (015) 294 2223

**POST 39/231**
- **SENIOR LEGAL ADMIN OFFICER REF NO: COGHSTA 09/18**
  - Branch: Corporate Services
  - **SALARY**: R448 269 per annum (OSD)
  - **CENTRE**: Polokwane
  - **REQUIREMENTS**: An undergraduate qualification (NQF level 7) in LAW or equivalent as recognized by SAQA. Minimum 5 years relevant experience & a valid driver’s license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

**DUTIES**
- To render effective and efficient contract management services to the Department, Municipalities and other statutory bodies; Manage the drafting of legally binding and watertight contracts/SLAs and MOU’s to ensure effective service delivery; Ensure compliance by the service providers and contractors in the implementation of projects.

**ENQUIRIES**
- Mr Monkoe Mphodi Tel No: (015) 294 2223

**POST 39/232**
- **ASSISTANT DIRECTOR: MUNICIPAL ACCREDITATION AND CAPACITY BUILDING REF NO: COGHSTA 10/18**
  - Branch: ISHS
  - **SALARY**: R444 693 per annum Level 10
  - **CENTRE**: Polokwane
  - **REQUIREMENTS**: An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years’ relevant experience and a valid driver's license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation,
Public Service Act, Housing Act, Housing Code, Breaking New Ground Policies. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal and informal; Computer skill; Numeracy skill; Creative/Innovative; Analytical thinking skills.

**DUTIES**

Co-ordinate and facilitate the development of Capacity Development Business Plan; Co-ordinate and facilitate capacity development for Provincial and Municipal officials on Human Settlements matters; Co-ordinate and facilitate accreditation of Municipalities; Co-ordinate and facilitate capacitation of Human Settlements Councilors and officials; Co-ordinate and facilitate Human Settlements Consumer Education; Co-ordinate and facilitate Service Provider Capacity Development.

**ENQUIRIES**

Ms Monyela Hlokammoni Tel No: (015) 294 2073

**POST 39/233**

ASSISTANT DIRECTOR: DEBTORS CONTROL REF NO: COGHSTA 11/18

Branch: ISHS

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years’ relevant experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

**DUTIES**

Co-ordinate accounts to effect devolution of properties to Municipalities and Phasing Out Program (POP) to tenants; Reconcile Housing debtors property accounts; Coordinate the implementation of Housing debtor policies; Co-ordinate the updating of succession records for Housing Debtors properties; Co-ordinate the payments of Rates and Taxes Accounts for the State Owned Properties; Determination of Selling Price of properties.

**ENQUIRIES**

Ms Monyela Hlokammoni Tel No: (015) 294 2073

**POST 39/234**

ASSISTANT DIRECTOR: MUNICIPAL FINANCE REF NO: COGHSTA 12/18

Branch: COGTA

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) in Accounting and Auditing or equivalent as recognized by SAQA. Minimum 3 years’ relevant experience and a valid drivers License (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service eg, Public Service Act, Labour Relation Act, PFMA, Municipal Finance and Management Act and Municipal Property Rates Act legislation, policy, standards and Environment, Practical demonstration of knowledge and skills in the Municipal finance and Local Government Arena. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

**DUTIES**

Co-ordinate Municipal finance operations and render support and capacity building; Co-ordinate the review and maintenance of the valuation rolls; Monitor and co-ordinate compliance with Municipal finance policies and legislation; Co-ordinate audit responses and assesses annual financial statements and audit reports; Assist with monitoring Budget formulation in Municipalities; Monitor Expenditure Patterns and revenue generation in Municipalities.

**ENQUIRIES**

Ms Monyela Hlokammoni Tel No: (015) 294 2073

**POST 39/235**

ASSISTANT DIRECTOR: ASSET REGISTER MANAGEMENT REF NO: COGHSTA 13/18

Branch: ISHS

**SALARY**

R444 693 per annum (Level 10)

**CENTRE**

Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years’ experience and a valid drivers license (with exception of disabled applicants). Key
Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Regulation, Public Service Act, PFMA. Core. Skills in: Negotiation skills; Presentation/Facilitation skills; Report Writing; Time Management; Communication, both formal, and informal; Creative/innovative; Analytical Thinking skills.

**DUTIES**

- Coordinate the implementation of Enhanced Extended Discount Benefits Scheme (EEDBS);
- Coordinate the updating of immovable assets register;
- Coordinate the registration and endorsement of the Title Deeds and Deeds of Grant for low cost housing project;
- Coordinate the rectification programme for Government Fixed Properties;
- Coordinate the proclamation of non-formal areas;
- Coordinate the valuation of EEDBS properties;
- Coordinate the adjudication process.

**ENQUIRIES**

Ms Monyela Hlokammoni Tel No: (015) 294 2073

**POST 39/236**

**ASSISTANT DIRECTOR: FACILITIES** REF NO: COGHSTA 14/18

Branch: Chief Financial Office (CFO)

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) as recognized by SAQA. Minimum 3 years' experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, PPPFA, etc. Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Project management; Financial Management.

**DUTIES**

- Monitor maintenance of buildings;
- Monitor the consumption of Municipal services;
- Monitor the payment of invoices;
- Monitor the leased photocopier machines.

**ENQUIRIES**

Ms Matlopela Terry Tel No: (015) 294 2224

**POST 39/237**

**ASSISTANT DIRECTOR: SECRETARIAT HOUSE OF TRADITIONAL LEADERS** REF NO: COGHSTA 15/18

Branch: COGTA

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) in Public Management and Administration or equivalent as recognized by SAQA. Minimum 3 years' experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., the Constitution of the RSA, Limpopo House of Traditional Leaders and Traditional Leadership ACT 4. Skills in: Organizing and Planning skills; Strategic Planning and Capacity building; Research and Analytical skills; Performance monitoring; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Report writing skill.

**DUTIES**

- Facilitate the activities of the Executive Committee of the Houses;
- Facilitate and monitor the activities of Portfolio Committees;
- Facilitate the establishment of Provincial and Local Houses;
- Facilitate sittings of the Members of Local and Provincial Houses.

**ENQUIRIES**

Ms Matlopela Terry Tel No: (015) 294 2224

**POST 39/238**

**ASSISTANT DIRECTOR: HR INFORMATION** REF NO: COGHSTA 16/18

Branch: Corporate Services

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Polokwane

**REQUIREMENTS**

An undergraduate qualification (NQF level 6) in HRM or equivalent as recognized by SAQA. Minimum 3 years' experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills in: PERSAL skills; Computer skills; Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal; Establishment skill.
DUTIES: Facilitate the updating of HR Information in the system; Optimize the usage of Persal System; Maintenance of the Departmental Code File; Maintain the Persal User Control; Compile Persal reports.

ENQUIRIES: Ms Matlopela Terry Tel No: (015) 294 2224

POST 39/239: SENIOR ADMIN OFFICER: ACQUISITION SERVICES REF NO: COGHSTA 17/18
Branch: Chief Financial Office (CFO)

SALARY: R299 709 per annum (Level 08)
CENTRE: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) in Supply Chain Management or equivalent as recognized by SAQA. Minimum 3 years’ experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills in: Negotiation skills; Presentation skills; People management skills; Time management; Communication, both formal, and informal.

DUTIES: Invitation of price quotation; Generation of memos for goods and services; SARS Vendors Verification Report through website; Compliance to Supply Chain Management Framework, legislation, procurement procedures and policies; Invitation of price quotation; Invite Bids and award; Facilitate the appointment of Bid Evaluation Committees; Inspection and submission of recommendations to Bid Adjudications Committee.

ENQUIRIES: Ms Matlopela Terry Tel No: (015) 294 2224

POST 39/240: SENIOR ADMIN OFFICER: TRADITIONAL AFFAIRS REF NO: COGHSTA 18/18 (X2 POSTS)
Branch: COGTA

SALARY: R299 709 per annum (Level 08)
CENTRE: Sekhukhune District Support Centre
Mopani District Support Centre

REQUIREMENTS: An undergraduate qualification (NQF level 6) in Public Management and Administration or equivalent as recognized by SAQA. Minimum 3 years’ experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g., Public Service Act, Labour Relation Act, PFMA, etc Skills in: Negotiation skills; Presentation skills; People Management skills; Time management; Communication both formal and informal.

DUTIES: Management of finances of traditional council; Providing administrative services to the traditional Council: Management of events of traditional council; Monitoring implementation of initiation school Act; Administration of tribal court proceedings.

ENQUIRIES: Mr Mathonsi Siza Tel No: (015) 294 2094

POST 39/241: ADMIN OFFICER: DEMOCRATIC GOVERNANCE REF NO: COGHSTA 19/18
Branch: COGTA

SALARY: R299 709 per annum (Level 08)
CENTRE: Polokwane

REQUIREMENTS: An undergraduate qualification (NQF level 6) in Public Management and Administration or equivalent as recognized by SAQA. Minimum 3 years’ experience and a valid drivers license (with exception of disabled applicants). Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing Local government e.g., Constitution 1996, Municipal Structures Act 1998, Municipal Demarcation Act 1998, Municipal Systems Act 2000, Intergovernmental Framework Act. Skills in: Negotiation skills; Presentation skills; People Management skills; Time Management; Communication both formal and informal; Report writing; Meetings; Management.

DUTIES: Collect and confirm data on grading of Municipalities; Collate and co-ordinate information on MIR (Municipal International Relations); Collect data and advise management on Devolution/Assignment of powers and functions; Co-ordinate logistics and consolidate reports for the Premier Mayor Forum; Ensure quality assurance for the
assessment process of Municipalities on powers and functions; Running of Councils meetings.

ENQUIRIES : Mr Mathonsi Siza Tel No: (015) 294 2094

POST 39/242 : AUXILIARY SERVICES OFFICER REF NO: COGHSTA 20/18
Branch: COGTA

SALARY : R196 407 per annum (Level 06)
CENTRE : Sekhukhune
REQUIREMENTS : Grade 12 certificate. Valid driver’s license (with exception of disabled applicants). No experience. Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills: Negotiation skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.

DUTIES : Provision of logistical support for the spatial planner; Mapping of areas for land development planning; Maintaining survey plan room and ensure safe keeping of diagrams; Identification and confirmation of boundary and beacons; Confirmation of sites for deeds office.

ENQUIRIES : Ms Mphati Mokgadi Tel No: (015) 294 2071

POST 39/243 : FINANCE CLERK: TRADITIONAL AFFAIRS REF NO: COGHSTA 21/18
Branch: COGTA

SALARY : R163 563 per annum (Level 05)
CENTRE : Kwenabafolo T/C
REQUIREMENTS : Grade 12 certificate. Valid driver’s license (with exception of disabled applicants). No experience. Key Competencies: Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service e.g., Public Service Act, Labour Relation Act, PFMA, etc. Skills: Negotiation skills; Presentation skills; People Management skills; Time management; Communication, both formal, and informal.

DUTIES : Collection of revenue and banking with the district Office; Manage procurement process; Prepare payrolls; Maintenance of commitment register.

ENQUIRIES : Mr Mathonsi Siza Tel No: (015) 294 2094

POST 39/244 : TRADITIONAL COUNCIL POLICE: TRADITIONAL AFFAIRS REF NO: COGHSTA 22/18
Branch: COGTA

SALARY : R115 437 per annum (Level 03)
CENTRE : Mahumani T/C
REQUIREMENTS : Grade 12 certificate. No experience. Key Competencies: Knowledge of: the garden environment.

