

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

<u>CLOSING DATE</u>	:	18 September 2020
<u>NOTE</u>	:	NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver's licence (where is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirement for SMS position is the pre-entry certificate. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered

MANAGEMENT ECHELON

<u>POST 21/111</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: DHET00/08/2020</u>
<u>SALARY</u>	:	R1 521 591 per annum (Level 15) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree (NQF7) in Finance/Accounting or an equivalent qualification as recognised by SAQA. A postgraduate qualification at NQF level 8 in the field of Finance or Management Accounting. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. A minimum of 8-10 years' experience at senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management and Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government: Generally Recognised Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver's licence. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium Term Expenditure Framework (MTEF) process, procedures and controls within the private and public sectors. Good understanding of macro-economic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience to manage and interact with key stakeholders at senior level; proven strategic and leadership capabilities, programme and project management, and people management

and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post.

DUTIES

: The successful candidate will oversee effective, integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations and other finance-related prescripts; provide strategic support and guidance to the Accounting Officer (Director-General) and Programme Managers (Deputy Directors-General). Manage and facilitate the provision of financial management services. Develop, implement and monitor financial services and procurement-related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and to promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and to monitor the utilisation of budgets within the Department. Oversee the provision of logistics and facilities in ensuring the optimal utilisation of fixed and movable assets. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. The provision of an effective and efficient Supply Chain Management service within Department. Monitor the provision of Supply Chain Management and assets management services. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Manage and monitor the provision of financial services and salary administration. Ensure that the expenditure of the Department is in accordance with the Budget Vote of the Department and the main divisions within the Vote. Manage and minimise the Department's risk exposure by maintaining effective systems and internal controls. Manage and monitor the public entities' compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attend to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department Higher Education and Training.

ENQUIRIES
APPLICATIONS
NOTE

: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
: Forward your application to email address: DHET00082020@dhnet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/112

: **CHIEF DIRECTOR REF NO: DHET31/08/2020**
Chief Directorate: CET Systems Planning, Institutional Development and Support

SALARY
CENTRE
REQUIREMENTS

: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
: Pretoria
: An appropriate Bachelor's Degree in Education or a broader Social Science field of study. A Master's degree in Education or the broader Social Sciences will be an added advantage. At least 5 - 10 years' experience at senior management level in the post-school education and training sector is essential. Extensive knowledge and experience in education policy development, strategic planning, monitoring and evaluation, research management and information systems. Proven strategic management and leadership capabilities, and be a good communicator, with the ability to interact with

colleagues in the Department of Higher Education and Training, other government departments, entities and institutions. Strong analytical, monitoring and reporting skills grounded in the public service. Excellent project management and conflict management skills are key to this post. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Proven computer literacy, including report writing and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : The scope of the Chief Director's work will include, Strategic Planning, monitor and provide leadership for CET system development and support; Manage the setting up of management and governance systems, structures and procedures; Provide strategic leadership in managing the appointment of CET College Councils; Develop support programmes for management, councils and student representatives councils; Manage and monitor the implementation of appropriate policies for Community Colleges; Provide leadership and guidance for CET Branch and Community Colleges Strategic and operations planning; Monitor and evaluate the performance of the CET College system based on set system indicators; PSET System Planning, monitoring and reporting of the Department's Annual Performance Plan and the Medium Term Strategic Framework (MTSF), Information Systems Management, Policy Coordination and Support, Analysis and Reporting on key statistics on post-school education and training, Analysis and reporting on the performance of the post-school education and training system through, inter alia, the tracking of key indicators, Research on Post-School Education and Training, and the promotion of the use of Labour Market Intelligence.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165.

APPLICATIONS NOTE : Forward your application to this email address: DHET31082020@dhet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/113 : **CHIEF DIRECTOR: UNIVERSITY PLANNING AND INSTITUTIONAL FUNDING REF NO: DHET28/08/2020**
Branch: University Education
Re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14) (All-inclusive Remuneration Package)
: Pretoria
: 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

APPLICATIONS : Forward your application to this email address: DHET28082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/114 : **CHIEF DIRECTOR REF NO: DHET41/08/2020**
Chief Directorate: Policy, Planning, Monitoring and Evaluation

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education or a broader Social Sciences field of study or equivalent qualification. A Master's degree in Education or the broader Social Sciences will be an added advantage. At least 5-10 years' experience at senior management level in the post-school education and training sector is essential. The candidate must have experience in policy development, strategic planning, monitoring and evaluation, research management and information systems. The candidate must also have proven strategic management and leadership capabilities, and be a good communicator, with the ability to interact with colleagues in the Department of Higher Education and Training, other government departments, entities and institutions. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post. The incumbent should be able to perform in a team environment. A valid driver's licence is essential.

DUTIES : The scope of the Chief Director's work will include, but not be limited to: Strategic Planning, PSET System Planning, monitoring and reporting of the Department's Annual Performance Plan and the Medium Term Strategic Framework (MTSF), Information Systems Management, Policy Coordination and Support, Analysis and Reporting on key statistics on post-school education and training, Analysis and reporting on the performance of the post-school education and training system through, inter alia, the tracking of key indicators, Research on Post-School Education and Training, and the promotion of the use of Labour Market Intelligence.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET41082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The

successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/115

CHIEF DIRECTOR REF NO: DHET42/08/2020

Branch: Planning, Policy and Strategy
Chief Directorate: Legal and Legislative Services

**SALARY
CENTRE
REQUIREMENTS**

R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
Pretoria
Applicants must have a minimum appropriate post graduate qualification in Law/LLB. Admitted Attorney/Advocate with at least five years' experience at senior management level. Advanced skills to manage the Chief Directorate and provide support to stakeholders. The candidate must have proven strategic and leadership capabilities. Knowledge and experience with legal administration as well as court skills will be essential. Experience in Higher Education and Training Laws will be advantageous. Ability to investigate, conduct research and develop policies. Proven high-level liaison, written and verbal communication skills will be essential. Strong focus on service delivery innovation. Candidates must be confident, trustworthy, accurate and adaptable, and must have integrity. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post. Willingness to work irregular hours and travel extensively. A valid driver's licence.

DUTIES

The scope of the Chief Director's responsibilities will be to provide strategic direction to the Chief Directorate: Legal and Legislative Services. Develop and monitor the implementation of education legislation (Bills, Acts and Regulations pertaining to the Department of Higher Education and Training. Coordinate, monitor, evaluate and support the effective implementation of relevant legislation. Oversee litigation matters on behalf of the Department and ensure legal compliance. Monitoring and evaluation of the implementation of new and existing legislation. Administer legislation of statutory bodies. Render a legal interpretation and advisory service to the Department and Higher Education Institutions. Oversee and manage court cases on behalf of the Minister and Director-General of the DHET. Manage and coordinate legal contracts, protocols on national and international agreements and provide advice as well as negotiate the terms of agreement with parties. Manage the Chief Directorate's resources effectively and efficiently.

ENQUIRIES

Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

**APPLICATIONS
NOTE**

Forward your application to this email address: DHET42082020@dhet.gov.za
Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/116

CHIEF DIRECTOR REF NO: DHET45/08/2020

Branch: Corporate Services
Chief Directorate: Human Resource Management and Development

**SALARY
CENTRE
REQUIREMENTS**

R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
Pretoria
An appropriate Bachelor's Degree at NQF Level 7 in Human Resource Management or Human Capital as recognised by SAQA. At least five years' relevant experience at a senior management level in the Human Resources environment. A postgraduate qualification will be an advantage. The candidate must have proven strategic and leadership capabilities. Understanding and experience of human resource policies and related legislation, as well as functioning of national, provincial and local government. Knowledge and understanding of financial management of the human resource payroll administration. Knowledge of human resource related standards, practices, processes, and procedures. Experience in human resource management and competencies on human resource development, transformation, employee wellness and labour relations. Knowledge of the structure and strategic operational functioning of the Department. Understanding of personnel provisioning, conditions of service, service benefits and termination of service. Knowledge of the functioning of the Personnel and Salary Administration

(PERSAL) system. A clear understanding of the Public Service Act and Regulations, Employment of Educators Act, Employment Equity Act and Financial Management Act. Excellent communication skills (written and verbal). Knowledge of and understanding of change management, people management, client orientation and customer-focus, diversity management and risk management. Excellent project management, problem solving, report writing, computer and analytical skills are key to this post. Willingness to work irregular hours and travel extensively. A valid driver's licence.

DUTIES

: The Chief Director's responsibilities will be to develop and implement the organisational strategy and monitor implementation of the policies and procedures in the areas of human resources management within the Department to comply with applicable legislation. Oversee the implementation of the Departmental Human Resource Plan, including individual performance management; the promotion of competence-based staff training and development; equity and empowerment for women and people with disabilities. Oversee the management of Human Resources Administration for the Department; Oversee the management of Organisational Development and employee wellness in the Department; Oversee the management of Human Resources Development for the Department and implement a professional development needs analysis in cooperation with relevant training academies and development institutions. Oversee the management of Labour Relations, develop and maintain a Labour Relations Policy and strategy, and implementation in order to maintain an equitable, harmonious and productive Departmental workplace; implement employee health and wellness programmes and projects that are aligned with the HR plan. Provide professional guidance, support and capacity-building of departmental management in all aspects of operational HR management and staff development; Oversee the management of Human Resources records; Manage training programmes, Development and building of a skilled workforce within the Department; Establish partnerships with online organisations of learning; Manage the review and reconfiguration of departmental posts to ensure strategic outcomes are achieved; Manage organisational reengineering; Manage the Chief Directorate resources effectively and efficiently.

ENQUIRIES
APPLICATIONS
NOTE

: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
: Forward your application to this email address: DHET45082020@dhet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/117

: **CHIEF DIRECTOR REF NO: DHET46/08/2020**
Branch: Corporate Services
Chief Directorate: Information Technology and Business Systems Management

SALARY
CENTRE
REQUIREMENTS

: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma at NQF Level 7 in Information Technology Management or an equivalent qualification as recognised by SAQA. At least five years' relevant experience at a senior management level in the Information Technology Management and Knowledge Management field. A postgraduate qualification will be an advantage. The candidate must have proven strategic and leadership capabilities. Understanding and experience of policy development, information systems development, and information management. Knowledge and understanding of ICT policies, processes and procedures. Knowledge of IT systems and governance framework such as MISS and MIOS and international IT governance framework such as ITIL and COBIT; knowledge in data quality, data governance, master data management, information strategy, data science, and business analytics will be an advantage. Excellent communication skills (written and verbal). Knowledge of and understanding of change management, people management, client orientation and customer-focus, diversity management and risk management. Research and analytical skills; Excellent project management, problem solving, report writing, computer and

- analytic skills are key to this post. Willingness to work irregular hours and travel extensively. A valid driver's licence.
- DUTIES** : The Chief Director's responsibilities will be to develop, implement and manage a DHET ICT strategy in alignment with the department's business objectives and broader government information technology strategies; Develop and manage the effective implementation of ITC policies, processes and procedures; Manage all IT Service Level Agreement and Business Agreements between the DHET and suppliers (including SITA) and ensure compliance to all agreements; Oversee and manage ICT research and advisory services in support of DHET core business requirements; Develop, manage and implement reliable, efficient and cost effective IT systems, architecture, infrastructure and IT operational support services to meet the Departmental requirements and to support the IT system of DHET entities and institutions. Provide IT and records management services; Manage the alignment the DHET's information security to legislation, government standards and security frameworks; Manage and ensure the compliance of all systems to government IT policies such as MISS and MIOS and provide IT governance functions in accordance with international governance framework such as ITIL and COBIT; Represent the Department of Higher Education and Training on the Government Information Technology Council; Responsible for overseeing the provision of expert advice, awareness and training on information security systems; Manage organisational reengineering; Manage the Chief Directorate resources effectively.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
- APPLICATIONS** : Forward your application to this email address: DHET46082020@dhnet.gov.za
- NOTE** : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
- POST 21/118** : **CHIEF DIRECTOR: HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT REF NO: DHET91/08/2020**
Re-advertised and candidates who had previously applied may re-apply)
- SALARY** : R1 251 183 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165.