DUTIES : Prevent nature vandalization; Ensure effective access control to traditional council offices. Maintain order during court proceedings; Perform messenger duties.

ENQUIRIES : Ms Mphati Mokgadi Tel No: (015) 294 2071

POST 39/245 : CLEANERS REF NO: COGHSTA 23/18
Branch: Chief Financial Office (CFO)

SALARY : R96 549 per annum (Level 02)
CENTRE : Polokwane

DUTIES : Provision of cleaning services, keep and maintain cleaning materials and equipment.

ENQUIRIES : Ms Mphati Mokgadi Tel No: (015) 294 2071
APPLICATIONS: All applications must be addressed to the Human Resources Manager, The Department of Environment and Nature Conservation, Private Bag X6102, Kimberley 8301 or hand delivered to the Receptionist at 90 Long Street, Old Sasko Building, Kimberley.

FOR ATTENTION: Ms. BS Topkin

CLOSING DATE: 12 October 2018

NOTE: It is the Department's intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. Applications must be submitted on form Z83, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). No faxed or emailed applications will be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (24) months subject to the Compulsory Induction Programme. The Department reserves the right not to make appointment(s) to the advertised post(s).

MANAGEMENT ECHELON

POST 39/246: DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: HRM 01/09/2018

SALARY: R1 005 063 per annum (S/L 13) (All inclusive salary package)

CENTRE: Kimberley

REQUIREMENTS: Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Human Resource Management or related area. A post graduate qualification will be an added advantage. A minimum of 5 years experience in a middle/senior managerial level in the Human Resource Management environment, preferably in Public Service. Knowledge of the following functional fields is critical: In-depth understanding of dynamics of the Public Service, Government Systems and Operations, good understanding of the PFMA, good understanding of the Public Service Human Resource Regulatory Framework, ability to work in cross / functional projects / teams, excellent coordination and project management skills, good understanding of Government policies and initiatives and the role of information in government decision-making. Demonstrated strategic and operational management ability and experience. Experience in leading and managing transformation, change and diversity. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications is essential. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: As the Head of the Human Resource Management the incumbent of this position will be responsible for providing overall strategic management and leadership in respect of the Human Resource Management functions. To develop and implement a people strategy and implementation plan, to facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the
department. To build capacity through Human Resource Development and Performance Management. To maintain and develop an appropriate labour relations environment and relationships with organised labour and other key role-players. To ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. To facilitate processes for ensuring that the Department has adequate human resource capacity. To promote employee health and wellness in the department. To ensure a strategic HR planning and policy framework that supports the objectives of the department. To ensure the provision of HR support services in line with business requirements and departmental strategy.

ENQUIRIES
NOTE: The Acting Head of Department: Mr. MH Ndzilili Tel No: (053) 807 7300

Please note that the shortlisted candidates will be subjected to the SMS competency assessment test and security vetting.

POST 39/247
DIRECTOR: BIODIVERSITY MANAGEMENT REF NO: BIODIV 01/09/2018

SALARY: R1 005 063 per annum (S/L 13) (All inclusive salary package)
CENTRE: Kimberley

REQUIREMENTS: Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Nature Conservation or Natural Sciences. A minimum of 5 years experience in a middle/senior managerial level. Sound knowledge of biodiversity conservation and experience in development of policies, implementation and compliance of biodiversity-related legislation is essential. Good managerial, organizational, planning, communication, interpersonal and administrative skills. Knowledge of financial management and HRM. Experience in or an advanced knowledge of the implementation of Convention on International trade in Endangered Species of Wild Fauna and Flora (CITES); Convention on Biodiversity (CBD), Convention on Ramsar Sites etc. and the National Environmental Management Act (NEMA). National Environmental Management: Protected Areas Act (NEMPAA) and its associated regulations. National Environmental Management: Biodiversity Act (NEMBA) and its associated regulations. National Environmental Management: Integrated Coastal Management Act (NEM: ICMA). Advanced knowledge of sustainable use of natural resources, alien and invasive species, threatened or protected species and CITES species. Sound knowledge of coastal management. The ability to manage/liaise and collaborate with different entities. A valid code B driver’s license.

DUTIES: The successful candidate will be responsible for the management of the Biodiversity Management Directorate. He/She will be responsible for the development, alignment and review of the Programme plans and budgets. Organising, supervision, allocation, utilization, care and or development of human, financial, technological, physical and logistical resources allocated to the Programme. Performance management, reporting and communication on the Programme. Overall operations as well as the implementation and monitoring of the Programme annual performance and operational plans. Development and implementation of policies, strategies, projects, programmes, procedures, practices and standards that facilitate effective and efficient performance and quality services by the Programme. Manage, guide and direct the provision of Conservation Services and Agencies as outlined in the Department’s Annual Performance and Operational Plans Manage, guide and direct the different Sub-Programmes. Coordinating, supporting and guiding inter-governmental and inter-sectoral integration, cooperation and collaboration with particular reference to stewardships and the expansion of the conservation within the Northern Cape Province. Undertake coalface visits aimed at improving service delivery in the spirit of the Batho Pele Strategy and Khaedu Programme.

ENQUIRIES
NOTE: The Acting Head of Department: Mr. MH Ndzilili Tel No: (053) 807 7300

Please note that the shortlisted candidates will be subjected to the SMS competency assessment test and security vetting.

OTHER POSTS

POST 39/248
CONTROL ENVIRONMENTAL OFFICER GRADE A: ENVIRONMENTAL, POLICY, PLANNING AND COORDINATION REF NO: EPPC 01/09/2018

SALARY: R468 513 per annum (OSD)
CENTRE: Kimberley
REQUIREMENTS: Relevant Degree(s)/National Diploma(s) in Environmental Management and/or Natural Science. A minimum of three years experience in environmental management. A valid code B driver’s licence. Job knowledge of intergovernmental relations, project management, sustainable spatial and development planning, Sustainable Development Goals, environmental challenges and possible solutions at local, national and international level. Integrated Environmental Management (IEM) process, national and provincial State of the Environment Report/Outlook. Environmental Implementation Plan and IDP Environmental Toolkit, environmental law and regulations [especially NEMA and Intergovernmental Relations Framework Act] and IEM Tools. Good computer skills. Sound interpersonal and communication (written and verbal), report writing, organizational, planning and supervisory skills. Writing and speaking any of the following languages will be an added advantage: Afrikaans, Tswana, Xhosa etc. Ability to apply analytical and innovative thinking to the planning, development and environmental processes.

DUTIES: Acceptance of responsibility to manage human resources, administration, planning, execution, monitoring and evaluation of activities and contribute to sound financial and budget management. Analyse District and Local Integrated Development Plans (IDPs) at municipal level for environmental content as per legislative requirement. Bring about intergovernmental coordination and ensure cooperative governance and integration of DENC plans, programmes, projects, tools and legislation into IDPs, spatial and other planning, monitoring and evaluation of documents. Participate in local, district and national government fora. Compile DENC Action Plan and update progress on all relevant environmental matters raised. Provide hands on support to all municipalities in the N. Cape with their IDPs and sector planning and monitoring. Compile and submit good quality reports related to cooperative governance, Environmental Implementation Plan, State of the Environment Outlook, Integrated Development Plans, Outcome 10, Programme of Action, and others.

ENQUIRIES: Ms. N van Olmen-Phillips Tel No: (053) 807 7300

POST 39/249: CONTROL BIODIVERSITY OFFICER GRADE A: COASTAL MANAGEMENT REF NO: BIODIV 02/09/2018

SALARY: R468 513 per annum (OSD)
CENTRE: Springbok

REQUIREMENTS: Applicants must be in possession of at least an undergraduate qualification (NQF level 7) in the field of Nature Conservation or Natural Sciences. A minimum 6 years’ experience in the Biodiversity Field. Knowledge of and extensive working experience in the relevant field, especially coastal management. Sound interpersonal and good written and verbal communication skills. Computer literacy. A valid code B drivers license. Willingness to travel. Proven managerial and administrative experience and general human resource management as well as financial management skills.

DUTIES: Manage, administer and expand the Northern Cape provincial coastal committee and where appropriate establish and manage other coastal management forums. Provide comment, support and where applicable, implement coastal management legislation, the NEMA control of vehicles in the coastal zone regulations, the regulations promulgated in terms of the ECA and any relevant future acts and regulations promulgated in terms of the NEMA. Ensure the drafting, implementation, management and monitoring of programme documents such as the provincial state of the coast report and provincial coastal management programme. Co-ordinate the provincial coastal management education and public awareness campaign. Implement and manage the provincial sustainable coastal livelihoods programme and its associated development projects, including various coastal management initiatives.

ENQUIRIES: Mr. LC Abrahams Tel No: (053) 807 7300

POST 39/250: RESERVE MANAGER: WITS AND NATURE RESERVE REF NO: CONS 01/09/2018

SALARY: R468 513 per annum (OSD)
CENTRE: Postmasburg

REQUIREMENTS: A National Diploma in Nature Conservation or equivalent qualification. A minimum of 6 years’ experience in the Biodiversity Field. Reserve Management experience would be beneficial. A valid code B drivers license. Good computer skills. Sound interpersonal and communication (written and verbal), report writing, organizational, planning and
supervisory skills. Ability to apply analytical and innovative thinking to the planning, development and environmental processes.

**DUTIES:** The incumbent will be responsible to: Manage the infrastructure on the reserve to ensure the functional utilisation, maintenance and development thereof and to preserve the biodiversity of the reserve to ensure the continued livelihood thereof which would include the development and maintenance of a management plan. Provide environmental education to promote environmental awareness. Manage risk and security aspects on the reserve. Manage internal and external relationships with all interested and affected stakeholders to the reserve. Perform and manage administrative and related functions. Acceptance of responsibility to manage human resources, administration, planning, execution, monitoring and evaluation of activities and contribute to sound financial and budget management.

**ENQUIRIES:** Mr. LC Abrahams Tel No: (053) 807 7300

**POST 39/251:** ASSISTANT RESERVE MANAGER: OORLOGSKLOOF NATURE RESERVE REF NO: CONS 02/09/2018

**SALARY:** R256 815 per annum (OSD)

**CENTRE:** Nieuwoudtville

**REQUIREMENTS:** A National Diploma in Nature Conservation or equivalent qualification, and a minimum of 0 to 2 years’ experience in the Biodiversity Field. Reserve Management experience would be an added advantage. Good computer skills. A valid code B drivers license. Sound interpersonal and communication (written and verbal), report writing, organizational, planning skills. Ability to apply analytical and innovative thinking to the planning, development and environmental processes.

**DUTIES:** The incumbent will be responsible to assist the Reserve Manager with the infrastructure on the reserve. To ensure the functional utilisation, maintenance and development of the reserve. To preserve the biodiversity of the reserve to ensure the continued livelihood thereof which would include the development and maintenance of a management plan. Provide environmental education and promote environmental awareness. Manage risk and security aspects on the reserve. Manage internal and external relationships with all interested and affected stakeholders to the reserve. Perform and manage administrative and related functions.

**ENQUIRIES:** Mr. LC Abrahams Tel No: (053) 807 7300

**POST 39/252:** ENVIRONMENTAL OFFICER GRADE A: COMMUNICATION AND AWARENESS RAISING REF NO: EES 01/09/2018

**SALARY:** R256 815 per annum (OSD)

**CENTRE:** Kimberley

**REQUIREMENTS:** An appropriate 3 year tertiary qualification in the Natural Science or Education. At least 1 year experience in the field of Environmental Education and/or Education. Good communication skills, interpersonal skills, presentation skills and computer skills. A valid code B drivers license.