APPLICATIONS : Forward your application to this email address: DHET91082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/119 : **REGIONAL MANAGER REF NO: DHET136/08/2018**

SALARY : R1 251 183 per annum (Level 14) (All-inclusive remuneration package).
CENTRE : Western Cape / Northern Cape Regional Office
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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165.

APPLICATIONS : Forward your application to this email address: DHET136082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/120 : **PRINCIPAL TVET COLLEGES (X7 POSTS)**
Branch: Technical and Vocational Education and Training

SALARY CENTRE : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
: Posts are based in Technical and Vocational Education and Training (TVET)
Colleges:
Buffalo City Tvet College Ref No: DHET01/08/2020
Port Elizabeth Tvet College Ref No DHET02/08/2020
SOUTH West Gauteng Tvet College REF NO: DHET03/08/2020
Western Tvet College Ref No: DHET04/08/2020
Waterberg Tvet College Ref No: DHET05/08/2020
Boland Tvet College Ref No: DHET06/08/2020
Northlink Tvet College Ref No: DHET07/08/2020

REQUIREMENTS : Minimum appropriate requirements are: Bachelor's degree or an equivalent qualification (NQF Level 7) in Education, at least 5-10 years-experience in the Post Schooling Education and Training (PSET) and a minimum of 5 years at middle management level in the PSET sector. A post-graduate qualification in education (NQF Levels 8-10) and / or a relevant industry expertise will serve as an added advantage. Other requirements are extensive experience in the PSET institutional or academic management plus any or all of the following: institutional governance, financial management, corporate services management, a track-record in the planning, implementation and management of strategic, annual performance and operational plans. An ideal candidate should have sound knowledge of the sector regulatory and legislative framework, computer literacy, knowledge of the public sector and the following capabilities: strategic and leadership, client orientation and customer focus, financial management, people management and empowerment, communication and stakeholder management. Candidates should have a valid drivers' licence and be willing to work irregular hours. Candidates are advised to detail their specific capabilities, projects and achievements.

DUTIES : To put systems in place and implement towards effective, efficient and integrated registration of students including dedicated support for students with disabilities. To strategically lead and manage teaching and learning, assessments and examinations towards the achievement of improved students' performance including initiatives to develop students entrepreneurship programmes. To fulfil the role of an Accounting Officer by establishing and monitoring college financial and supply chain management systems, implementation of infrastructure maintenance and college connectivity projects towards an improved service delivery. To establish and monitor effective human capital management and stakeholder engagement systems incorporating both marketing, communication, ICT, delegated HR functions and other responsibilities. To drive for the efficient and effective implementation of college governance frameworks, systems and ensure the proper functioning of governance structures. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. 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 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS : Buffalo city Forward your application to this email address: DHET01082020@dhnet.gov.za
Port Elizabeth: Forward your application to this email address: DHET02082020@dhnet.gov.za
South West Gauteng Tvet College: Forward your application to this email address: DHET03082020@dhnet.gov.za

Western Tvet College: Please forward your application to this email address:
DHET04082020@dhnet.gov.za

Waterberg Tvet College: Please forward your application to this email address:
DHET05082020@dhnet.gov.za

Boland Tvet College: Forward your application to this email address:
DHET06082020@dhnet.gov.za

Northlink Tvet College: Forward your application to this email address:
DHET07082020@dhnet.gov.za

NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA

POST 21/121 : **DIRECTOR REF NO: DHET29/08/2020**
Branch: University Education
Chief Directorate: Higher Education Policy Development and Research
Directorate: Sector Research and Support

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree or equivalent qualification. A Master degree would be a distinct advantage. Expertise in the following areas is a requirement: A minimum of five (5) years' experience at middle management level, Extensive knowledge and understanding of policy and regulatory frameworks governing higher education, Experience in government financial systems and procedures, including project planning and management, Experience in research methodology and management of research projects, Understanding of key stakeholder bodies in the higher education sector, Institutional research and planning; infrastructure planning; and transformation planning, Demonstrable experience in working with teams and working within short deadlines, Ability and reputation to build relationships both individually and institutionally, A creative and innovative thinker, Willingness to travel frequently and work long and irregular hours, Ability to function well under pressure, Excellent communication both in writing and verbally including high-level report-writing, Good planning, organizational and management skills, A valid driver's license is a requirement. Qualities: The incumbent must have an ability to guide, manage, motivate and develop other officials in the directorate so as to achieve maximum results. Must be able to anticipate and provide guidance and leadership on disagreements, confrontations, tensions and complaints in a practical and constructive manner in order to achieve results. S/he must be able to, solve service delivery difficulties, gain acceptance to plans, policy implementation and proposals. S/he must be a good writer and who, as a manager, requires minimum supervision.

DUTIES : The scope of the work of the successful candidate will include, but not be limited to: Provide leadership in research development and support to the university education branch to execute its work in the sector; Manage and coordinate research in pursuit of the advancement of transformative higher education in South Africa. Strategic leadership and management support to the Directorate: Research Support and Transformation to ensure: growth of quality public higher education provisioning through transformation planning and implementation; Develop, maintain, support and monitor the implementation of transformation policies and plans; Conceptualise and implement programmes and projects to strengthen transformation initiatives at universities; Build relations with internal and external stakeholders in the DHET with a view to support the advancement of higher education; Oversight and monitoring of transformation implementation; Lead the process of establishing and support to the national Ombudsman office for transformation of higher education.

ENQUIRIES APPLICATIONS NOTE : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
: Forward your application to this email address: DHET29082020@dhnet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

- POST 21/122** : **DIRECTOR: REF NO: DHET30/08/2020**
 Branch: University Education
 Chief Directorate: University Planning and Institutional Funding
 Directorate: Academic Planning, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
 : Pretoria
 : The minimum educational requirement for this post is a Bachelor's degree in an appropriate field of study plus at least 5 years of relevant experience with the Higher Education sector. A Master's Degree or equivalent in an appropriate field of study would be an added advantage. A minimum of 5 years' experience at middle management level, Consideration will be given to candidates with experience and knowledge of the higher education sector with specific reference to strategic and institutional planning; academic planning including an understanding of the development of academic qualifications, and enrolment planning; outstanding knowledge of the higher education policy environment; knowledge of the funding of public universities and the Higher Education Management Information System; excellent project management and communication skills, including proposal and report writing; ability to lead a team and take responsibility for managing new developments and projects in relation to the Higher Education sector; good computer skills; a valid driver's license; knowledge of the national and international higher education systems will be an advantage; knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage.
- DUTIES** : The scope of the Director's work will include but not be limited to: Facilitating the enrolment planning processes on a national level; Analysing institutional and national plans with a specific focus on enrolment planning and qualification offerings; Managing, monitoring and evaluating the applications for new academic qualifications' submissions according the Higher Education Qualifications Sub-Framework for inclusion on the PQM database of public Higher Education Institutions; Monitoring of the Higher Education sector in terms of the approved enrolment plans of universities; Managing processes towards the expansion of the higher education system including new universities, Higher Education colleges, University colleges and campuses; Managing the daily activities and the budget of the Directorate; Responding timorously to requests for briefing notes and responses to all correspondence, including parliamentary questions.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET30082020@dhet.gov.za
 : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
- POST 21/123** : **DIRECTOR REF NO: DHET32/08/2020**
 Branch: Community Education and Training
 Directorate: Community Education and Training: Institutional Funding
 Re-advertised and candidates who had previously applied may re-apply
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
 : Pretoria
 : An appropriate Bachelor's Degree/ advanced National Diploma (NQF level 7) or equivalent qualification in Accounting/Auditing/Economics/Social Policy. An Honours Bachelor's degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years' experience in the post-school education and training sector, of which at least 5 years at middle/senior management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the CET sector stakeholders. Excellent analytical and reporting writing skill. Problem-solving and communication skills. The incumbent should be able to perform in a team environment. Advanced Excel

- skills (Proficient in Microsoft office products) are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. Willingness to travel, work irregular hours and travel extensively. A valid driver's licence is essential.
- DUTIES** : The scope of the Director's work will include but not be limited to: Providing leadership to the Sub-Directorates: Institutional Funding responsible for the funding norms and standards including infrastructure funding norms and standards within the Community Education and Training (CET) Branch. The execution of functions will be in compliance with applicable legislation, regulations and Departmental prescripts; management of the financial function within the Directorate to ensure sound financial management oversight; formulation of governance frameworks and policies and ensuring accurate reporting within the organization; planning and monitoring of the equitable distribution of funding for access to a variety of programmes in CET Colleges; development and maintenance/review of norms and standards for funding the CET Colleges; provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; manage the development, review and implementation of an equitable funding framework for CET Colleges; provide support and advice the Branch and CET Colleges on implementation of the funding policies, preparation and consolidation of National Treasury Bids relevant to the functions of the Directorate and interaction with the Office of the Chief Financial Officer (CFO); development of monitoring and reporting systems to support implementation of the funding policies for CET Colleges; monitor compliance with the implementation of the funding policies for CET Colleges; manage the advocacy of the funding policies for CET Colleges. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET32082020@dhet.gov.za
- NOTE** : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
- POST 21/124** : **DIRECTOR REF NO: DHET33/08/2020**
Branch: Community Education and Training
Directorate: CET Institutional Planning and Support
Re-advert and candidates who previously applied are encouraged to re-apply
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification relevant to the post with 5-10 years of relevant experience within the post-school education and training sector, of which at least 5 years must at middle management level. 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. 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 is required.
- 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. Mr P Mtshali Tel No: (012) 312 5089 / Mr R KgareTel No: (012) 312 5442

ENQUIRIES
APPLICATIONS
NOTE

: Mr P Mtshali Tel No: (012) 312 5089 / Mr R KgareTel No: (012) 312 5442
: Forward your application to this email address: DHET33082020@dhet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA

POST 21/125

: **PRINCIPAL: WESTERN CAPE CET COLLEGE REF NO: DHET34/08/2020**
Branch: Community Education and Training

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
: Post is based in a Community Education and Training (CET) College
: Minimum appropriate requirements are: Bachelor's Degree or an equivalent qualification (NQF Level 7) in education, at least 5 years-experience in Post Schooling Education and Training (PSET) and a minimum of 5 years at middle management level in the PSET sector. A post-graduate qualification in education (NQF Levels 8-10) and/or relevant industry expertise at management level will serve as an added advantage. Extensive experience in PSET institutional or academic management is essential plus experience in three or more of the following: institutional governance, financial management, corporate services management, a track-record in the planning, implementation and management of strategic, annual performance and operational plans. An ideal candidate should have sound knowledge of the sector regulatory and legislative framework, computer literacy, knowledge of the public sector and the following capabilities: strategic and leadership, client orientation and customer focus, financial management, people management and empowerment, communication and stakeholder management. Candidates should have a valid drivers' licence and be willing to work irregular hours. Candidates are advised to detail their specific capabilities, projects and achievements.

DUTIES

: To put systems in place and implement towards effective, efficient and integrated registration of students including dedicated support for students with disabilities. To strategically lead and manage teaching and learning, assessments and examinations towards the achievement of improved students' performance including initiatives to develop students entrepreneurship programmes. To fulfil the role of an Accounting Officer by establishing and monitoring college financial and supply chain management systems, implementation of infrastructure maintenance and college connectivity projects towards an improved service delivery. To establish and monitor effective human capital management and stakeholder engagement systems incorporating both marketing, communication, ICT, delegated HR functions and other responsibilities. To drive for the efficient and effective implementation of college governance frameworks, systems and ensure the proper functioning of governance structures. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. 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 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 / Mr R KgareTel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS

: Forward your application to this email address: DHET34082020@dhet.gov.za

- NOTE** : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
- POST 21/126** : **DIRECTOR REF NO: DHET38/08/2020**
Directorate: SETA Support and Learnerships
- SALARY** : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or Advanced National Diploma qualification on (NQF level 7) or equivalent qualification in Public Management/Administration/Human Resource/Training and Development. A post-graduate Degree/qualification on (NQF level 8) and/or experience in Public Management/Administration/Human Resource/Training and Development in the Post-School Education and Training (PSET) Sector will be an added advantage. Minimum of 5 to 10 years' experience in the Skills and Training Development related environment with at least 5 years middle/senior management level. Sound knowledge of the application of government and departmental policies in respect to Skills and Training Development. Sound Knowledge of functions and relevant legislations and policies governing the Sector Education and Training Authority (SETAs). Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management. Excellent Verbal and written communication and organisational skills are essential. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Client orientation and customer focus, Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.
- DUTIES** : The successful candidate will be reporting to the Chief Director: SETA Coordination Chief Directorate: will be responsible to provide strategic and leadership direction in the SETA Support and Learnerships Directorate; Manage development and publication of policy guidelines, procedures and regulation regarding development, registration, implementation and quality assurance of Learnerships and Learning programmes; Conduct skills development research and provide effective learning programme support; Provide Levy Grant Administration and support to SETAs to implement Learnerships, Learning Programmes and Quality Assurance Systems; Facilitate and collaborate between SETAs, QCTO, SAQA, Quality Councils and Department of Higher Education and Training together with other National Education and Training Stakeholders; Manage the Service Level Agreement with QCTO on behalf of the Department of Higher Education and Training; Provide support to SETAs to implement NSDS/NSDP Regulations and Guidelines; Provide guidance on Sector Skills Plan submitted by the SETAs; Ensure that SETAs collaborate effectively in initiatives under sections and units responsible for Learnerships/ETQA, Quality Assurance, apprentice records, capacity development, levy grant disbursement and NSF Project; Liaise with SARS regarding collection of levies from eligible employer and transfer of funds and data to NSF and SETAs; Contribute toward policy development and review of regulations to give effect to Skills Development Act and NSDS/NSDP and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET38082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

- POST 21/127** : **DIRECTOR REF NO: DHET39/08/2020**
 Branch: Skills Development
 Directorate: National Skills Authority (NSA)
 Re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
 : Pretoria
 : An appropriate Bachelor's Degree or Advanced Diploma qualification (NQF level 7) in Public Management/Administration/Social Sciences/Education and Training. A post-graduate relevant qualification on (NQF level 8) and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum of 5 to 10 years' experience in Skills development Sector or related training environment with at least 5 years at middle/senior management level. Sound knowledge of legal frameworks applicable to Skills Development. The candidate must have appropriate management or leadership experience. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management and financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; client orientation and customer focus; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.
- DUTIES** : The successful candidate will be reporting to the Executive Officer: will be responsible to provide effective and efficient Secretariat, administrative, strategic support and manage the programmes of the National Skills Authority. Design and develop the systems for effective secretariat and administrative support to the NSA, including relevant communication and reporting systems, Develop and recommend appropriate systems to monitor and support the implementation of the decisions of the NSA; Assist the Executive Officer with liaison activities between the NSA and Department of Higher Education and Training to ensure effective coordination of policy with reference to the NSDS and other skills development initiatives; Establish and maintain links between the NSA, SAQA, other government departments and statutory bodies to ensure effective policy coordination; Ensure the National Skills Conference is planned and hosted in terms of the agreed framework bi-annually; Establish systems and procedures for the effective management of human, financial and physical resources of the Secretariat; Manage NSA programmes including research projects, capacity building projects, consultation processes marketing And the NSA investigations. Maintain effective working relationships with key stakeholders, government and commercial enterprises and Ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET39082020@dhet.gov.za
 : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
- POST 21/128** : **DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION REF NO: DHET40/08/2020**
 Chief Directorate: Office of the Chief Financial Officer (NSF)
 Directorate: Financial Management and Administration
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
 : Pretoria
 : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) or equivalent qualification in financial management and accounting or equivalent, coupled which at least 5 to 10 years middle/senior management working experience in financial management, accounting or auditing in the private or

public sector. Candidates with a CA (SA) qualification will have a distinct advantage. A dynamic, hardworking individual with strong leadership and people management skills to manage the Finance Directorate. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management. Excellent problem solving and analytical skills, technical proficiency, quality management and communication management. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Highly commitment individual to ensure deadlines are met. Good computer skills and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : Manage the daily processing of payments, receipts and other financial accounting transactions; Manage debtors and creditors; Manage revenue, administrative expenses and levy collection costs; Manage monthly and annual financial closure processes; Manage the preparation and review of all relevant financial workbooks; Manage record keeping function and central registry; Manage the preparation of audit files to be used by the Auditor-General of South African and internal audit during auditing processes; Manage physical assets and inventories, including leases; Manage facilities, including rental agreements for office space and parking, security services, cleaning services, repairs and maintenance, receptionists and boardroom bookings; Manage travel agents and travel office; Manage mail room and messenger functions; Manage telecommunication costs and bills; Manage the resources of the Directorate; Provide advice on financial management and administration matters; Develop and maintain financial management and administration policies and procedures; Participate as an active member of the NSF executive team.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET40082020@dhet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/129 : **DIRECTOR REF NO: DHET43/08/2020**
Branch: Planning, Policy and Strategy
Chief Directorate: Legal and Legislatives Services

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
: Pretoria
: Applicants must have a minimum appropriate post graduate in Law/LLB. Admitted as Attorney or eligible to be admitted as Attorney /Advocate with a minimum of 10 years post-legal qualification working experience with at least 3-5 years middle management level at least 5 years at middle management level. In-depth knowledge of Post-School Education and Training legislation will be an added advantage. Excellent leadership and strategic capability; Proven high level liaison; excellent written and verbal communication skills; Computer literacy; research and policy formulation sills.; presentation skills, problem solving and analytical skill. Client orientation and customer focus. Candidate must have integrity and be diplomatic, trustworthy, diligent display high level of professionalism and adaptable. Knowledge and understanding of post-school education environment, skills development and training sector, labour relations legislations and procedures, litigations and various court procedures.

DUTIES : The appointee will head the Directorate: Legal and Legislative Services: Skills and be responsible to manage the provision of legal services in the Department and HET institutions; fully and actively be involved in drafting and monitoring implementation of post-school education legislation (Bills, Acts and regulations pertaining to the DHET); administer legislation of statutory bodies; co-ordinate general legal advice and legal documents to the Department and PSET institutions, particularly the skills development and training sector; manage litigation matters on behalf of the Department and ensure legal compliance;

monitoring and evaluating implementation of new and existing legislation and ensure compliance with legislation; vet, manage and co-ordinate legal contracts, Protocols, domestic and international agreements and providing legal advice/opinion thereon; manage the Directorate's resources effectively and efficiently; direct the work of the Directorate in line with the strategic objectives of the Department.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

APPLICATIONS NOTE : Forward your application to this email address: DHET40082020@dhnet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/130 : **DIRECTOR REF NO: DHET44/08/2020**
Branch: Planning, Policy and Strategy
Chief Directorate: International Relations
Directorate: Africa and Middle East

SALARY REQUIREMENTS : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
: A recognised undergraduate qualification/Bachelor's degree/Advanced Diploma (NQF level 7) or equivalent qualification and experience in International Relations. A Master's Degree would be a distinct advantage
Sound understanding of development issues and trends will be an added advantage. A minimum 5 years' work experience at middle management level in International Relations environment is essential. A clear understanding of the role of education in development and international relations and well-versed with the Government's foreign policies
Excellent leadership and strategic capability; Proven high level liaison; excellent written and verbal communication skills; Computer literacy; research and policy formulation skills.; presentation skills, problem solving and analytical skill. Client orientation and customer focus. Candidate must have integrity and be diplomatic, trustworthy, diligent display high level of professionalism and adaptable. Knowledge and understanding of post-school education environment, skills development and training sector, field of Post School Education and Training.

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

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

APPLICATIONS NOTE : Forward your application to this email address: DHET44082020@dhnet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA

POST 21/131 : **DIRECTOR REF NO: DHET47/08/2020**
Branch: Corporate Services
Chief Directorate: Human Resource Management and Development
Directorate: Grievance, Disputes and Misconduct Management

SALARY CENTRE : R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree or Advanced Diploma (NQF level 7) in Labour Relations/Human Resource Management/Labour Law or equivalent qualification. A post-graduate relevant qualification (NQF level 8) and/or experience on labour relations matters will be an added advantage. Minimum of 5-10 years' experience in Labour Relations related fields' environment with at least 5 years in the middle/senior management level. Sound knowledge of Labour Relations, Human Resource Management and Public Service prescripts which includes Collective Agreements. In depth knowledge of dispute resolution process / procedure in the PSBCBC, GPSSBC, ELRC and other related labour forums. Required Skills: Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, facilitation skills, verbal and written communication; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skill; Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES

: The successful candidate will be reporting to the Chief Director: Human Resource Management and Development: will be responsible to provide strategic and leadership direction in the Labour Relations Directorate; Manage relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise; Advise management on labour relations developments particularly where policy and procedural changes may be required; Represent the Department in conciliations and or mediation process and arbitrations hearings; Coordinate and manage employee disciplinary process, conflict resolution process and oversee dispute resolution; Develop labour relations policies and manuals in the department; Ensure line managers are effectively trained in handling labour relations matters; Develop and maintain labour relations service level agreements with internal and external stakeholders and represent the department in all Labour Relations Fora and Ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance. Analyse Labour Relations data, identify trends, prepare and submit reports to the Executive Management. Management of human resources and finances of the Directorate.