**DUTIES:** Implement environmental education programmes to assist with the integration of environmental education into formal education structures. Identify, conduct and facilitate environmental awareness campaigns for the general public and relevant stakeholders. Facilitate/conduct the celebration of international and national environmental days. Assist with the development and implementation of environmental programmes to the youth. Assist with the development and distribution of resource and learning material. Foster working relationships with other government departments and relevant stakeholders to promote environmental education and awareness. Perform administrative and relevant related functions.

**ENQUIRIES:** Mr. LC Abrahams Tel No: (053) 807 7300

**POST 39/253:** PERSONAL ASSISTANT: ENVIRONMENTAL QUALITY MANAGEMENT REF NO: EQM 01/09/2018

**SALARY:** R242 475 per annum (Level 07)

**CENTRE:** Kimberley

**REQUIREMENTS:** Grade 12 with Secretarial Diploma or equivalent qualification. A minimum of 3 years’ experience as a Secretary / Personal Assistant. Ability to properly/ accurately record...
minutes and decisions at meetings. Computer skills. A valid code B drivers' license / learners license. Ability to prioritise and deal with confidential matters. Good interpersonal communication and writing skills. Self-Management and motivation. Problem solving skills; analytical skills Report writing skills; Planning & Organizing skills; Communication (written & verbal).

**DUTIES**

Manage engagements of the Senior Manager, Record engagements. Render administrative support. Ensure and advise on the effective flow of information and documentation to and from the Office of the Senior Manager. Provide support to the Senior Manager in terms of meetings. Scrutinize documentation to determine actions/ information/ documentation required for meeting(s). Support the Senior Manager with the administration of the budget. Collate or and compile performance documentation on a monthly and quarterly basis from sub-directorates.

**ENQUIRIES**

Mr. B Fisher Tel No: (053) 807 7300

**POST 39/254**

PERSONAL ASSISTANT: OFFICE OF THE CFO A REF NO: FIN 01/09/2018

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Kimberley

**REQUIREMENTS**

Secretarial diploma or relevant tertiary qualification (with Accounting will be an added advantage) in the field of Administration/ Senior Certificate plus 2 – 5 years relevant experience. Ability to properly/ accurately record minutes and decisions at meetings computer skills course. A valid code B drivers’ license.

**DUTIES**

Manage engagements, Record engagements, Render administrative support, Ensure and advise on the effective flow of information and documentation to and from the Office of the Senior Manager. Provide support to the Senior Manager in terms of meetings. Scrutinize documentation to determine actions/ information/ documentation required for meeting(s). Support the Senior Manager with the administration of the budget. Coordinate, evaluate and monitor submissions of the Directorate.

**ENQUIRIES**

Ms. BB Mashobao Tel No: (053) 807 7300

**POST 39/255**

STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: FIN 03/09/2018

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Kimberley

**REQUIREMENTS**

Applicants must be in possession of a 3-year Diploma / equivalent qualification or Senior Certificate with 4 – 5 years Supply Chain management experience in Government. Microsoft Word, Excel and Power Point. Knowledge of the BAS and LOGIS. Excellent verbal and written communication skills and the ability to work under pressure are a prerequisite. Knowledge of the PFMA, Treasury Regulations, Standard Chart of Accounts and all Financial prescripts and guidelines.

**DUTIES**

Strong communication and listening abilities. Presentation skills. People management. Computer literacy (PERSAL, BAS, LOGIS, MS office package, especially Excel). Procurement processes. Good analytical writing and reporting skills. Interpretation of financial data and transforming it into management reports. Knowledge and application of relevant legislation/policies. Personal attributes: Strategic and visionary leadership, Self-driven, Self-confident and innovative. Ability to work under pressure.

**ENQUIRIES**

Ms. BB Mashobao Tel No: (053) 807 7300

**POST 39/256**

STATE ACCOUNTANT: SUPPLY CHAIN MANAGEMENT REF NO: FIN 03/09/2018

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Kimberley

**REQUIREMENTS**

Applicants must be in possession of a 3-year Diploma / equivalent qualification or Senior Certificate with 4 – 5 years Supply Chain management experience in Government. Microsoft Word, Excel and Power Point. Knowledge of the BAS and LOGIS. Excellent verbal and written communication skills and the ability to work under pressure are a prerequisite. Knowledge of the PFMA, Treasury Regulations, Standard Chart of Accounts and all Financial prescripts and guidelines. Skills and Competencies: Strong communication and listening abilities. Presentation skills. People management. Computer literacy (PERSAL, BAS, LOGIS, MS office package, especially Excel). Procurement processes. Good analytical writing and reporting skills. Interpretation of financial data and transforming it into management reports. Knowledge and application
of relevant legislation/policies. Personal attributes: Strategic and visionary leadership, Self-driven, Self-confident and innovative. Ability to work under pressure.

**DUTIES**
Ensure compliance with financial prescripts i.e. Public Finance Management Act, National Treasury Regulations, Provincial Treasury Instructions, Delegations and departmental policies. Ensure that properly approved source documents for all transactions are captured, approved and authorized. Assist with the tendering processes and documents.

**ENQUIRIES**
Ms. BB Mashobao Tel No: (053) 807 7300

**POST 39/257**
**ACCOUNTING CLERK:** PAYMENTS REF NO: FIN 02/09/2018

**SALARY**
R163 563 per annum (Level 05)

**CENTRE**
Kimberley

**REQUIREMENTS**
Applicants must be in possession of a Grade 12/ Senior Certificate with at least 02 years working experience. Computer literacy. Knowledge of PERSAL, BAS and Logistical System (LOGIS) will be an added advantage. Excellent verbal and written skills and the ability to work under pressure are a prerequisite. Knowledge of the PFMA, Treasury Regulations, Standard Chart of Accounts and all financial prescripts.

**DUTIES**

**ENQUIRIES**
Ms. BB Mashobao Tel No: (053) 807 7300

**POST 39/258**
**ADMINISTRATION CLERK:** COMPLIANCE AND ENFORCEMENT REF NO: ENF 01/09/2018

**SALARY**
R163 563 per annum (Level 05)

**CENTRE**
Kimberley

**REQUIREMENTS**
A Senior Certificate and previous experience as an admin clerk is recommended. Office Administration diploma would be regarded as an added advantage. Computer literacy (Windows 8, Word, Excel and PowerPoint). Good public relations, communications and report writing skills. Basic compliance and enforcement knowledge. A valid code B drivers' license.

**DUTIES**
Logistical support in terms of arranging Compliance and Enforcement meetings. Organise travelling and accommodation arrangements for the officials. Interface and communicate effectively with a wide range of internal and external stakeholders on general Compliance and Enforcement administrative functions. Office Administration. Purchasing of stationery and other items as required.

**ENQUIRIES**
Mr. OT Gaoraelwe Tel No: (053) 807 7300
ANNEXURE R

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF ECONOMY AND ENTERPRISE DEVELOPMENT

The North West Department of Economy and Enterprise is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS: Complete application forms and supporting documents, quoting the relevant reference number, should be forwarded to the Human Resources Management and Development Directorate, Department of Economy and Enterprise Development, Private Bag X15, Mmabatho 2735 / hand delivered to NWDC Building, Cnr University Drive and Provident Streets, Mmabatho, 2735. All applications should reach the Department by 16h30 on the closing date. Applications received after the closing date will not be accepted.

CLOSING DATE: 12 October 2018

NOTE: Applications must be on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, educational qualifications, skills, competencies and knowledge). All educational qualifications will be verified, and they must be certified copies of the original educational certificates. Certified copy of the Identity Document or National Identity Card must be attached as well. The date on certifying stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, it must be done in writing and addressed to the Head of Department. Under no circumstances will the Department accept required application documents through facsimile or e-mail. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interview. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. The Department reserves the right not to make appointment of position(s).

MANAGEMENT ECHELON

POST 39/259: CHIEF DIRECTOR: ECONOMIC PLANNING, TRADE AND SECTOR DEVELOPMENT REF NO: 24/DEED/2018/NW

SALARY: All-Inclusive Remuneration Package of R1 189 338 per annum (Level 14). 60% or 70% of the inclusive salary package must go into the basic salary. (N.B. 60% is applicable to all persons appointed to the SMS from outside the Public Service). The all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the employee’s personal needs.

CENTRE: Mahikeng / Mmabatho

REQUIREMENTS: Relevant and appropriate recognised Bachelor’s degree in the field of Business Economics or Economics or Trade and Investment. Postgraduate qualification(s) in the mentioned field of study will be an added advantage. Extensive experience in the field of economic development, export and investment promotion. Knowledge and understanding of the sector and industry development. Experience of conducting research. Minimum of five (5) years’ experience in related working field at Senior Management Service (SMS) level in the Public Service or equivalent to SMS level in the Private Sector. Internationally obtained educational qualification(s) must be verified by SAQA. Valid driver’s license. Competencies: Financial management, Strategic capability and leadership, Programme and Project management, Change management, Knowledge Management, Service delivery Innovation, Problem solving and Analysis, People management and Empowerment, Client orientation and customer focus, Communication, Honesty and Integrity, Computer literacy.

DUTIES: Develop and implement interventions and strategies to stimulate economic growth and development through industry development, trade and investment promotion. Facilitate and coordinate the development of the major Provincial economic sectors (agro processing, manufacturing, mining beneficiation, tourism and green economy). Facilitate the support to industries in order to contribute to the acceleration of economic growth rate. Address the millennium development goals, national and provincial goals.
of job creation and the constitutional mandate. Facilitate and undertake research that will inform the development and review of economic development plans, policies and strategies in alignment with national and provincial priorities. Conduct research and feasibility studies on prospective projects in terms of, inter alia, technical, socio-economic, environmental and financial management and market processes to aid decision-making about the type of project support and links to sector development. Manage the implementation of broad economic strategies and other imperative initiatives to transform the provincial economy. E.g. Special Economic Zones (SEZ), Black industrialists and Industrial parks. Develop and implement key economic sectors strategies that influence provincial economy growth and development. Facilitate and manage creation of an enabling environment for key Province industries that have the potential to significantly contribute to job creation, skills development, establishment and growth of small medium and large business and support BBBEE through rural and township economy within the four districts of the Province. To enhance the competitiveness of the province’s priority economic sectors and ensure that they can compete within a global, continental and international scale. Manage strategic projects and partnership/service level agreements with key stakeholders in provincial prioritised economic sectors and ensure that are successful completed within budgetary timelines and performance requirements. Manage the performance of the Chief Directorate.