ENQUIRIES

: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS

: Forward your application to this email address: DHET47082020@dhet.gov.za

NOTE

: Disclaimer Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/132

: **DIRECTOR REF NO: DHET48/08/62020**
Branch: Corporate Services
Chief Directorate: Human Resource Management
Directorate: Collective Bargaining

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree or Advanced Diploma qualification on (NQF level 7) or equivalent qualification in Labour Relations/Human Resource Management/Labour Law. A post-graduate Degree/qualification on (NQF level 8) and/or experience on labour relations matters will be an added advantage. Minimum of 5 to 10 years' experience in the Labour Relations related fields' environment with at least 5 years in the middle/senior management level. Extensive experience in Collective Bargaining in a Public Service. In-depth knowledge of dispute resolution process/procedure in the PSBCBC, GPSSBC, ELRC. Extensive experience in Collective Bargaining in the Public Service will be an added advantage. Extensive experience in dealing with grievances, initiating and chairing disciplinary hearing, representing the employer in

Conciliation/Arbitration hearings and dealing with issues referred to Labour Court will be an added advantage. Knowledge and understanding of Labour Relations, Human Resource Management, Public Service prescripts and Collective Agreements. Required Skills: Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, and facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES

: The successful candidate will be reporting to the Chief Director: Human Resource Management and Development: will be responsible to provide strategic and leadership direction in the Collective Bargaining Directorate; Manage the collective bargaining process; Monitor the implementation of collective agreements between the Department and its recognised trade unions; Manage relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases relating collective bargaining; Conduct research on collective bargaining trends and to advise the Department on collective bargaining matters and labour relations developments particularly where policy and procedural changes may be required; Negotiating collective bargaining agreements with the recognised trade unions; Ensure effective management and coordination of strike action; Manage and advise the Department on procedures to be followed during strike action; Develop labour relations policies and manuals; Ensure line managers are effectively trained in handling labour relations matters; Develop and maintain labour relations service level agreements with internal and external stakeholders and represent the Department in all Labour Relations Fora and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

ENQUIRIES

: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS

: Forward your application to this email address: DHET48082020@dhet.gov.za

NOTE

: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/133

: **DIRECTOR REF NO: DHET49/08/2020**
Branch: Corporate Services
Chief Directorate: Human Resource Management
Directorate: Employee Health and Wellness Programmes

SALARY CENTRE

: R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree or Advanced Diploma qualification on (NQF level 7) or equivalent qualification in Social Sciences / Psychology or equivalent qualification. A post-graduate Degree/qualification on (NQF level 8) and/or experience in Social Sciences/ Psychology or equivalent qualification will be an added advantage. Minimum of 5 to 10 years' experience in Employee Health and Wellness Programmes related environment with at least 5 years middle/senior management level. Sound knowledge of the health and safety practices and policies. Ability to develop creative solutions to effectively solve problems while maintaining consistency with health and safety policies, standards, procedures, laws and regulations; Ability to maintain confidentiality; Effective judgement and good decision making skills, including the ability to negotiate, counsel, advise and influence managers; Ability to objectively coach managers and employees through complex, difficult and emotional issues; Excellent customer service, verbal and written communication and organisational skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills;

<u>DUTIES</u>	: Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential. : The successful candidate will be reporting to the Chief Director-General: Human Resource Management and Development: will be responsible to provide strategic and leadership direction in the Employee Health and Wellness Programmes Directorate; Facilitate the development and implementation of employee health and wellness policies and programmes; Promote and facilitate the implementation HIV a& AIDS, TB and other communicable disease prevention, support and treatment care programmes; Promote the implementation of occupational health, safety and environmental strategies and programmes; Manage and facilitate the provision of efficient and effective employee health wellness throughout all Branches of the Department, in support of the Strategic and Operational plans; Manage the quality of work life within the Department; Manage the implementation occupational health and safety programmes in the Department; Design and implementation of employee assistance and wellness programme; Coordinate all wellness programmes and services by partnering with partnering with the professional institutions within the wellness facility including but limited to: group fitness, massage therapy, nutrition counselling, and personal training; Monitor and evaluate the employee wellness programme; Conduct a wellness survey and manage the wellness program reports i.e. utilisation, statistics, and satisfaction; Manage wellness related communications by partnering with the Media and Communication Directorate (e-mails, posters, screen messaging, desk-drops, wellness website, etc.); Promote good health and safety within the Department; Conduct research on safety health practices and changing technology, trends new theories of health and to advise the Department on health plans and insurance to the workplace is acceptable and up-to-date will all applicable codes; and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.
<u>APPLICATIONS</u>	: Forward your application to this email address: DHET49082020@dhet.gov.za
<u>NOTE</u>	: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
<u>POST 21/134</u>	: <u>DIRECTOR REF NO: DHET50/08/2020</u> Branch: Corporate Services Chief Directorate: Corporate Communications Directorate: Marketing and Public Relations
<u>SALARY</u>	: R1 057 326 per annum ((Level 13) All-inclusive remuneration package)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate Bachelor's Degree or Advanced Diploma (NQF level 7) in Marketing/ Communication/ Public Relations/Journalism/Business Administration or equivalent qualification. A post-graduate relevant qualification (NQF level 8) and/or experience in Marketing/ Public Relations/Journalism/Business Administration will be an added advantage. A minimum of 5 to 10 years' experience in experience in Marketing and Public Relations environment with at least 5 years middle/senior management level. Sound Knowledge of the legal frameworks governing the public service and Post-School Education and Training is essential. Extensive experience in marketing, advertising and brand management. Expert knowledge of current marketing trends and multimedia platforms is essential. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Excellent analytical, interpretive and negotiating skills to ensure effective communication of the Department's policies and programmes; High level of public relations and project management Skills. Excellent customer service, verbal and written communication and organisational skills. Ability to foster partnerships, build positive relationships with stakeholders, media and

the public. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

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

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET50082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/135 : **DIRECTOR REF NO: DHET51/08/2020**
Branch: Corporate Services
Directorate: Security Advisory Services
Re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE : R1 057 326 per annum ((Level 13) All-inclusive remuneration package)
: 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. A minimum of 5 years' proven experience at middle management level is essential. 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 Administer 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS : Forward your application to this email address: DHET51082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/136 : **DIRECTOR REF NO: DHET52/08/2020**
 Branch: Corporate Services
 Directorate: Facilities Management
 Re-advertised and candidates who had previously applied may re-apply

SALARY : R1 057 326 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or Advanced Diploma (NQF level 7) in Facilities Management/Property Management/Records Management and/or Programme Management or equivalent qualification. A post-graduate relevant qualification (NQF level 8) and/or experience in the facilities/property or Programme management will be an added advantage. A minimum of 5 to 10 years' experience in facilities/property/programme management and project management with at least 5 years middle/senior management level. Sound knowledge of the application of government and departmental policies in respect to facilities or fixed immovable assets, logistical services and records management. Knowledge of financial policies as guided by Public Financial Management Act and Treasury Regulations. Knowledge: Framework for supply chain management, South African Archives Act; Government Immovable Asset Management Act and structure and functioning of the Department. Understanding of business functions and processes of government supply chain management and Asset Management. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management. Policy analysis and development and Quality Management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : The successful candidate will be reporting to the Deputy Director-General: Corporate Services: will be responsible to provide strategic and leadership direction in the Facilities Management Directorate; Oversee development of facilities contract management guidelines, norms and standards, policies, and strategies to ensure compliance with procurement procedures and legislation; Responsible for the preparation, analysis, negotiation and reviews of contracts for facilities management services; Oversee the development of the service level agreement and key performance indicators for facilities management

contracts; Manage and monitor office accommodation leasing contracts; Manage the and maintain the physical facilities of the Department; Lead the development of technical specifications and standards for technical contracts; Manage the provision of office furniture and other tools of trade, transport, postal and bulk printing services. Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard new technologies; Develop and implement a records management strategy for the Department and ensure archiving of departmental documents in line with relevant legislation and policies; Provide cleaning services and ensure a clean, safe and healthy environment for the Department; Provide cleaning services Security Services; Responsible for the development of templates and forms for regional offices, training manuals, engineering procedures and standards and engineering specifications; Ensure the development and implementation of monitoring of quality standards of all projects; Oversee the implementation of facilities management minor and major maintenance projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio of the Department; Manage the registry postal and courier services and ensure security of the departmental records. Ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET52082020@dhet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/137 : **DIRECTOR REF NO: DHET90/08/2020**
Chief Directorate: Chief Financial Officer
Directorate: Salary Administration

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
: Pretoria

: A recognised undergraduate qualification/Bachelor's Degree/Advanced Diploma (NQF level 7) (Bachelor of Commerce) in Finance/Accounting Management or equivalent qualification. At least 6-10 years extensive experience in Financial Management related field. Five (5) years proven experience in a middle managerial level in the area of financial management environment. Excellent knowledge in operating systems, such as LOGIS, BAS and PERSAL. Knowledge and understanding of Financial Management Acts, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Back Empowerment (BBBE). Good planning and organisation. Analytical and problem solving skills. Ability to communicate ideas and issues at all levels. Knowledge of Post-School Education and Training (PSET) environment will be an added advantage. Good understanding of labour market trends and supply and demand perspectives. Strategic capability and leadership. 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 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 : The successful candidate will be reporting to the Chief Financial Officer: will be responsible to provide strategic and leadership direction in the Salary Administration Directorate; Oversee and manage the administration of Examinations, Claims and Payroll; Manage the administration salaries payments, control and maintenance of salary transactions; Manage the provision payroll administration services; Manage and monitor and distribution of salary pay slips to all pay points throughout the country; Manage payroll certification of supplementary, permanent and temporary PERSAL runs on a monthly basis; Manage and monitor and control of monthly updates to CFO on

		outstanding payroll in terms of treasury regulations; Manage the control, maintain salary Examination payments for CET claims; Manage the control and maintain salary transactions; Manage and monitor deductions resignations.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS NOTE</u>	:	Forward your application to this email address: DHET90082020@dhet.gov.za
	:	Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
<u>POST 21/138</u>	:	<u>DIRECTOR REF NO: DHET92/08/2020</u> Human Resource Development Council of South Africa - Secretariat Chief Directorate: Human Resource Development and Council Secretariat Directorate: HRDC Programmes
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 057 326 per annum (All-inclusive remuneration package) (Level 13) Pretoria
	:	A recognised undergraduate qualification/Bachelor's Degree/Advanced National Diploma (NQF level 7) and at least five (5) years extensive experience in developing, implementing and monitoring Human Resource Development Strategies. Five (5) years proven experience in a middle 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.
<u>DUTIES</u>	:	Responsible for the Directorate: Human Resource Development Council (HRDC) programme; Manage the functions of the Secretariat of the HRD Council; Provide effective technical and administrative support to the Chief Director: 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. Ensure 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; facilitate the liaison 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.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS NOTE</u>	:	Forward your application to this email address: DHET92082020@dhet.gov.za
	:	Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The

successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/139 : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET93/08/2020**

These Posts are based at DHET Regional Offices
Directorate: Technical and Vocational Education and Training (TVET)
Re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
: Eastern Cape Regional Office