ENQUIRIES

: Mr Lufuno Tshikovhi Tel No: 018 387 7728
ANNEXURE S

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 15 October 2018

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 086 1370 202

OTHER POSTS


SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 4 year BSc. Degree or equivalent in Agricultural Extensions; A minimum of 3 years' appropriate experience. Recommendations: Proven knowledge of Extension interventions and Project Management; A valid code B driving licence. Competencies: Proven knowledge of Agricultural Extension; Presentation skills; Leadership, planning and organising skills; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES: Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
ENQUIRIES: Mr W Weimers at (021) 808 5495


SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: A 4-year BSc-Degree in Soil Science or Water Science; A minimum of 3 years’ appropriate experience. Recommendations: Proven knowledge of irrigation and drainage. Competencies: Proven knowledge of Soil Science, Irrigation and Drainage; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills; Presentation skills.
DUTIES: Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.
ENQUIRIES: Ms A Valentyn at (021) 808 5455


SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 4-year B-Degree; A minimum of 3 years' experience in Education and Training. Recommendations: Knowledge and expertise to teach biology and/or mathematics. A valid code B driving licence. Competencies: Proven computer literacy in MS Office; Presentation skills; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills.
DUTIES: Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES: Mr L Conradie at (021) 808 7701


SALARY: R299 709 per annum (Level 08)

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate 4-year BSc-Degree or equivalent qualification; 3-years' appropriate experience in Agricultural Economics/ Commerce or Agribusiness Management environment. Recommendations: Proven knowledge of labour relations and marketing. Competencies: Proven knowledge of Agricultural Economics/ Commerce or Agribusiness Management; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills; Presentation skills.

DUTIES: Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES: Ms A Valentyn at (021) 808 5455


SALARY: Grades: A: R293 652 - R314 853 per annum
Grade B: R334 179 - R360 240 per annum
Grade C: R380 364 - R448 035 per annum

CENTRE: Department of Agriculture, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Science or relevant qualification; Compulsory registration with SACNASP as a Certificated Natural Scientist in Animal Science/Agricultural Science; A minimum of 3 years' post-qualification appropriate technical (scientific) experience; A valid code B driving licence. Recommendations: Experience working in an animal feed/agricultural laboratory. Competencies: Knowledge of the following: Programme and Project Management; Scientific Methodologies; Research and Development; Computer-aided scientific applications; Communication (written and verbal) in at least two of the three official languages in the Western Cape; Proven computer literacy; Networking; Technical Management and technical planning skills; Conflict Management; Team leadership; Problem solving and analysis.

DUTIES: Develop and implement methodologies, policies, system and procedures; Apply operational standards and consolidate methodologies, policies, system and procedures; Provide technical support and advice; Gather scientific data and relevant technical information; Perform technical scientific analysis; Preparation of database and routine data interpretation; Database and data management; Continuous professional development to keep up with new technologies and procedures; Supervise technical personnel and processes; Manage the performance management and development of staff.

ENQUIRIES: Dr CHM De Brouwer at (021) 808 5220

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 15 October 2018

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only
available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 39/265: ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: AIR QUALITY REGULATORY SERVICES REF NO: EADP 2018-40

SALARY: R380 364 per annum (OSD as prescribed)

CENTRE: Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate Honours Degree in Environmental Management/ Natural or Physical Sciences; A valid driving licence (Code B). Recommendations: Experience and Knowledge of the following: Environmental/Air Quality Management Systems; Air Quality Regulatory Services; Integrated Environmental Management; Compliance and Enforcement; Project Management/Planning. Competencies: Knowledge of the following: Air Quality Management; Integrated Environmental Management; Pollution Management; Compliance monitoring and enforcement, with respect to statutory obligations (e.g. NEMA; NEM:AQA); Environmental legislation (e.g. NEMA, NEM:AQA); General office/administration, Financial and Human Resource Management; Excellent research and report writing skills, including the drafting of official and technical reports; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to analyse, interpret and respond to scientific and technical reports.

DUTIES: Provide specialist advice and technical expertise towards the development and administration of Air Quality Management systems and policies; Provide leadership, guidance and technical advice on the development and implementation of specific projects (e.g. specialised air quality management projects to inform human health risk assessment); Contribute towards the development and implementation of air quality regulatory projects and capacity building; Provide specialist inputs on compliance monitoring and enforcement with respect to statutory obligations (NEMA and NEM:AQA); Provide support and input to all Financial Management, Human Resource Management, administrative and strategic planning and related functions.

ENQUIRIES: Dr J Leaner at (021) 483 2888

POST 39/266: ENVIRONMENTAL OFFICER (PRODUCTION): ENVIRONMENTAL IMPACT MANAGEMENT SERVICES (DEVELOPMENT MANAGEMENT) REF NO: EADP 2018-39

SALARY: Grade A: R256 815 - R285 021 per annum
Grade B: R301 104 - R334 179 per annum
Grade C: R353 082 - R448 035 per annum
(OSD as prescribed)

CENTRE: Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural/ Physical or Environmental Sciences; A valid driving licence (Code B). Recommendations: Relevant experience in the review of Environmental Impact Assessment; Working knowledge and experience of the following: Integrated Environment Management, including applicable legislation and policies; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation for environmental impact assessments; Methodologies for the evaluation of Environmental Management plans as well as environmental monitoring and auditing; Environmental Management Systems. Competencies: Knowledge of the practical implementation of environmental policies, guidelines, norms and standards; Integrated Environmental Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong report writing skills; Basic Proven computer literacy in Word, Excel and PowerPoint; Sound interpersonal and problem solving skills.

DUTIES: Supporting the Director: Development Management with the following: Provisioning of an integrated environmental management regulatory, advisory and support service; To develop and maintain EIAs and development related policies, guidelines, norms and standards; Supporting the director with strategic and operational management and
ENQUIRIES: Mr E van Boom at (021) 483 2877

(6-Month Contract Position)

SALARY:
- Grade A: R256 815 - R285 021 per annum
- Grade B: R301 104 - R334 179 per annum
- Grade C: R353 082 - R448 035 per annum

(OSD as prescribed) plus 37% in lieu of benefits

CENTRE: Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS:
- An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in the Natural Science, Physical Science, Social Science, Environmental Science or Economics.
- Recommendations: An appropriate post graduate qualification; Minimum of 1 year working experience in a relevant field; Experience working in a government department/state institution. Competencies: Innovative and creative; Confidence; People skills; Resilience and adaptability; Able to multi-task; Committed and dedicated; Organised and systematic; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.

DUTIES:
- Assist with the coordination of Environmental Economy activities in the Department;
- Undertake research and reporting as required to support Environmental Economy efforts within the Western Cape;
- Undertake activities as required for the planning and implementation of the Environmental Economy projects within the Directorate: Sustainability;
- Assist with mainstreaming, implementation and reporting of Resource Efficiency efforts across the Western Cape;
- Awareness and education for Resource Efficiency and Environmental Economy in Western Cape Government;
- Research to inform Green Economy development;
- Assist with organising meetings events, seminars and conferences.

ENQUIRIES: Mr G Maguire at (021) 483 2566

DEPARTMENT OF HEALTH
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE: It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 39/268: CLINICAL MANAGER GRADE 1 (MEDICAL)
Central Karoo District

SALARY:
- R1 115 874 per annum (A portion of the package can be structured according to the individual’s personal needs. Plus a non-pensionable rural allowance of 22% of basic annual salary).

CENTRE: Beaufort West Hospital

REQUIREMENTS:
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPSCA as a Medical Practitioner. Experience: A minimum of 3 years’ appropriate experience as Medical Officer after registration with HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel throughout the district. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Appropriate Management experience at a Health Facility.

DUTIES:
- Quality clinical, non-clinical and medico-legal patient care as required by the various programmes of the Department of Health. Supervise, Support, transfer of knowledge to
training and mentoring of the clinical staff and auxiliary staff. Provide an efficient administration service regarding all clinical and non-clinical matters and medico-legal work. Provide guidance and leadership towards the realisation of strategic goals and objectives of the division. Ensure a cost efficient service at clinical level with regards to laboratory services, blood, medicine, consumables and equipment.

ENQUIRIES: Dr AJ Muller Tel No: (023) 414-8200
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 12 October 2018

POST 39/269: MEDICAL OFFICER GRADE 1 TO 3
Eden District

SALARY:
Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum
(Plus a non-pensionable rural allowance of 18% of the basic salary). (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE: Ladismith Hospital
REQUIREMENTS:
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. One-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of applicable South African TB and HIV care guidelines. Knowledge of general medical and surgical conditions on hospital and PHC level. Computer literacy (MS Excel, Word and Outlook). Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal, organisational and teamwork skills.

DUTIES:
Provide quality in-patient care to patients in the Kannaland Sub-district (Alan Blyth Hospital). Provide an Outreach and Support service in the Kannaland Sub-district to PHC clinics. Actively participate in skills transfer training relevant to the post. Participate in Commuted Overtime duties: 16 hours per week required. Active involvement in the clinical governance, operational management and quality assurance processes of the Sub-district.

ENQUIRIES: Dr JF Denkema Tel No: (028) 551-1062
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the
relevant council (this includes individuals who must apply for change in registration status)"

**CLOSING DATE**
: 12 October 2018

**POST 39/270**
: **MEDICAL OFFICER GRADE 1 TO 3**
Cape Winelands Health District

**SALARY**
: Grade 1: R 780 612 per annum
Grade 2: R 892 551 per annum
Grade 3: R 1 035 831 per annum
(A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

**CENTRE**
: Ceres Community Day Centre

**REQUIREMENTS**
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: Grade 1: None after registration as a Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of 5 years’ appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years’ relevant experience after registration as a Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: A minimum of 10 years’ appropriate experience as a Medical Practitioner after registration with the HPCSA as Medical Practitioner in respect of SA qualified employees. A minimum of 11 years’ relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Participate in Commuted Overtime duties at Ceres hospital. Competencies (knowledge/skills): Knowledge of general medical and surgical conditions on hospital and PHC level and knowledge applicable to South African TB and HIV care guidelines. Computer literacy (MS Excel, Word and Outlook) and good interpersonal, organisational and teamwork skills. Ability to communicate (both verbally and in writing) in at least two of the three official languages of the Western Cape. Ability and willingness to do outreach services to clinics throughout the Witzenberg Sub-district, guiding health care colleagues in managing difficult TB cases.

**DUTIES**
: Provide quality in-patient care to patients in Ceres Hospital. Provide an Outreach and Support service to PHC facilities in the Witzenberg Sub-district. Actively participate in skills transfer, training and academic opportunities relevant to the post. Active involvement in the clinical governance, operational management and quality assurance processes of Witzenberg Sub-district.

**ENQUIRIES**
: Dr AA Adeniji Tel No: (023) 316-9600

**APPLICATIONS**
: www.westerncape.gov.za/health-jobs

**FOR ATTENTION NOTE**
: No payment of any kind is required when applying for this post. “Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. Please note that the afore-said concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)”

**CLOSING DATE**
: 12 October 2018
POST 39/271 : OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)
Cape Winelands Health District

SALARY : R532 449 (PN-B3) per annum
CENTRE : De Doorns Clinic, Breede Valley Sub district
REQUIREMENTS : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification with duration of at least 1-year Diploma in Clinical Nursing Science: Health assessment, treatment and care accredited with the SANC (R48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid Code (B/EB) driver’s licence. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills, strong sense of responsibility. Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation, knowledge of Human resource and financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape and Computer literacy (MS Word and Excel).

DUTIES : Provision of quality comprehensive health care within the facility. Handle personnel matters including supervision and Performance Management, Finances and Procuring as well as implementing of policies, prescripts and protocols regarding the mentioned facets. Management planning to practice a holistic health service on a short, medium and long term basis. Rendering of Clinical services and organise a cost effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Liaise with relevant stakeholders including facility committees and community participation. Collect, verify and timeous submission of accurate statistics and management of critical support services.

ENQUIRIES : Mr G Baatjies Tel No: (023) 348-8144
APPLICATIONS : The District Director, Cape Winelands Health District Office, Private Bag X3079, Worcester, 6849.
FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 19 October 2018

POST 39/272 : CLINICAL NURSE PRACTITIONER 1 TO 2 (PRIMARY HEALTH CARE)
Eden District

SALARY : Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum
(Plus a non-pensionable rural allowance of 8 % of the basic salary)

CENTRE : Ladismith Clinic, Kannaland Sub-District

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: A valid (Code B/EB) driver’s licence and willing to drive a mobile clinic. Willingness to work overtime when necessary and willingness to work at other clinics in the Sub-District. Competencies (knowledge/skills): NIMART training or experience. Communication skills in at least two of the three official languages of the Western Cape. Problem solving, report writing, liaison and facilitation skills. Basic computer skills in MS Word, Excel, Outlook.
DUTIES: Manage and provide clinical comprehensive PHC service. Support the school health nurse with logistical arrangements. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link with the community structures and NPO’s. Collect data and submit reports. Provide PHC services to the surrounding farming communities. Manage human resources.

ENQUIRIES: S Labuscaghne Tel No: (028) 551-1010
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 19 October 2018

POST 39/273: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: TRAUMA & EMERGENCY) Eden District

SALARY:
Grade 1: R362 559 (PN-B1) per annum
Grade 2: R445 917 (PN-B2) per annum

CENTRE: Oudshoorn Hospital

REQUIREMENTS:
Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical and Surgical Nursing Science: Critical Care Nursing General: Trauma and Emergency or Critical Care Nursing: General accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic nursing qualification with the SANC as mentioned above. Inherent requirement of the job: Willingness to work shifts and after-hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of policies and legislation regarding Trauma, Emergency, Critical Care Services and the ability to implement it. Leadership and interpersonal skills. Computer skills.

DUTIES:
Provide and supervise holistic Institutional nursing care regarding the identification of nursing care needs, the planning and implementation of nursing care plans. Direct and educate members of the multi-disciplinary team regarding nursing programs and regulate, co-ordinate the execution of the program in conjunction with the unit manager. Ensure overall quality of the nursing care is facilitated cost effectively, efficiently and equitable whilst at the same time ensuring compliance to the requirements of professional an ethical practices. Maintain professional growth, ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice.

ENQUIRIES: Ms H Hum an Tel No: (044) 203-7203
APPLICATIONS: The Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”
CLOSING DATE: 19 October 2018

POST 39/274: CLINICAL TECHNOLOGIST GRADE 1 TO 3 (PULMONOLOGY)

SALARY:
Grade 1: R300 828 per annum
CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Pulmonology. Registration with a professional council: Registration with the HPCSA as Clinical Technologist in Pulmonology (Private Practice). Experience: Grade 1: None after registration with the HPCSA in Clinical Technology in respect of RSA qualified employees. One-year relevant experience after registration with the HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South African. Grade 2: Minimum of 10 years’ relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 11 years’ relevant experience after registration with HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years’ relevant experience after registration with HPCSA in Clinical Technology in respect of SA qualified employees. Minimum of 21 years’ relevant experience after registration with HPCSA in Clinical Technology in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Willingness to work overtime, must be able to function in all areas of the hospital, e.g. laboratory, theatres, ICU and out-patients department. Valid (Code B/EB) driver’s licence. Willingness to work in the intensive care environment. Competencies (knowledge and skills): Advanced knowledge of Clinical Pulmonology and the skill to work with Paediatric, Adult and Geriatric patients. Fluent in at least two of the three official languages of the Western Cape. Computer literacy. Experience in Critical Care environment will be an advantage.

DUTIES: Perform good quality diagnostic procedures such as, flow volume loops, diffusion, plethysmography, HeFRC, exercise studies, broncho-provocations etc. according to ATS/ERS standards. Assist with research and clinical trials. Administrative duties. Deliver optimal care to patients in Tygerberg Hospital.

ENQUIRIES: Mr F Swart, Tel No: (021) 938 5789

APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 12 October 2018

POST 39/275: SENIOR STATE ACCOUNTANT: FINANCE (MEDICAL AIDS/SCHEMES)
Directorate: Management Accounting: Revenue Administration

SALARY: R299 709 per annum

CENTRE: Head Office: Cape Town

REQUIREMENTS: Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate working experience with medical scheme claims at a medical scheme or administrator. Appropriate experience and knowledge of scheme rules, legislation and claims management in the Medical Scheme industry. Extensive public and private sector experience regarding the management of medical scheme claims. Inherent requirements of the job: Willingness to travel on a regular basis away from work place to visit the Department’s facilities. A valid code B/EB driver’s licence. Competencies (knowledge/skills): Knowledge of operational and management aspects pertaining to the processing of claims within the medical scheme industry. Knowledge of legislative governance relating to medical schemes. Knowledge of the Hospital Fees policies and procedures. Knowledge of public and/or private sector tariff structures. Knowledge of medical scheme governing bodies, e.g. BHF and CMS. Effectively interpret medical scheme data from the Department’s billing systems and/or from the respective schemes. Computer literacy in Microsoft Office applications (Word, and Excel).

DUTIES: Oversee submission of medical scheme claims, including interaction with the Department’s EDI service provider. Extensive liaison with the various medical schemes re the follow-up of unpaid medical scheme claims. Provide support and or liaise with the Department’s facilities regarding the management of claims, legislative requirements
and industry changes pertaining to medical schemes. Compile departmental policy directives regarding medical scheme claims. Obtain and analyse data in respect of the Department’s Accounts Receivable systems and third party systems. Identify underlying reasons for short or non-payment of claims and resolve with medical schemes. Perform ongoing validation of medical schemes registered in the Department’s Accounts Receivable systems. Validation of Practice numbers (PCNS) with the Board of Healthcare Funders. Represent the Department in engagements with internal and external clients.

ENQUIRIES : Ms L Ismail Tel No: (021) 940-4553
APPLICATIONS : Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE : No payment of any kind is required when applying for this post. Candidates must be prepared to complete a competency test as part of the evaluation process.
CLOSING DATE : 12 October 2018
POST 39/276 : ADMINISTRATION CLERK: FINANCE/ADMINISTRATION
Chief Directorate: Rural Health Services

SALARY : R163 563 per annum
CENTRE : George Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in a creditors control environment. Competencies (knowledge/skills): Computer literacy (MS Word and Excel). Knowledge of BAS and LOGIS. Systematic thinking and attention to detail.

DUTIES : Capture and Process payments on receipt of invoice and in compliance to the PFMA, NTR’s, PTI’s and Departmental Finance Instructions and circulars. Confirm accuracy, completeness and validity of payment supporting documentation. Accurately calculate and deduct penalties from payments. Document control and timeous resolution of supplier and management queries. Assist with BAS payments, journals, debt management and S&T claims. Perform monthly supplier reconciliations and accounts management.

ENQUIRIES : Ms I Slabbert Tel No: (044) 802-4347
APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.
FOR ATTENTION : Mr BH Cassim
NOTE : Shortlisted candidates may be required to do a practical test. No payment of any kind is required when applying for this post.
CLOSING DATE : 19 October 2018
POST 39/277 : ADMINISTRATION CLERK: SUPPORT (PHC)
Central Karoo District

SALARY : R163 563 per annum
CENTRE : Hillside Community Clinic
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administrative experience in admission of patients in a health institution. Competencies (knowledge/skills): Computer literate in (MS Word and Excel). Ability to deal with information in a confidential manner. Ability to cope with a high work volume. Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape. Knowledge of medical terminology.

DUTIES : Assist in maintaining the effective and efficient general administration of the reception. Assist to maintain effective filing systems, folder management responsibilities, such as requesting and retrieving of folders. Assist in the daily admission of patients and the making of patients appointments on PHCIS. Assist in the collection, verification, validation of all facility data and other CMI (Info management) related checks as well as admin support with the monthly CMI facility meetings. Assist in daily, monthly and quarterly reporting of all facility data as per information management timeframes.

ENQUIRIES : Mr WJ Erasmus Tel No: (023) 414-8200
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE: 19 October 2018

POST 39/278: GENERAL WORKER STORES
Central Karoo District

SALARY: R96 549 per annum
CENTRE: Murraysburg Hospital
REQUIREMENTS: Minimum requirements: Basic numeracy and literacy skills. Experience: Appropriate experience in support services (cleaning services, laundry services, food services, maintenance, gardening and mortuary). Inherent requirements of the job: Valid Code B/EB driver’s licence and Public Driving Permit (PDP). Willingness to work shifts, over weekends and on public holidays. Ability to work under pressure and irregular hours as required. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Good interpersonal and communication skills. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Ability to accept accountability and responsibility and to work independently in all areas of support services. Knowledge of Transport Regulations, Circular 4 of 2000 and good knowledge of the road network in the Central Karoo region.

DUTIES: Load, transport and delivery of goods i.e. stock, supplies, goods, linen, blood products and specimens within the Sub District. Maintenance inspections of vehicles and timeously reporting of defects to maintain transport fleet in roadworthy condition. Ensure accurate completion of log books, registers and all routine administration. Provide an effective support service to the cleaning department, laundry, food services unit and the facility (PHC and Hospital). Assist with maintenance, gardening and moving of corpses to the mortuary of the facility Perform other duties as assigned by the supervisor.

ENQUIRIES: Dr AJ Muller Tel No: (023) 414-8200
APPLICATIONS: To the District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying this post.
CLOSING DATE: 19 October 2018

POST 39/279: CLEANER (5/8TH POST)
Central Karoo District

SALARY: R60 342 per annum
CENTRE: Merweville CC
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job. Ability to lift/move heavy equipment and supplies. Willingness to rotate to other clinics. Competencies (knowledge/skills): Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES: General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handle cleaning equipment. Elementary stock control.

ENQUIRIES: Mr WJ Erasmus Tel No: (023) 414-8200
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 19 October 2018
no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 39/280 : CANDIDATE ENGINEER: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: HS 2018-41
(2 Contract Positions for 3-Years)

SALARY : All-inclusive salary package of R585 366 per annum (OSD as prescribed)
CENTRE : Human Settlements, Western Cape Government
REQUIREMENTS : Civil Engineering degree (B Eng/BSC (Eng)) or relevant qualification; Registration with ECSA as a Candidate Engineer is compulsory upon appointment; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of Engineering design and analysis; Knowledge of legal compliance; Good communication (written and verbal) writing skills in at least two of the three official languages of the Western Cape; Good computer literacy skills in MS Office packages, Internet, Intranet and other relevant engineering software packages; Project management skills; Research and development skills; Technical report writing skills; Analytical skills; Planning and organising skills; Proven problem and analysis skills; Ability to work within specific time frames; Work effectively both as part of a team and independently; Interpret relevant engineering legislation/policies/prescripts, standards and procedures and draft complex technical reports, memorandums and submissions.