An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least 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. Sound knowledge of Curriculum and Institutional Support; 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. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; 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. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within TVET Colleges; 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET93082020@dhet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/140 : **DIRECTOR: COMMUNITY EDUCATION AND TRAINING (CET) CURRICULUM AND INSTITUTIONAL SUPPORT EASTERN CAPE REGIONAL OFFICE REF NO: DHET94/08/2019**

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

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)

<u>CENTRE REQUIREMENTS</u>	: Eastern Cape Regional Office : An appropriate Bachelor's degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Community Education and Training. A postgraduate degree in Education (NQF Level 8) will be an added advantage. At least of 5 years proven experience at middle/senior management level is essential. Consideration will be given to candidates with proven senior managerial experience of working in the Continuous Education and Training (CET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET 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. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165
<u>APPLICATIONS NOTE</u>	: Forward your application to this email address: DHET94082020@dhet.gov.za : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
<u>POST 21/141</u>	: <u>DIRECTOR: CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET103/08/2020</u> These Posts Are Based At DHET Regional Offices
<u>SALARY CENTRE REQUIREMENTS</u>	: R1 057 326 per annum (Level 13) (All-inclusive remuneration package) : Pietermaritzburg : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Community Education and Training. A postgraduate degree in Education will be an added advantage. At least 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 Continuous Education and Training (CET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Skills requirements: are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; 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. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

- DUTIES** : The successful candidate will be reporting to the Regional Manager: KwaZulu-Natal Regional Office: will be managing the implementing curriculum and institutional support in the Region; 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. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within CET Colleges; 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET103082020@dhet.gov.za
: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
- POST 21/142** : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET116/08/2020**
These posts are based at Dhet Regional Offices
Directorate: Technical and Vocational Education and Training (TVET)
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (All-inclusive remuneration package) (Level 13)
: Polokwane
: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least 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. Sound knowledge of Curriculum and Institutional Support; 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. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; 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. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.
- DUTIES** : The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within TVET Colleges; 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET116082020@dhet.gov.za
NOTE : Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/143 : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET117/06/2020**
 Limpopo Regional Office
 Directorate: Community Education and Training (CET)

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : Polokwane
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least 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 Community Education and Training (CET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the CET 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. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; 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. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within CET College; 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 Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS.

		Ensure compliance with Public Service Regulations and all administrative matters.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET117082020@dhet.gov.za
<u>NOTE</u>	:	Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
<u>POST 21/144</u>	:	<u>DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET132/08/2020</u> Directorate: Community Education and Training (CET)
<u>SALARY</u>	:	R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Nelspruit
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least 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 Community Education and Training (CET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the CET 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. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; 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. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within CET College; 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 Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Disclaimer.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET132082020@dhet.gov.za
<u>NOTE</u>	:	Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/145 : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET133/08/2020**
Directorate: Technical and Vocational Education and Training (TVET)

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : North West – Mmabatho
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least 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. Sound knowledge of Curriculum and Institutional Support; 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. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; 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. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : The successful candidate will be reporting to the Regional Manager in the Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within TVET Colleges; 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET133082020@dhnet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

POST 21/146 : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET137/08/2020**
Directorate: Community Education and Training (CET)

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE : Western Cape / Northern Cape Regional Offices
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. Minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. At least 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 Community Education and Training (CET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the CET 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. Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; 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. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES

: The successful candidate will be reporting to the Regional Manager in Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Oversee, monitor and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within CET College; 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 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS

: Forward your application to this email address: DHET137082020@dhnet.gov.za

NOTE

: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

OTHER POSTS

POST 21/147

: **DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL) (X4 POSTS)**

Branch: Technical and Vocational Education and Training

SALARY CENTRE

: R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
 : Buffalo City TVET College: Ref No: DHET08/08/2020
 Lephhalale TVET College: Ref No: DHET09/08/2020
 Taletso TVET College: Ref No: DHET10/08/2020
 Ehlanzeni TVET College: Ref No: DHET11/08/2020

REQUIREMENTS

: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior 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, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks on 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

<u>DUTIES</u>	:	strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel. Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
	:	Buffalo City TVET College: Forward your application to this email address: DHET08082020@dhet.gov.za
	:	Lephalalt TVET College: Forward your application to this email address: DHET09082020@dhet.gov.za
	:	Teletso TVET College: Forward your application to this email address: DHET10082020@dhet.gov.za
	:	Ehlanzeni TVET College: Forward your application to this email address: DHET11082020@dhet.gov.za
<u>NOTE</u>	:	Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
<u>POST 21/148</u>	:	<u>DEPUTY PRINCIPAL: REGISTRAR (DEPUTY DIRECTOR LEVEL) (X4 POSTS)</u> Branch: Technical and Vocational Education and Training Colleges
<u>SALARY CENTRE</u>	:	R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
	:	Buffalo City TVET College: Ref No: DHET 12/08/2020
	:	East Cape Midlands TVET College: Ref No: DHET 13/08/2020
	:	Lovedale TVET College: Ref No: DHET14/08/2020
	:	Port Elizabeth TVET College: Ref No: DHET15/08/2020
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or equivalent qualification. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. At least 5 years' relevant work experience at junior management level is essential. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all of the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Sound knowledge of transformational and capacity building processes in education especially relating in curriculum management delivery; Knowledge of research and statistical analysis and projection coordination; Strategic and management, conflict management, budgeting and financial management skills. Good monitoring, Evaluation and reporting skills; Good verbal and written communication and presentation skills. High level of innovation and good judgement skills; Ability to form networks and upholding the highest level of professional integrity; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; Manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the validity and reliability of registration documentation and all EMIS data and reports; Responsible for IT/FETMIS management and data analysis; Coordinate the preparation of examination for

all programmes involving assessment; Ensure current examination regulations and conventions are adhered to; Oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel on a frequent basis to meetings and functions and between campuses.

- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Buffalo City TVET: Forward your application to this email address: DHET12082020@dhnet.gov.za
 East Cape Midlands TVET College: Forward your application to this email address: DHET13082020@dhnet.gov.za
 Lovedale TVET College: Forward your application to this email address: DHET14082020@dhnet.gov.za
 Port Elizabeth TVET College: Forward your application to this email address: DHET15082020@dhnet.gov.za
- NOTE** : Disclaimer: considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.
- POST 21/149** : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X6 POSTS)**
 Branch: Technical and Vocational Education and Training
- SALARY CENTRE** : R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
 Falsebay TVET College: Ref No: DHET16/08/2020
 East Cape Midlands TVET College: REF NO: DHET17/08/2020
 Lephhalale TVET College: Ref No: DHET18/08/2020
 Elangeni TVET College: Ref No: DHET19/08/2020
 Gert Sibande TVET College: Ref No: DHET21/08/2020
 Vuselela TVET College: Ref No: DHET22/08/2020
- REQUIREMENTS** : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years' work experience in education and training environment. At least 5 years' experience on a junior 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 legislative Frameworks 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 license 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Falsebay TVET College: Forward your application to this email address: DHET16082020@dhet.gov.za
 East Cape Midlands TVET College: Forward your application to this email address: DHET17082020@dhet.gov.za
 Lephalale TVET College: Forward your application to this email address: DHET18082020@dhet.gov.za
 Elangeni TVET College: Forward your application to this email address: DHET19082020@dhet.gov.za
 Gert Sibande TVET College: Forward your application to this email address: DHET21082020@dhet.gov.za
 Vuselela TVET College: Forward your application to this email address: DHET22082020@dhet.gov.za
- NOTE** : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/150** : **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X5 POSTS)**
- SALARY CENTRE** : R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
 Northlink TVET College: Ref No: DHET23/08/2020
 Port Elizabeth TVET College: Ref No: DHET24/08/2020
 Ikhala TVET College; Ref No: DHET25/08/2020
 Maluti TVET College: Ref No: DHET26/08/2020
 College Of Cape Town: Ref No: DHET27/08/2020
- REQUIREMENTS** : A recognised undergraduate qualification/Bachelor's degree/Advanced Diploma (NQF level 7) in 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. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public or TVET Sector will be an advantage. A valid driver's licence and willingness to travel.
- DUTIES** : Assisting the Principal (Accounting Officer) and 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 is 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 development and finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with quality assurance providers.
- ENQUIRIES APPLICATIONS** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442
 Northlink TVET College: Forward your application to this email address: DHET23082020@dhet.gov.za
 Port Elizabeth TVET College: Forward your application to this email address: DHET24082020@dhet.gov.za
 Ikhala TVET College: Forward your application to this email address: DHET25082020@dhet.gov.za

Maluti TVET College Forward your application to this email address: DHET26082020@dhnet.gov.za

College of Cape Town: Forward your application to this email address: DHET27082020@dhnet.gov.za

NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/151 : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET35/08/2020**
Branch: Community Education and Training
Re-advertised and candidates who had previously applied may re-apply

SALARY CENTRE : R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
Post is based in Technical and Vocational Education and Training (TVET) College (Free State CET College)

REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years' work experience in education and training environment. At least 5 years management experience. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver's licence and willingness to travel.

DUTIES : Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day-to-day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET35082020@dhnet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

<u>POST 21/152</u>	:	<u>DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) REF NO: DHET36/08/2020</u> Branch: Community Education and Training Re-advertised and candidates who had previously applied may re-apply
<u>SALARY CENTRE</u>	:	R869 007 per annum (Level 12) (All-inclusive Remuneration Package) Post is based in a Technical and Vocational Education and Training (TVET) College (Western Cape CET College)
<u>REQUIREMENTS</u>	:	A recognised undergraduate qualification/Bachelor's degree/Advanced Diploma (NQF level 7) in 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. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public or CET Sector will be an advantage. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Assisting the Principal (Accounting Officer) and 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 is 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 development and finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with quality assurance providers.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 Forward your application to this email address: DHET36082020@dhet.gov.za Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/153</u>	:	<u>DEPUTY DIRECTOR: TEACHING AND LEARNING SUPPORT KWAZULU-NATAL REGIONAL OFFICE REF NO: DHET104/05/2020</u> Directorate: CET: Curriculum And Institutional Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R869 007 per annum (Level 12) (All-inclusive remuneration package) Pietermaritzburg (Kwazulu-Natal Regional Office) An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. A minimum of 5 years' work experience in Community Education and Training or in the PSET Sector environment. At least 3 years' experience at junior/middle management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in interpretation, development and implementation of policies. Skills requirements: are good and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Good project management and communication skills, including proposal and report writing; understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players; and good computer skills. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensure the CET curriculum Development and support for the CET Colleges; Provide CET institutional Planning; Provide

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

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET104082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/154 : **DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT**
REF NO: DHET118/08/2020
 Directorate: CET Curriculum and Institutional Support

SALARY : R869 007 per annum (Level 12) (all-inclusive remuneration package)
CENTRE : Polokwane (Limpopo Regional Office)
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. A minimum of 5 years' work experience in Community Education and Training or in the PSET Sector environment. At least 3 years' experience at junior/middle management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in interpretation, development and implementation of policies. Skills requirements: are good and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Good project management and communication skills, including proposal and report writing; understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players; and good computer skills. A valid driver's license and willingness to travel.