DUTIES : Design new systems to solve practical engineering problems (challenges) and improve efficiency and safety: Planning designing, operating and maintenance of engineering projects; Development of cost effective solutions according to standards; Evaluation of existing technical manuals, standard drawings and procedures to incorporate new technology; Promote safety in line with statutory and regulatory requirements; Office Administration: Prepare inputs for the facilitation of resource utilisation; Adhere to regulations and procedures for Supply Chain Management (SCM) and People Management administration; Report on service delivery; Research and Development: Keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES : Mr GI de Villiers at (021) 483 8145

POST 39/281 : CANDIDATE ENGINEERING TECHNOLOGIST: PROFESSIONAL AND PROJECT MANAGEMENT SERVICES REF NO: HS 2018-44
(2 Contract Positions for 3-Years)

SALARY : R298 050 per annum -OSD as prescribed (plus 37% in lieu of benefits)
CENTRE : Human Settlements, Western Cape Government
REQUIREMENTS : Bachelor of Technology in Civil Engineering (B Tech) or relevant qualification; Registration with ECSA as a Candidate Engineering Technologist is compulsory upon appointment; A valid code B driving licence. Recommendations: None. Competencies: Technical design and analysis knowledge; Knowledge of legal compliance; Knowledge of computer-aided engineering applications; Good communication (written and verbal) writing skills in at least two of the three official languages of the Western Cape; Good computer literacy skills in MS Office packages, Internet, Intranet and other relevant engineering software packages; Project management skills; Research and development skills; Technical report writing skills; Analytical skills; Planning and organising skills; Proven problem and analysis skills; Ability to work within specific time frames, work effectively both as part of a team and independently, interpret relevant engineering legislation/policies/prescripts, standards and procedures and draft complex technical reports, memorandums and submissions.

DUTIES : Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance
and management of current technologies; Support the identification and optimization of solutions by applying engineering principles; Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES : Mr GI de Villiers at (021) 483 8145

LOCAL GOVERNMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE : 15 October 2018

NOTE :Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

OTHER POSTS

POST 39/282 : CHIEF ENGINEER GRADE A: PLANNING AND SUPPORT (CIVIL), EDEN KAROO DISTRICT REF NO: LG 2018-38

SALARY : All-inclusive salary package of R999 281 (Grade A) per annum, OSD as prescribed

CENTRE : Local Government, Western Cape Government

REQUIREMENTS : An appropriate 4 year B-Eng / BSc-Eng Degree (or relevant qualification); A minimum of 6 years’ post qualification experience; Registration with ECSA as a Professional Engineer; A valid Code B driving licence. Recommendations: Proven Municipal experience; Proven experience in Bulk Infrastructure forward planning; Proven advisory services in terms of the effectiveness, efficiency and long term financial sustainability of proposed technical solution; Proven experience in Asset Management; Proven experience in Contract Management and Contract Law); Minimum Municipal Competency (MMC) course successfully completed. Competencies: Knowledge of the following: Programme and project management; Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus; Planning and organising; Conflict management; Negotiation skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Ability to work effectively both as part of a team and independently.

DUTIES : Monitoring, evaluation and support of Municipalities in terms of all infrastructure related legislation; Institute interventions in case of non-compliance; Infrastructure Governance Maturity assessments and support plan development; Support municipalities with the development of Infrastructure and Growth Plans (IGPs); Municipal IDP Infrastructure Chapter assessment; Municipal Infrastructure Capital Budget assessment and expenditure monitoring and support plan in case of poor performance; Long Term Infrastructure Investment professional advisory services; Project Management/Facilitation of Joint Planning Initiatives (JPIs); Hands-on support on the Back-to-Basics programme; Infrastructure Grant (MIG, DLG- Grants) Business Plan assessment in terms of providing a Professional Engineering judgment on the effectiveness, efficiency and long term financial sustainability of the proposed technical solution and the monitoring and evaluation of the project execution; MIG Detail Project Implementation Plan cash flow credibility check against the procurement plan before submission to Cogta; Municipal Infrastructure Asset Management support; Municipal Electricity and Water Demand Management support; It will be a requirement of the
incumbent of the post to fulfill the role of monitoring, facilitating and support to the CoCT regarding infrastructure development and maintenance; People Management; Recordkeeping of audit evidence; Skills Transfer and mentoring of Candidate Construction Project Managers and technical interns.

ENQUIRIES:
Mr M Brand at (021) 483 4047


SALARY: R356 289 per annum (Level 09)
CENTRE: Local Government, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Commerce; A minimum of 3 years’ appropriate experience in an Internal Control, Governance or Audit environment. Recommendations: Experience in a financial environment. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Service Anti-Corruption Strategy and Fraud Prevention Measures; Principles and Practices of Financial Accounting; Internal Control tools and techniques; Government Accounting Standards (GRAP); Economic Reporting Framework including Standards Charts of Accounts; Risk Management Framework; Government financial systems; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Manage and supervise staff rendering assurance services: Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to CGRO, GAP and FMCM; Manage and co-ordinate financial/non-financial responses for the department in respect of Internal Audit, external audit and FIU/SIU/ERM; Perform managerial and supervisory tasks including: Motivate, train and guide staff; Manage the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintain financial information and knowledge management.

ENQUIRIES:
Mr P Solomons at (021) 483 4566

POST 39/284: ADMINISTRATION CLERK: CORPORATE SERVICES RELATIONS MANAGEMENT UNIT REF NO: LG 2018-37

SALARY: R163 563 per annum (Level 05)
CENTRE: Local Government, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Working knowledge of PERSAL; A minimum of 1 year appropriate experience. Competencies: Knowledge of the following: Application of relevant legislation; Systems (Personnel Salary Administration System); Registry tasks; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Office administration services: Sort and register incoming and outgoing correspondence; Maintain the filing system; Maintain the fax machine, photocopier and binder; Logistical support: Arrange travelling invitations, venue bookings and refreshments; Purchase stock and stationery; Typing service: Compile spreadsheets; Manage, collect and capture electronic data; Reception service: Facilitate appointments; Handle general inquiries and complaints of clients.

ENQUIRIES:
Ms M Ramorakane at (021) 483 5733

DEPARTMENT OF THE PREMIER

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

CLOSING DATE: 15 October 2018
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202

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OTHER POSTS

POST 39/285 : CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DOTP 2018-104

SALARY : R356 289 per annum (Level 09)
CENTRE : Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Behavioural Science (Industrial Psychology)/ Management Science or Public Management; Minimum of 3 years' appropriate experience in Organisation Development plus a Business Process Mapping, Redesign and Improvement Certificate; Valid (Code B) driving licence. Recommendations: None. Competencies: Knowledge of the following: Project Management; Process design using Business Process Modelling Notation (Visio or iGrafx); Facilitation and presentation skills; Proven computer literacy; Service delivery improvement acumen; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Improve service delivery through business process interventions towards improving service delivery to citizens; Co-ordinate and facilitate service delivery improvement initiatives e.g. Service standards, charters and service delivery improvement plans; Assess the efficacy of service delivery improvement interventions; Acquire, adapt, design and/or develop specialise, scientifically validated process design, improvement and assessment methodologies and instruments; Function as project manager/team leader to lead resources allocated to a project.

ENQUIRIES : Mr J Boonzaaier at (021) 466 9500

POST 39/286 : PERFORMANCE PRACTITIONER (POOR PERFORMANCE AND INCAPACITY): PERFORMANCE CONSULTING REF NO: DOTP 2018-105

SALARY : R299 709 per annum (Level 08)
CENTRE : Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Human Resource Management/ Industrial Psychology or Law; A minimum of 1 year working experience in Human Resource Management or Labour Relations environment. Recommendations: None. Competencies: Knowledge of the following: National and Provincial instruments and legislation pertaining to human resource management with specific reference to the Public Service Amendment Act, Public Service Regulations and Labour Relations Act; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages.

DUTIES : Support people managers with the management of poor performance/ill health; Identify poor performers from first, second and final ratings for the relevant cycle; Analyse relevant data and compile report per poor performer identified; Initiation of the poor performance management process and procedures; Administrator of the poor performance case management system.

ENQUIRIES : Mr D Smith at (021) 483 4869


SALARY : R299 709 per annum (Level 08)
CENTRE : Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 2-years’ experience in online publishing or multimedia production environment. Recommendations: Working knowledge of the following: ICT environments; Content Management Systems; Social media platforms; Image optimisation and video editing software; A valid driving licence; Research, content gathering and editing. Competencies: Knowledge of the following: Content production best practices; Information gathering processes; Ability to use multimedia equipment; Skills in writing; Good understanding of Search Engine Optimisation (SEO); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Assess content brief, conduct research and aggregate content for production; Write and publish online content implementing international best practices, including journalist
functions such as interviews etc.; Proof read, fact check and ensure quality content for publication in line with international best practices and towards achievement of content goals; Prepare image, video and online media; Assist with content planning; Working knowledge of digital marketing, particularly audience research, content modelling and online public relations.

ENQUIRIES : Mr M Hattingh at (021) 483 2416

POST 39/288 : REGISTRY CLERK: PEOPLE MANAGEMENT RECORDS REF NO: DOTP 2018-100 (X2 POSTS)

SALARY : R163 563 per annum (Level 05)
CENTRE : Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendations: A minimum of 1-year Registry experience; Ability to do physically demanding work within a registry environment. Competencies: Knowledge of the following: Relevant legislation and regulations relating to registry functions; The storage and retrieval procedures in terms of the Registry working environment; Registry duties and practices; Record-keeping procedures; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Proven computer literacy skills in MS Office; Excellent customer service skills; Must be able to meet the physical demands of the job.

DUTIES : Responsible for the safe-keeping of all official documents, and the proper filing of records which includes the classification, neat and correct placing of material in files; Issue and receive files (individual file requests and bulk file requests) using a document tracking system, to clients as requested; Responsible for file transfers into and out of the Corporate Services Center; Process documents for archiving and disposal; Provide a Registry counter service; Assist with the document control function; The receipt, opening and sorting of post; Dispatch of outgoing post; Provide general support services to the registry.

ENQUIRIES : Ms T. George Tel No: (021) 483 5603


SALARY : R163 563 per annum (Level 05)
CENTRE : Premier, Western Cape Government
REQUIREMENTS : Grade 12 (Senior Certificate or equivalent qualification) Recommendations: Working knowledge and appropriate experience in a Logistic Information System and Basic Accounting System; A valid code 08 driving licence. Competencies: Planning and organisational skills; Ability to work under pressure and work independently; Proven computer literacy (MS Package); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Request quotations for goods and/or services; Complete procurement documents; Capture requisitions on LOGIS; Follow up orders for goods and/or services; Prepare and follow up procurement documents for payment; Complete BAS payment forms for sundry payments; Issue stock out of storeroom; Perform any other financial administration related tasks as delegated by supervisor.

ENQUIRIES : Edwin Plaatjies at (021) 865 8051

OTHER POSTS

SALARY : All-inclusive salary package of R697 011 per annum (Level 11)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/ B-Degree qualification in Accounting/Public Finance/Business Management or Economics; A minimum of 5 years experience in a finance environment of which 3 years' must be management experience; A valid Code B driving licence. Recommendations: Experience of process and project management; Experience in Budget & IYM analysis (preferably municipal), reviews and co-ordination; Knowledge of budget process; Strong financial background specifically in Local Government. Competencies: Act as a catalyst for organisational change; Builds a shared vision with others and influence others to translate vision to action; Deal effectively with pressure, remains optimistic and meet deadlines; Attention to detail and good interpretation of numbers, graphs and financial reporting; Excellent Communication (written and verbal) and reporting skills in at least two of the three official languages of the Western Cape; Strategic planning skills.

DUTIES : Assess municipal budgets in respect to revenue and expenditure management; Review monthly, quarterly and bi-annual in-year monitoring and assessments; Assess MFMA implementation against framework; Provide technical assistance and research to Municipalities and subordinates; Facilitate training and other support to municipalities and subordinates; Human Resource Management.

ENQUIRIES : Mr ML Booyzen at (021) 483 3386


SALARY : R299 709 per annum Level 08 (plus 37% in lieu of benefits)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree in Financial Management or Human Resource; A minimum of 1-year relevant experience. Recommendations: Experience of administering a similar independent SAICA accredited office. Competencies: Knowledge of the following: SAICA training regulations; Policy development; Financial norms and standards; Financial management and budgeting processes; National and Provincial instruments and legislation pertaining to human resources; Procurement policies/procedures/contract management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Perform line function support services; Give inputs into the maintenance of policy; Give inputs into the development and maintenance of recruitment, placement and retention strategies; Liaise with service providers; Perform administrative support functions; Register trainee contracts with SAICA and coordinate the SAICA trainee contracts and requirements; Perform contract management on SAICA’s learner tracking system; Assist in the recruitment and appointment of trainees.

ENQUIRIES : Ms A Aboo at (021) 483 9081

DEPARTMENT OF SOCIAL DEVELOPMENT

CLOSING DATE : 15 October 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202
OTHER POSTS


SALARY: Grade 1: R755 598 per annum (as prescribed by OSD)
CENTRE: Social Development, Western Cape Government
REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendations: A valid code B driving licence. Competencies: Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices. Management principles; People management processes; Labour relations; Public Service procedures; Financial Management; Good communication (written and verbal) skills in at least two of the official languages of the Western Cape; Presentation and Facilitation skills; Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Problem solving skills.

DUTIES: Provide a social work service of the highest, most advanced and specialised nature within defined areas of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work management fields; Plan and ensure that social work research and development are undertaken; Perform and ensure that all the administrative functions required in the unit is performed.

ENQUIRIES: Ms M Harris at (021) 812 0921
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/293: SOCIAL WORK MANAGER: REGIONAL OFFICE: METRO NORTH (GOODWOOD) REF NO: DSD 2018-112

SALARY: Grade 1: R755 598 per annum (as prescribed by OSD)
CENTRE: Social Development, Western Cape Government
REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions (SACSSP); Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP. Recommendations: A valid driving licence. Competencies: Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices. Leadership and Management principles; People management processes; Labour relations; Public Service procedures; Financial Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Presentation and Facilitation skills; Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Problem solving skills.

DUTIES: Provide a social work service of the highest, most advanced and specialised nature within defined areas of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources; Management of
service delivery areas/units to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work management fields; Plan and ensure that social welfare and community development research are undertaken; Supervise performance of all administrative functions required in the service delivery areas and undertake the higher level administrative functions.

ENQUIRIES: Ms S Abrahams at (021) 483 7672
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY : R356 289 per annum (Level 09)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years’ appropriate experience. Recommendations: None. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Management principles; Public Service procedures; Financial management; Communication policy and strategies; Events management; Media liaison practices; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage and coordinate the department’s corporate identity and brand: Coordinate the development and implementation of brand awareness campaigns; Coordinate communication campaigns and products: Facilitate the development and implementation of above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, regions, facilities, etc.); Coordinate the provision of a media liaison service: Develop proactive media events in collaboration with the Media Liaison Officer in the MEC’s office; Coordinate the provision of language and translation service: Facilitate and oversee the process of translating departmental strategic documents from English into Afrikaans and Xhosa.

ENQUIRIES : Ms M Johnson at (021) 483 3781
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za


SALARY : R356 289 per annum (Level 09)
CENTRE : Social Development, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree; A minimum of 3 years’ experience in an Administration; Monitoring and Evaluation; Programme and Project management environment. Recommendations: None. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices; Public service procedures; Policy formulation; Policy analysis; Monitoring and evaluation; Information and knowledge management; Dispute resolution/conflict management; Ability to interpret and apply relevant policies and procedures; Project management skills: Global, regional and local political, economic and social affairs impacting on the Western Cape Government; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Develop and implement departmental performance monitoring and reporting processes: Develop and maintain an organisation-wide monitoring and reporting framework in line with the government and provincial-wide monitoring and evaluation systems; Contribute to the development and maintenance of performance indicators and monitoring frameworks: Provide support and guidance on the development of performance and outcome indicators as they relate to departmental, provincial and government-wide requirements; Monitor the implementation of the service delivery improvement plans (SDIPs): Monitor and report on SDIPs quarterly; Facilitate the departments MPAT process: Develop and maintain a standard operating procedure for the department's MPAT process in collaboration with the Department of the Premier; Provide support and guidance in the management of Provincial Project Management and Information systems (BizSuite: BizProjects, BizPerformance, BizBrain): Assist with the compilation and maintenance of the department-specific PPM norms, standards and operating procedures.
ENQUIRIES: Ms M Johnson at (021) 483 3781
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/296: ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT REF NO: DSD 2018-114

SALARY: R299 709 per annum (Level 08)
CENTRE: Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/ B-Degree); Minimum of 3 years’ administration experience. Recommendations: None. Competencies: Knowledge in the following: Government systems; Government policies; Constitution, legal and institutional arrangements governing the SA public sector.
DUTIES: Provide effective office administrative and management support services to the component: Maintain and control leave and asset register for the component; Arrange for equipment to be fixed, served and/or ordered; Develop and maintain an efficient and effective filling system for the component; Provide budget support to the component: Control and maintain register of accounts against line items of the components budget; Provide administrative support with respect to audit queries received by the components; Maintain and assist with implementation of the components monitoring and evaluation system: Develop and maintain a comprehensive database of networks, services providers and projects/programmes funded by the component; Record the results of all project/programme proposal assessment.

ENQUIRIES: Mr L Goosen at (021) 202 9251
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/297: ADMINISTRATION CLERK: METRO EAST LOGISTICAL SERVICES REF NO: DSD 2018-110

SALARY: R163 563 per annum (Level 05)
CENTRE: Social Development, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) Recommendations: None. Competencies: Knowledge of the following: Legislative framework, policies and prescripts guiding Supply Chain Management processes including GG transport in the public service; Modern systems of governance and administration (LOGIS, BAS, IPS, Trade World and CSD); Constitutional, legal and institutional arrangements governing the South African public sector; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Good organising skills; Ability to work well within a team and independently.
DUTIES: Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilization of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration function in relation to ordering, stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds to transfer and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories i.r.o stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with the Provincial Treasury-, PFMA and provisioning guidelines and procedures.

ENQUIRIES: Mr M Thobei at (021) 812 0900
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/298: ADMINISTRATION CLERK: BUSINESS PLANNING AND STRATEGY REF NO: DSD 2018-113

SALARY: R163 563 per annum (Level 05)
CENTRE: Social Development, Western Cape Government
**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification) Recommendations: Experience in creating, maintaining and administering information databases; A National Diploma/B-Degree. Competencies: Communication (written and verbal) skills in at least three of the two official languages of the Western Cape; Proven computer literacy; Interpersonal, organising and human relation skills.

**DUTIES**: Updating of registers and statistics; Handling routine enquiries; Make photocopies and receive or send e-mails/facsimile; Distribute documents/packages to various stakeholders as required; Keep and maintain the filing system for Non-financial data and for management assessments projects in the chief directorate; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Provide assistance with the conducting of performance monitoring, evaluation and reporting in relation to Non-Financial data (NFD) and management assessments projects (MPAT); Provide high level administrative support such as assistance with line function special projects; Provide assistance with the horizontal and vertical alignment processes aimed at streamlining the accurate reporting of non-financial data of programmes/and management assessments projects (MPAT).

**ENQUIRIES**: Mr E Mohamed Tel No: (021) 483 6738

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**POST 39/299**: ADMINISTRATION CLERK: METRO SOUTH: LOGISTICAL SERVICES REF NO: DSD 2018-115 (X2 POSTS)

**SALARY**: R163 563 per annum (Level 05)

**CENTRE**: Social Development, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Minimum of 1 year experience. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (including the maintenance and administration of the information databases); Good organising skills; Ability to work well within a team and independently.

**DUTIES**: Rendering of provisioning administration functions; Ordering, storage, issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management; Compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with guidelines and procedures.

**ENQUIRIES**: Mr C Palmer at (021) 763 6200

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

**POST 39/300**: DRIVER WITH SECONDARY FUNCTIONS: METRO SOUTH (LOGISTICAL SERVICES) - WYNBERG REF NO: DSD 2018-104

**SALARY**: R136 800 per annum (Level 04)

**CENTRE**: Social Development, Western Cape Government

**REQUIREMENTS**: Grade 10 (Junior certificate or equivalent) with a minimum of 7 months’ relevant experience; A valid code B driving licence with a professional drivers permit (PDP). Recommendations: Working knowledge and experience in messenger services/registry. Competencies: A good understanding of the following: Procedures to perform messenger functions and routine office support functions; Procedures to ensure that the motor vehicle is maintained properly; Communication skills in at least two of the official languages of the Western Cape; Interpersonal relations and team work skills; Ability to perform routine tasks as required; Knowledge of cities (geographical locations).

**DUTIES**: Perform general driver duties; Maintain the official vehicle being utilised and ensure that it is clean and serviced; Transport officials and passengers to and from designated destinations; Deliver an effective and efficient messenger service to the component;
Collect and deliver mail/parcels; Keep register of deliveries; Assist with registry procedures; Perform administrative and related functions.

ENQUIRIES
APPLICATIONS
Mr C Palmer at (021) 763 6200
If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE
Applicants from relevant local communities will receive preference. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

CLOSING DATE
15 October 2018

NOTE
Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates 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. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

MANAGEMENT ECHELON

POST 39/301
DIRECTOR: LAND TRANSPORT DEVELOPMENT SYSTEMS AND FREIGHT REF NO: TPW 2018-169

SALARY
All-inclusive salary package of R1 005 063 per annum (Level 13)

CENTRE
Transport and Public Works, Western Cape Government

REQUIREMENTS
The ideal candidate will be in possession of a 3 B-Degree or equivalent weighted at NQF Level 7 as recognised by SAQA; and Have a minimum of 5 years middle/ senior management experience. Recommendations: The following would serve as a recommendation/ would be advantageous; 10 years’ management experience; and Experience in a Project Management and Transport Planning and Logistics Environment. Competencies: Knowledge of applicable policies and procedures. Knowledge of management principles. Excellent communication skills at management level. Excellent report writing skills. Strategic planning capability.

DUTIES
Assess and assist with the development of land transport strategies and policies. Ensure the implementation of freight plans and strategies. Develop and design systems for integrated land transport. Ensure efficient and effective oversight and management for all financial resources/ aspects. Initiates, supports and champions organisational transformation to ensure successful implementation of new initiatives and deliver on service delivery commitments. Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented. Management of the human resources of the directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations.

ENQUIRIES
Ms D Ribbonaar Tel No: 021 483 3946

APPLICATIONS
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/302
DIRECTOR: INFRASTRUCTURE POLICIES AND STRATEGIES REF NO: TPW 2018-242

SALARY
All-inclusive salary package of R1 005 063 per annum (Level 13)
CENTRE: Transport and Public Works, Western Cape Government

REQUIREMENTS:
The ideal candidate will be in possession of a 3 B-Degree or equivalent weighted at NQF Level 7 as recognised by SAQA; and Have a minimum of 5 years middle/senior management experience. Recommendations: The following would serve as a recommendation/ would be advantageous; 10 years management experience; and Experience in a Policy and Strategy Development Environment within an infrastructure context. Competencies: Knowledge of applicable policies and procedures. Knowledge of management principles. Excellent communication skills at management level. Excellent report writing skills. Strategic planning capability.