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

- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET118082020@dhet.gov.za
: Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/155** : **DEPUTY DIRECTOR REF NO: DHET53/08/2020**
Branch: Corporate Services
Directorate: Collective Bargaining
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree or Advanced Diploma qualification on (NQF level 7) or equivalent qualification in Labour Relations/Human Resource Management/Labour Law. A minimum of 5 years' experience in the Labour Relations related fields' environment with at least 3 years in the junior/ middle management level. Extensive experience in Collective Bargaining in a Public Service. In depth knowledge of dispute resolution process / procedure in the PSBCBC, GPSSBC, ELRC. Extensive experience in Collective Bargaining in the Public Service will be an added advantage. Extensive experience in dealing with grievances, initiating and chairing disciplinary hearing, representing the employer in Conciliation/Arbitration hearings and dealing with issues referred to Labour Court will be an added advantage. Knowledge and understanding of Labour Relations, Human Resource Management, Public Service prescripts and Collective Agreements. Required Skills: Ability to develop creative solutions to effectively solve problems while maintaining consistency with policies, standards, procedures, laws and regulations; Good decision making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, and facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.
- DUTIES** : The successful candidate will be reporting to the Director: Collective Bargaining will be responsible to manage negotiation of employment for departmental employees in the Collective Bargaining Chamber, Maintain labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Manage the implementation of labour relations process and guidelines; monitor compliance of labour organisations and manage and regulate the registration of labour organisations;; Facilitate the collective bargaining process; Responsible for implementation of collective agreements between the Department and its recognised trade unions; Improve relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases relating collective bargaining; Conduct research on collective bargaining trends and to advise the Department on collective bargaining matters and labour relations developments particularly where policy and procedural changes may be required; Assist in negotiating collective bargaining agreements with the recognised trade unions; Ensure effective management and coordination of strike action; Manage and advise the Department on procedures to be followed during strike action; Assist in development of labour relations policies and manuals; Ensure line managers are effectively trained in handling labour relations matters; Facilitate and maintain labour relations service level agreements with internal and external stakeholders and represent the Department in all Labour Relations Fora and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET53082020@dhet.gov.za
: Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/156 : **DEPUTY DIRECTOR REF NO: DHET54/08/2020**
Branch: Corporate Services
Directorate: Human Resource Administrations and Systems Control

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree or Advanced Diploma qualification on (NQF level 7) or equivalent qualification in Human Resource Management/Public Management/Administration. A minimum of 5 years' experience in the Human Resource Management related environment with at least 3 years in the junior/middle management level. Extensive knowledge of PERSAL and BAS systems; Good understanding of legal frameworks applicable to the Public Service. Good analytical skills, Presentation and Training skills, problem solving, and facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES : The successful candidate will be reporting to the Director: Human Resource Administration and System Control: will be responsible to provide leadership in the sub-directorate HR System and Establishment Control; Maintain and monitor the maintenance of HR Systems and Establishment Control; Administer the establishment control and PERSAL transactions; Facilitate and provide PERSAL trainings and registration of PERSAL users; Ensure the implementation of PERSAL user profiles; Manage the management allocation of PERSAL functions, link between users, functional teams and technical maintenance teams in the entire Department including the Regions (CET& TVET Colleges); Communicate the PERSAL system messages to the users assist resolving system problems for the users; Ensure that all posts are linked to BAS codes; Responsible for the registration of departmental SCC's; Liaise with National Treasury on the issues of PERSAL systems and advise the Department on the new PERSAL system developments and transactions; Ensure that components, sub-components and sub-structure information is updated; Ensure the implementation of staff establishment and ensure that PERSAL data is up to date; Obtain and produce monthly establishment statistics and reports; Analyse the establishment control and expenditure report on PERSAL to ensure up to date information; Ensure that the Organisational structure that appears on PERSAL system is in line with approved Organisation structure; Provide advisory and stakeholder support; Assist with audit sample request and participate in responding to the internal and external audit matters.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: **DHET54082020@dhet.gov.za**

NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/157 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DHET55/08/2020**
Branch: Corporate Services
Directorate: Human Resources Development and Performance Management

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 3 to 5 years' relevant work experience in Performance Management environment with at least 3 years' experience on a junior management level. An extensive experience in the development and implementation of policies and strategies on PMDS and IQMS. Knowledge of PMDS legislation and directives as well as IQMS framework. An understanding of the Chapter 4, SMS Handbook. Understanding of the Skills Development Act and the HRD environment. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act and Public Financial Management Act. An understanding

of the Department of Higher Education and Training's strategic vision and priorities. Experience in managing resources and projects with the ability to plan strategically. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license.

DUTIES : Provide strategic leadership in the areas of performance management and development, manage and support effective and efficient implementation of Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS). Provide technical advice and guidance on PMDS and IQMS. Provide reports, statistics and feedback on the application of PMDS and IQMS. Develop, review, align and maintain policies and guidelines relating to PMDS and IQMS. Provide workshops and training on PMDS and IQMS. Development and implementation of best practice policies.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET55082020@dhet.gov.za
: Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/158 : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DHET56/08/2020**
Branch: Corporate Services
Directorate: Employee Health and Wellness Programmes

SALARY CENTRE REQUIREMENTS : R733 257 per annum (Level 11) (All-inclusive Remuneration Package)
: Pretoria

REQUIREMENTS : A recognized Bachelor's Degree on NQF level 7 in either Occupational Health & Safety / Environmental / Risk / Quality/Operations Management or equivalent relevant qualification with extensive relevant experience in an operational compliance management function in any of the above areas of specialization; Proven experience and knowledge in either of OHSAS 18001 / ISO 14001 / ISO 9001 / ISO 31000 standards; Experience in policy development, strategic management, leadership skills, analysis and reporting; Knowledge and experience in implementation of OHSA Act, COIDA and other relevant legislation; Good communication skills (both verbal and written) with experience in stakeholder engagement; Experience in project management and relevant safety aspects. Experience in financial management and related legislation within the public sector; A valid driver's license is essential.

DUTIES : Develop and manage environmental safety and health strategies, policies and procedures. Prepare operational OHS risk assessments and develop standard operating procedures; Provide accurate and clear interpretation of Health & Safety legislation and codes of practice; Identify potential environmental, health and safety emergencies and specify the applicable response actions in accordance with the relevant standard operation procedure to minimize the impact on the environment and human health and safety; Develop systems to ensure all employees comply with all relevant legal safety requirements and recording of incidents, accidents and near misses; Identify safety training needs and co-ordinate safety training courses Analyse reports, surveys, audits to develop policies and performance standards; Liaise Regions and Colleges to ensure compliance with safety regulations and adherence to safety standards, including basic safety induction training. Manage the PPE store; Maintain. Manage financial resources and ensure compliance to the PFMA etc.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET56082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/159 : **DEPUTY DIRECTOR REF NO: DHET57/08/2020**
Branch: Corporate Services
Chief Directorate: Information Technology and Business Systems Management
Directorate: Human Resource Records Management

SALARY : R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor Degree/Advanced Diploma (NQF7) in Records Management/Archives, Public Management or equivalent qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in Human Resource Records Management environment with at least 3 to 5 years 'experience at junior/middle management level. Knowledge and understanding of the Records Management/ Archiving Services. Theoretical knowledge of Data Protection and Freedom on Information Legislation. Knowledge of electronic of Record Management and digital preservation issues. Knowledge of public service legislations and regulations is essential. Communication Skills, excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Experience in people's management and client oriented focus. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for the following duties: Establish and maintain Human Resource records for Head Office; Ensure the management of HR Records Management and Registry Services and production services; Ensure the rendering of the effective, efficient records and archiving services; Monitor the smooth running of paper based and electronic record system; Ensure compliance of Departmental file plan and policies; Maintain the departmental records according to relevant prescripts and ensure disposal; Ensure the management of the daily duties at registry which include among other things; opening and closing of files; Manage the record of all remittance and registered mail in the respective registers; Manage the distribution of internal correspondence to other institutions; Establish and maintain HR records for TVET and CET Colleges; Facilitate records management records management workshops; Drafting of circulars to provide awareness on the importance of filing and guide the staff to ensure compliance on the usage of the General Registry. Ensure proper records management and documents tracking; Monthly reporting requirements and provide analysis of records manually and electronically; Maintain safety and confidentiality of documents; ensure that all documents are well kept and access is strictly for relevant personnel; Ensure that incoming and outgoing files are recorded; Supervision of staff and manage their performance and development; Capacitate line functions staff to gain shared access to the database (read-only status); Retrieve documents when required and coordinate the movement of documents and files.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET57082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/160 : **DEPUTY DIRECTOR REF NO: DHET58/08/2020**
Branch: Corporate Services
Chief Directorate: Information Technology and Business Systems Management
Directorate: General Records Management

SALARY : R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor Degree/Advanced Diploma (NQF7) in Records Management/Archives, Public Management or equivalent qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage.

A minimum 5 to 10 years' relevant work experience in General Records Management environment with at least 3 to 5 years' experience at junior/middle management level. Knowledge and understanding of the General Records Management/ Archiving Services. Theoretical knowledge of Data Protection and Freedom on Information Legislation. Knowledge of electronic of Record Management and digital preservation issues. Communication Skills, excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Experience in people's management and client oriented focus. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). A valid driver's license and willingness to travel.

DUTIES : The successful candidate will be responsible for the following duties: Ensure the management of General Records Management and Registry Services and production services; Ensure the rendering of the effective, efficient records and archiving services; Monitor the smooth running of paper based and electronic record system; Ensure compliance of Departmental file plan and policies; Maintain the departmental records according to relevant prescripts and ensure disposal; Ensure the management of the daily duties at registry which include among other things; opening and closing of files; Manage the records of all remittance and registered mail in the respective registers; Manage the distribution of internal correspondence to other institutions; Fulfil monthly reporting requirements and provide analysis of records manually and electronically; Maintain safety and confidentiality of documents; ensure that all documents are well kept and access is strictly for relevant personnel; Ensure that incoming and outgoing files are recorded; Supervision of staff and manage their performance and development; Facilitate records management workshops; Drafting of circulars to provide awareness on the importance of filling and guide the staff to ensure compliance on the usage of the General Registry. Capacitate line functions staff to gain shared access to the database (read-only status); Retrieve documents when required and coordinate the movement of documents and files.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

APPLICATIONS : Forward your application to this email address: DHET58082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/161 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DHET95/08/2020**
 Directorate: Corporate Services

SALARY : R733 257 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Eastern Cape Regional Office
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior/middle 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, Labour Relations Act and Public Financial Management Act. Knowledge of 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. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). Excellent verbal and written communication skills. 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 Regional Strategic Plan.

Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office 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 Regional office.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET95082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/162 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DHET119/08/2020**
Directorate: Corporate Services

SALARY : R733 257 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Polokwane
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior/middle 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, Labour Relations Act and Public Financial Management Act. Knowledge of 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. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). Excellent verbal and written communication skills. 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 Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office 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 Regional office.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET119082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/163 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DHET134/08/2020**
Directorate: Corporate Services

SALARY : R733 257 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Mpumalanga-North West Regional Office
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior/middle 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, Labour Relations Act and Public Financial Management Act. Knowledge of 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. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). Excellent verbal and written communication skills. 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 Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office 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 Regional office.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET134082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/164 : **DEPUTY DIRECTOR REF NO: DHET138/08/2020**
Directorate: Corporate Services
Sub-Directorate: Corporate Services

SALARY : R733 257 per annum (Level 11) (All-inclusive remuneration package)
CENTRE : Cape Town/Kimberley (Western Cape Regional Office)
REQUIREMENTS : An appropriate Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior/middle 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, Labour Relations Act and Public Financial Management Act. Knowledge of 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. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). Excellent

		verbal and written communication skills. A valid driver's license and willingness to travel.
<u>DUTIES</u>	:	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 Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office 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 Regional office.
<u>ENQUIRIES</u>	:	Mr P Mtshali 0 Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 012 312 5165
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET138082020@dhet.gov.za
<u>NOTE</u>	:	Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/165</u>	:	<u>ASSISTANT DIRECTOR: PARLIAMENTARY LIAISON OFFICER (PLO) IN THE OFFICE OF THE DIRECTOR-GENERAL (PRETORIA/CAPE TOWN) REF NO: DHET83/08/2020</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6) in Public Management, Office Management or an equivalent qualification. 3-5 years' experience in the Parliamentary environment / administration in the office of an executive authority. Thorough knowledge of the interaction between Departments and Parliament. Understanding of the mandate and functional areas covered by the executing authority's portfolio. Knowledge of political, Cabinet and Parliamentary Legislative processes in South Africa. Knowledge of Minimum Information Security Standards (MISS) and understanding of the Department. Strong organisational abilities and analytical skills. Excellent communication skills (verbal and written). Good report writing skills. Computer literacy (proficiency in MS Word, Outlook, PowerPoint – ability to draft or edit PowerPoint presentations). Sound interpersonal skills. High levels of reliability, confidentiality and diplomacy and Managerial skills. Professional; Able to deal with people from a wide range of backgrounds and levels of seniority; Committed and Loyal.
<u>DUTIES</u>	:	Coordinate Parliamentary Questions: Receive question papers for oral and written replies from Parliament; Identify questions relevant/directed to the Department; Send questions to the relevant branches with an indication of due dates for submitting responses to the Office of the DG; Create a table on the status of questions for tracking purposes, both outstanding and tabled questions; Receive responses from branches, edit and print, copy, scan and submit the response to Ministry; Update the table for reporting in Senior Management meetings. Coordinate Parliamentary Committee meetings: Receive a list of parliamentary committee and oversight visits; Create a draft programme of committee meetings including oversight visits with due dates for submitting presentations; Receive the presentation, edit where possible before sending them to the DG for approval and approved versions sent to Ministry / Parliament; Coordinate the attendance of Departmental / delegations at Parliamentary meetings legislation briefings and oversight visits etc.; Attend Parliamentary Committee meetings and oversight visits and compile reports where applicable; Send the tabled responses to Communications for updating DHET website. Support the DG in parliamentary work: Receive announcements, Tablings and Committee Reports daily and identify issues that affect the Department; Send to the branches and request inputs in responding to the recommendations made; Compile the inputs received from branches and edit where possible; Prepare Ministerial submissions to table the

responses; Process correspondents from Parliament that comes through the Office of the DG; Send to the relevant branches for consideration. Assist on Cabinet matters: Receive read Cabinet documents and identify issues that affects the Department, Memorandum, Agenda and Minutes; Ensure that Cabinet documents are kept in secure place, and Prepare files for the DG when attending Cabinet Lekgotla. Provide supervisory role to the Senior Administrative Clerk.

ENQUIRIES : Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS : Forward your application to this email address: DHET83082020@dhnet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/166 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DHET37/08/2020**
 Branch: Community Education and Training
 Eastern Cape CET College

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree/National Diploma (NQF level 6 or equivalent qualification in Human Resource Management/Public Administration at least five (5) years relevant experience in Administration and office management, Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Must be able to understand and interpret prescripts and policies, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel.

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

ENQUIRIES : Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS : Forward your application to this email address: DHET37082020@dhnet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/167 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: DHET59/08/2020**
 Branch: Corporate Services
 Directorate: Employee Health and Wellness Programmes

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma (NQF level 6) in Social Sciences / Psychology or equivalent qualification. A minimum of 3-5 years' experience in the Labour Relations related fields' environment with at least 3 years' experience at supervisory level in Employee Health and Wellness Programmes, (SHERQ) and Occupational Health and Safety (OHS) environment. Sound knowledge of the health and safety practices and policies. Knowledge of Occupational Health and Safety Act and Regulations.

Understanding and knowledge of fire control system and facilities management. Knowledge of Immovable Asset Management Act. Ability to maintain confidentiality; Effective judgement and good decision making skills, including the ability to negotiate, counsel, advise and influence managers; Ability to objectively coach managers and employees through complex, difficult and emotional issues; Good customer service, verbal and written communication and organisational skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills; Core Competencies: Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES

: The successful candidate will be reporting to the Deputy Director: Occupational Health and Safety: will be responsible for implementing the OHS policies and procedures and conduct safety inspections and observations; Ensure the development, implementation and policies related to SHERQ and OHS; Conduct safety audits both internal and external; Assist with development of safety and health policies and guidelines in line with relevant prescripts and develop the Colleges emergency evacuation policy; Identify potential health and safety hazards; Schedule and chair OHS Meetings; Ensure the maintenance of the buildings and premises; Compile maintenance plan regarding machinery, tools and equipment; Ensure provision of office accommodation and parking services; Optimize the utilization of space in building and land; Responsible for optimal space planning and full building maintenance; Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management; Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management; Identify potential risk hazards in the building; Investigate health and safety related complaints; Ensure Occupational Health and Safety function through the development of educational programmes, design of safety programmes, create and maintaining of safety forms; Develop educational programmes and guidelines to shape the safety attitudes, behaviours and consequences for employees (and indirectly student) and all level of management; Ensure designs of safety programs, creating and maintaining safety forms; Ensure compliance with Occupational Health and Safety standards; Maintain a safe and healthy environment for work and study Responsible for human resource and other resources of the Unit.

ENQUIRIES

: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS

: Forward your application to this email address: DHET59082020@dhet.gov.za

NOTE

: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/168

: **ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND TRANSFORMATION REF NO: DHET60/08/2020 (2 POSTS)**
 Chief Directorate: Human Resources Management and Development
 Directorate: Human Resource Management and Development
 Sub Directorate: Change Management and Transformation

SALARY CENTRE

: R376 596 per annum (Level 09)
 : Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Industrial Psychology/ Organisational Development/ Social Science/Management Services/Human Resources (NQF level 6). A minimum of 1-2 years' work experience in Change Management/ Organizational Development environment and/ Transformation is required. Knowledge and understanding of organizational culture and human behavior, Management of resources, Knowledge of policies/ implementation strategies, Knowledge of Change/Transformation Legislation/Directives, Knowledge of and experience in organizational culture interventions, Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer skills and Project Management.

DUTIES

: Develop a change management, organisational development strategy to support the culture realignment strategy. Design and implement change management initiatives (culture, behaviour, systems, organisational climate

assessment. Develop change management plans, including communication plan, sponsor roadmaps, coaching and training and resistance management plan. Assess projects in order to identify change management requirements, proactively identify required organisational development interventions, provide advice, as well as monitor and evaluate interventions. Support the implementation and delivery of Operations Management Framework in the Department. Develop and implement Service Delivery Improvement Plan for the Department. Support the implementation of Batho Pele principles programmes in the Department. Conduct Business Process Mapping Ensure the mainstreaming of Gender and Disability in the Department. Coordinate and implement the Public Service Women Management week including monitoring of the Head of Department (HOD) 8 principles action plan. Facilitate the development, co-ordination, implementation and review of programmes and projects aimed at achieving the Department's and Government's transformation goals. Respond to Government's legislation and policies on equality, transformation and empowerment as well as international and regional obligations with regards to vulnerable groups.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET60082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/169 : **ASSISTANT DIRECTOR: ANTI-CORRUPTION AND FRAUD PREVENTION**
REF NO: DHET86/08/2020
 Directorate: Ethics and Integrity Management

SALARY : R376 596 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Law/Criminal justice, Economic Crimes Commerce/Fraud Management or equivalent qualification dealing with criminal investigations and forensic investigations. A minimum of 5 years' relevant experience in anti-corruption and fraud prevention with at least 3 work experience at supervisory level on policing or forensic investigations. Knowledge and understanding of Public Service, anti-fraud and anti-corruption policies and strategies; Knowledge in forensic investigations, Case Management and Trends Analysis. Understanding of legislation administered by the Department such as Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, the Public Service Anti-Corruption Strategy. Ability to maintain confidentiality and to work independently on sensitive issues. Excellent understanding of Government prescripts in relation to the financial management and supply chain processes. Research and facilitation skills and communication skills (Verbal & Written). Planning and organizing, relationship management skills, analytical and thinking skills. Time Management, Conflict Management, Analytical and investigation skills, Communication (verbal & written), Computer literacy, Presentation Skills competencies: Interpersonal skills; Ability to work under pressure. The candidate will be subjected to security vetting. A valid driver's license and willingness to travel extensively are essential.

DUTIES : The successful candidate will be reporting to the Deputy Director: Anti-Fraud Prevention: will be responsible for implementing the anti-corruption and fraud prevention policies and procedures; Conduct Investigations in respect of all alleged cases of fraud, corruption and any other maladministration issues within the Department and assist in the implementation of anti-fraud and corruption initiatives. Reviews internal processes and recommends control to strengthen risk management for the Department; Gather and analyse information obtained during investigations. Monitor and Evaluate complaints received by the Department. Recommends additional control or oversight to mitigate risk; maintain accurate and detailed fraud cases files; Analyse records of previous fraud cases to inform program controls; Assist with compiling reports and undertaking internal audits as required; Draft submissions, memoranda and letters emanating from investigations. Facilitate training for staff and key stakeholders in financial processes; Produce quarterly reports on the outcome of the investigations. Manage resources (human, financial and assets) in compliance with PFMA and other relevant frameworks and Provide

		support to the Directorate through participation in office management related tasks.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET86082020@dhet.gov.za
<u>NOTE</u>	:	Disclaimer: considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/170</u>	:	<u>ASSISTANT DIRECTOR: ANTI-CORRUPTION AND FRAUD PREVENTION</u> <u>REF NO: DHET87/08/2020</u> Directorate: Anti-Corruption and Fraud Prevention
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Commerce/Law or equivalent qualification dealing with criminal investigations and forensic investigations. A minimum of 5 years' relevant experience in an Ethics Management and Audit environment with at least 3 work experience at supervisory level. Knowledge of government procedures and practices, Ethics Management Principles and Practices and Investigations. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations. Ability to maintain confidentiality and to work independently on sensitive issues. Good understanding of Government prescripts in relation to the financial management and supply chain processes. Good investigations, research and facilitation skills on ethics. Communication skills (Verbal & Written), Planning and organizing, relationship management skills, analytical and thinking skills. Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy, Presentation. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.
<u>DUTIES</u>	:	The successful candidate will be reporting to the Deputy Director: Occupational Health and Safety: will be responsible for implementing the Provide inputs into the Ethics and Integrity Management. Facilitate Financial Disclosures, Remunerative Work Applications for each Business Unit and update the register quarterly. Obtain evidence for control assessments and progress on action plans on a monthly basis. Conduct Integrity tests for staff. Facilitate and co-ordinate all ethics and integrity training and awareness sessions. Follow-up on internal and external ethical and integrity violations. Report writing skills. Conduct presentations. Assist with compiling reports and undertaking internal audits as required; Draft submissions, memoranda and letters emanating from investigations. Facilitate training for staff and key stakeholders in financial processes; Produce quarterly reports on the outcome of the investigations. Manage resources (human, financial and assets) in compliance with PFMA and other relevant frameworks and Provide support to the Directorate through participation in office management related tasks.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET87082020@dhet.gov.za
<u>NOTE</u>	:	Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/171</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DHET120/08/2020</u> Directorate: Limpopo Regional Office Sub-Directorate: Corporate Services
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Polokwane
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration. At least 5 years relevant experience in Human Resource Administration and office management. A minimum of 2-3 years supervisory experience in Human Resource Management environment. 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET120082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/172 : **SENIOR PRACTITIONER: CHANGE MANAGEMENT AND TRANSFORMATION REF NO: DHET61/08/2020 (X2 POSTS)**
Directorate: Human Resource Management and Development
Sub Directorate: Change Management and Transformation