DUTIES:
Actively participate in the Branch strategic processes to ensure holistic approaches are developed with regard to strategy planning and coordination. This includes development, implementation and review of legislation/policies/frameworks and policies. Actively fulfill the role as member of the following meetings and fora: Provincial Transnet Co-ordination committee, PSO steering groups, ICT Governance steering group, Built Environment Work group, PSDF Task Team, Water Management Task Team, Shale Gas Task Team and Infrastructure M Tech of Saldanha Bay IDZ, regional DCF technical meetings to name but a few. This role also incorporates acting as the secretary for the Western Cape Infrastructure Work Group, which focuses on the development of policy directives for the Western Cape Infrastructure Work Group and identifying specialists and service providers to co-opt to assist in the compilation of these directives and infrastructure policies. Compile and submit to the AEM: Policy and Strategy Integration, an annual report on the activities of the Directorate. Develop and design Tactical Infrastructure Programmes, as derived from the Western Cape Infrastructure Policy Framework and perform continuous analysis in the pursuit of improvement. Ensure efficient and effective oversight and management for all financial resources/aspects. Initiates, supports and champions organisational transformation to ensure successful implementation of new initiatives and deliver on service delivery commitments. Obtain, monitor and review stakeholder feedback and reaction (buy-in and support) so that weaknesses, gaps and opportunities for service delivery improvement are identified and implemented. Management of the human resources of the directorate to achieve the predetermined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance oriented staff and sound labour relations.

ENQUIRIES:
Mr G van Schalkwyk Tel No: 021 483 3795

APPLICATIONS:
Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

OTHER POSTS

POST 39/303

PROFESSIONAL MECHANICAL ENGINEER (PRODUCTION LEVEL) REF NO: TPW 2018-224

REQUIREMENTS:
Mechanical Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer; A minimum of 3 years post qualification engineering experience; A valid code B driving licence. Recommendations: A valid code EC driving licence. Competencies: Basic road construction and maintenance procedures; Basic properties of materials; Application of vehicles and machines; Mechanical preventative maintenance; Mechanical repair methods; Electrical systems; Electronic systems; Radio communications; Personnel Management; Financial Management; Planning; Legislative interpretations; Meeting skills; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape province; Proven computer literacy.

DUTIES:
Recommends vehicle and machine requirements; Does vehicle and machine inspections and reporting; Assists with vehicle and machine purchases; Investigates the market to determine which models of vehicles and machines would be suitable for the application and reports to Chief Engineer: Mechanical Services; Investigates and reports possible modifications to vehicles and machines to make them functional; Investigates and reports on possible new procedures and new ideas and equipment; Inspects old and worn plant and reports to Head Office; Visits and inspects plant at field workshops and construction sites; Gives advice regarding correct application, repair and
maintenance of plant; Plans, introduces and maintains proper safety standards in all mechanical workshops.

ENQUIRIES: Mr H Strydom at (021) 483 2130
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/304

PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROADS PLANNING AND ROAD CONTRACTS -WINELANDS

REF NO: TPW 2018-226 (X2 POSTS)

SALARY: All-inclusive salary package of R679 338 per annum (as per OSD prescripts).

CENTRE: Transport and Public Works, Western Cape Government

REQUIREMENTS: Mechanical Engineering Degree (B Eng/ BSC (Eng) or relevant qualification; Engineering Degree (B Eng/ BSc (Eng)) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Recommendations: Extensive appropriate Engineering experience after registration; Management and Financial management experience. Competencies: Knowledge and experience of roads infrastructure, engineering concepts transport engineering band, economics, integrated transport and land use planning and policy development; Knowledge of relevant legislation, regulations, policies and acts; Research and development; Computer-aided engineering applications; Technical report writing; Change Management; Innovation; Customer focus and responsiveness; Team leadership; Computer literacy; Planning and organising; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

DUTIES: Control of access, structures, way leaves (rights of way) and advertisement along the proclaimed road network; Approve property subdivisions; Evaluate and comment pertaining to applications for land use changes; Provide input to local authorities in connection with integrated development plans; Investigate accidents black spots and preparation of traffic improvement plan; Estimate the cost of road projects; Advise legal authorities, contractors and consulting Engineers; Undertake other duties in support of the District Roads Engineer.

ENQUIRIES: Mr SC Bain at (021) 863 2020
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za

POST 39/305

ENGINEERING TECHNICIAN (PRODUCTION LEVEL): RADIO COMMUNICATIONS

REF NO: TPW 2018-231

SALARY: Grade A: R293 652 – R314 853 per annum
Grade B: R334 179 – R360 240 per annum
Grade C: R380 364 – R448 035 per annum (OSD as prescribed)

CENTRE: Transport and Public Works, Western Cape Government

REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma/B-Degree) in Engineering or relevant qualification that allows for registration with the Engineering Council of South Africa (ECSA); Compulsory registration with ECSA as an Engineering Technician; A minimum of 3 years post qualification technical (Engineering) experience. A valid Code B driving licence. Recommendations: A valid code C driving licence (or higher). Competencies: Extensive knowledge of the following: Project Management; Technical design and analysis; Computer-aided engineering applications; Legal compliance; Technical report writing; Technical consulting; Decision making; Customer focus and responsiveness; People Management; Computer literacy; Planning and organising; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

DUTIES: Render technical services; Manage Radio Subscriber; Procure equipment spare part and control stock thereof; Administrate radio user interference and network affiliation; Research and development; Support Control Engineering Radio Technician with management of workshop.

ENQUIRIES: Mr H Strydom at (021) 483 2130
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co.za
<table>
<thead>
<tr>
<th>POST 39/306</th>
<th>ADMINISTRATION CLERK: ROAD DESIGN REF NO: TPW 2018-238 (X2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Transport and Public Works, Western Cape Government</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 (Senior Certificate or equivalent qualification). Recommendations: Relevant experience in Road Design. Competencies: Interpersonal relations; Planning and organising skills; Ability to work in a team; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td>DUTIES</td>
<td>Render a project administration support service; Render general office administration services; Maintain and upkeep of an effective filling system; Manage telephonic enquiries; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and S&amp;T requests; Perform procurement support functions, i.e. organising of catering, ordering stationery etc.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms M Hofmeyr at (021) 483 3999</td>
</tr>
<tr>
<td>APPLICATIONS</td>
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<tr>
<th>POST 39/307</th>
<th>ADMINISTRATION CLERK: GENERAL OFFICE SUPPORT REF NO: TPW 2018-230</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R163 563 per annum (Level 05)</td>
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<tr>
<td>CENTRE</td>
<td>Transport and Public Works, Western Cape Government</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 months' appropriate administrative experience. Competencies: A good understanding of the following: Policies and procedures with regard to human resource matters and registry; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and Outlook); Typing skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.</td>
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<tr>
<td>DUTIES</td>
<td>Render an effective, organised reception service; Maintain and upkeep of an effective filing system; Manage all telephonic enquiries and all telephone accounts of staff; Responsible for franking of post and registered mail on a daily basis; Handle, translate and typing of documents; Provide secretariat functions; Assist with IT and S&amp;T requests; Perform procurement/logistics support functions i.e. organising of catering, ordering of stationery etc. Perform human resource functions i.e. labour relations, injury on duty, registry, recruitment and selection etc.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms A Matthews at (044) 272 6071</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Only applications submitted online will be accepted. To apply submit your application online only: <a href="https://westerncapegov.erecruit.co.za">https://westerncapegov.erecruit.co.za</a></td>
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<tr>
<th>POST 39/308</th>
<th>OPERATOR: ROAD CONSTRUCTION (WINELANDS) REF NO: TPW 2018-213</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R136 800 per annum (Level 04)</td>
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<tr>
<td>CENTRE</td>
<td>Transport and Public Works, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 10; A minimum of 3 years' appropriate experience; A valid code C1/EC1 driving licence with Professional Drivers Permit (PDP). Recommendations: None. Competencies: Knowledge of the following: Building, maintenance and reparations of roads; Bitumen products; Concrete work; Applicable legal aspects; Safety standards/road safety; Large construction machines; Computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Repair and maintain roads, ground shoulders and waterways; Operate and maintain plant/equipment to be used for road maintenance; Ensure the safety of a working environment; Supervise road workers and enforce discipline; Handle emergency situations; Evaluate personnel according to standard procedures; Responsible for the safe and efficient operation of machines; Cleaning, lubricating and re-fuelling machines and performing minor repairs and adjustments when necessary; Understanding plant operations in the construction environment.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr S Jacobs at (021) 863 2020</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 212, Cape Town, 8001</td>
</tr>
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</table>
Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

**NOTE**: Applicants from relevant local communities will receive preference. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form.

**POST 39/309**: ROAD WORKER: ROAD MAINTENANCE REF NO: TPW 2018-210 (X7 POSTS)

**SALARY**: R96 549 per annum (Level 02)

**CENTRE**: Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Basic literacy and numeracy (ABET Level 2). Recommendations: Experience and knowledge in the following: Building, maintenance and repair of roads; Operating of minor construction machines; Operating of hand tools; Civil construction activities. Competencies: Ability to work under pressure and meet deadlines; Reliable; Ability to work in a team; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Support road specialists in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement road surfaces, road reserves, road signs and road markings, waterways and structures as well as related activities.

**ENQUIRIES**: Mr N Mitchell at (021) 863 2020

**APPLICATIONS**: If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

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**POST 39/310**: ROAD MARKER: ROAD CONSTRUCTION (WINELANDS) REF NO: TPW 2018-211

**SALARY**: R96 549 per annum (Level 02)

**CENTRE**: Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Basic literacy and numeracy (ABET Level 2). Recommendations: None. Competencies: Knowledge of the following: Road works and line markings; Handling of minor construction machines and equipment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Assist with line-marking machine; Paint lines on the roads; Assist with loading and/or off-loading of stock; Provide assistance with placement of temporary warning signs; Loading and/or off-loading of drums from trucks; Filling and re-filling of line marking machine; Placement of cones on the roads.

**ENQUIRIES**: Mr S Jacobs at (021) 863 2020

**APPLICATIONS**: If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

**NOTE**: Applicants from relevant local communities will receive preference. To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form.

**POST 39/311**: TRADE WORKER AID: WORKSHOP: WINELANDS REF NO: TPW 2018-212

**SALARY**: R96 549 per annum (Level 02)

**CENTRE**: Transport and Public Works, Western Cape Government

**REQUIREMENTS**: Basic literacy and numeracy (ABET Level 2). Recommendations: Appropriate experience. Competencies: Knowledge of the following: machinery, vehicle construction
plant and equipment; Hand and small electrical tools; Ability to do physically hard labour; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Removing and replacing spare parts on vehicles, construction plant and equipment; Assist artisans with repairs of vehicles, construction plant and equipment; Handle hand and small electrical tools; Basic spray painting and assist with welding; Maintenance of spare parts; Cleaning of work area.

ENQUIRIES : Mr S Jacobs at (021) 863 2020

APPLICATIONS : If you want to hand deliver the application, please use the following address: 4 Dorp street, walk-in centre, ground floor, Cape Town, 8001 or you may post it to the following postal address: Attention: Department of the Premier: Recruitment and Selection, P.O Box 659, Cape Town, 8000. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

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