SALARY CENTRE REQUIREMENTS : R316 791 per annum (Level 08)
: Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Industrial Psychology/Organizational Development/Public Administration/Management Services/ Human Resource Management (NQF level 6). A minimum of 1-2 years' experience in / Change Management/Organisational Development / Transformation environment is required. Knowledge and understanding of organisational culture and human behavior, Management of resources, Knowledge of policies/ implementation strategies, Knowledge of Change/Transformation Legislation/Directives, Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer skills and Project Management skills.

DUTIES : Provide support in the development of change management initiatives (culture, behaviour, systems, organisational climate assessment). Participate in project teams to integrate change management activities into the overall project plans. Provide support in the implementation and delivery of Operations Management Framework in the Department. Provide support in the implementation of Batho Pele Principles programmes in the Department. Participate and provide support in the development of Service Delivery Model for the Department. Participate in the mainstreaming and implementation of transformation programmes in the Department. Provide support in the development and co-ordination campaigns on sector transformation and gender mainstreaming. Render general administrative support to the unit.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET61082020@dhet.gov.za
: Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

- POST 21/173** : **SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT) REF NO: DHET62/08/2020**
 Directorate: Human Resource Management and Development
 Sub Directorate: Organisational Development
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
 : Pretoria
 : A recognised Bachelor's Degree/National Diploma (Level 6) in Management Services/Organisational Development/Human Resource Management (NQF level 6). A minimum of 1-2 years relevant experience in Organisational Design and Job Evaluation environment is required. Thorough knowledge and understanding of applicable HR legislations (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA) etc. and organisational Design principles, procedures , PSCBC resolutions and DPSA directives applicable. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. Job Evaluation Certificate and a valid drivers' licence will be an advantage.
- DUTIES** : Provision of Organisational Design and Development Processes. Conducting of Job Evaluation (JE) for all posts in the Department (Head Office, Technical Vocational Education and Training (TVET) and Community Education and Training (CET). Facilitate the development of Job Descriptions (JD) for all posts in the Department. Conducting of work-study investigation for the Department (Head Office, TVET and CET. Rendering of general support services to the component. Management of all human, financial and other resources of the unit, including mentoring of interns.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET62082020@dhet.gov.za
 : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/174** : **SENIOR LABOUR RELATIONS PRACTITIONER: GRIEVANCES REF NO: DHET63/08/2020 (X2 POSTS)**
 Branch: Corporate Services
 Directorate: Labour Relations
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level 08)
 : Pretoria
 : A recognized Bachelor's Degree/ National Diploma (NQF Level 6) with majors in Industrial Relations/Human Resource Management (NQF level 6). A minimum of 3 years of work experience within a Labour Relations portfolio. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain is required. Demonstrable experience in project management and LR processes. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint and Outlook). Be prepared to work beyond the normal working hours when the need arise. Excellent good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as valid light vehicle driver's licence.
- DUTIES** : The incumbent will investigate issues regarding grievances, and incapacity in the Department Technical Vocational and Training (TVET), Continuing Education Technical (CET) Colleges. Provide advice on Labour Relations policies and procedures to managers and employees in the Department, TVET and CET Colleges. Open files and capture grievances received. Arrange logistics for Labour Relations meetings. Take minutes during the Employee Relations meetings. Keep track of pending grievances Capture grievances on PERSAL. Prepare Labour Relations Statistics on a monthly, quarterly, bi-annual and annual basis Send Labour Relations reports to the Director-General, Office of the Public Service Commission and Department of Public Service Administration. Provide guidance and build organisational capacity relating to labour relations policies and practices. Accurately update the grievances case management system and keep meticulous all grievances registered for audit purposes. Competently represent the Department at the

external dispute resolution forums. Supervision of personnel. Compile reports as required. Conduct legal research.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET63082020@dhet.gov.za

NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/175 : **SENIOR APPLICATION DEVELOPER REF NO: DHET64/08/2020**
 Chief Directorate: Information Technology and Business Systems Management
 Directorate: Applications Development and Management

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in IT and/or Software Development, to work within an IT environment. A minimum 3 years' experience in developing and supporting applications, ECM solutions experience, applying web usability and quality principles, database management including experience in mobile technology is required. Experience in and knowledge of Web-based languages – HTML, CSS ASP.net, VB.net as well as programming languages - C#, JavaScript and Content Management Solutions e.g.; SharePoint, Joomla , Drupal and WordPress. Visual Studio, Adobe Suite, Adobe Acrobat and SQL database experience. Excellent understanding of W3 technologies. Creative •Attention to detail. The ability to work independently, fast and accurately. The ability to meet deadlines Initiative Experience in open source software packages or languages and ISS knowledge as well as demonstrated experience with object-oriented analysis and design (OOAD) will be advantageous.

DUTIES : Develop and oversee SDLC policies and guidelines, processes and standards and ensure that all applications conform to these standard and guidelines. Conduct feasibility studies and costing of new applications to be developed. Develop application software and ensure software licensing administration and management. Design and manage databases. Develop Business Intelligence (BI) mechanisms and application integration. Install SharePoint solution language pack for BI indexing. Install and configure the BI Indexing connector. Develop, maintain, support and prepare farm servers; Configure diagnostic logging, usage and data collection. Creating and manage SharePoint farms. Configure settings, services, solutions and sites.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET64082020@dhet.gov.za

NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/176 : **CHIEF PERSONNEL OFFICER REF NO: DHET65/08/2020 (X2 POSTS)**
 Branch: Corporate Services
 Directorate: Human Resources Administration and Systems Control
 Sub-Directorate: Conditions of Services and Benefits

SALARY : R316 791 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Human Resource Management/Public Administration or equivalent qualification. A minimum of 3 years' work experience in Human Resource Administration is required. Experience in the appointment and conditions of service of Educators. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of PERSAL System. Knowledge and Understanding of HR prescripts and Policies. Good communication skills with a high proficiency in writing. Good analytical skills and report writing skills. Advanced level of computer literacy (Ms Word, Excel, and Outlook). Ability to work under

		pressure and willingness to work extended hours when required. A valid driver's license will be an added advantage and willingness to travel.
<u>DUTIES</u>	:	To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and 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.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS NOTE</u>	:	Forward your application to this email address: DHET65082020@dhet.gov.za
	:	Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/177</u>	:	<u>CHIEF PERSONNEL OFFICER: HR SYSTEM AND ESTABLISHMENT CONTROL REF NO: DHET66/07/2020</u> Branch: Corporate Services Directorate: Human Resources Administration and Systems Control
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Human Resource Management/ Public Management or equivalent qualification. A minimum of 3 years working experience as an establishment controller. A certificate in Establishment control and Personnel Administration. Extensive knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good planning, organisational, presentation, report writing skills, problem solving skills, analytical skills and client oriented and Computer Literacy. Knowledge of the relationship between PERSAL and BAS system will be an added advantage. A valid driver's licence is required.
<u>DUTIES</u>	:	Administer and Implement establishment matters on PERSAL and manually. Attend to functions related to post establishment matters. Request monthly establishment report, audit and reconcile establishment records. Provide advice, guidance, information and statistics relevant to post establishment matters. Supervise human resource/staff. Manage all PERSAL functions and documents concerning PERSAL Controller functions in respect of appointments, transfers, promotions, of PERSAL users. Train staff in respect of appointment, transfer, relocation, translation at Head Office, Regional office, TVET and CET Colleges officials responsible for using PERSAL. Attend PERSAL user forum meetings. Assist with approval and authorizations' of all PERSAL transactions done by Conditions of Services staff. Registration of IP addresses and linkage to treasury for PERSAL connectivity to all TVET Colleges. Develop and maintain an appropriate Management of Human Resource, financial and other resources.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS NOTE</u>	:	Forward your application to this email address: DHET66082020@dhet.gov.za
	:	Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/178</u>	:	<u>CHIEF PERSONNEL OFFICER: PERSAL CONTROLLER REF NO: DHET67/08/2020</u> Branch: Corporate Services Directorate: Human Resource Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Pretoria A recognized 3-years' National Diploma/ Bachelor's Degree (NQF Level 6) in Human Resource Management/ Public Management or equivalent qualification with 5 years' experience on PERSAL Controller functions. Valid certificate in

PERSAL Controller, Establishment control and Personnel Administration. Leave Administration and Labour Relations PERSAL certificate will be added advantage. Extensive knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook). Driver's license required.

DUTIES : User account management which will include management of all stages in the life cycle of user access, from training, initial registration of new users to the final deregistration of users. Assesses and records the PERSAL training needs of the Department in conjunction with section heads, in order to make nominations for training courses, as and when required. Responsible for the orientation of all users of the system. Make inputs to PERSAL circulars, notices and messages and brings important issues to the attention of all users in the Department. Ensures professional, effective and efficient interaction between the HR and Finance PERSAL Users within the department. Administration of Input per user's transactions. Administration of PERSAL training data base and evaluate the SCC requests forwarded by HR Colleges and Head Office. Monitoring of access / user activities. Attends National PERSAL Controllers' Forum and ensures that issues discussed are followed-up and relayed to users under his/her control. Manage all PERSAL functions and documents concerning PERSAL Controller functions in respect of appointments, transfers, promotions, of PERSAL users. Train staff in respect of appointment, transfer, relocation, translation at Head Office, Regional office, TVET and CET Colleges officials responsible for using PERSAL. Attend PERSAL user forum meetings. Assist with approval and authorizations' of all PERSAL transactions done by Conditions of Services staff. Registration of IP addresses and linkage to treasury for PERSAL connectivity to all TVET Colleges. Develop and maintain an appropriate Management of Human Resource, financial and other resources.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET67082020@dhet.gov.za
NOTE : Disclaimer: considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/179 : **SAFETY OFFICER: CORPORATE SERVICES REF NO: DHET105/08/2020**
 Directorate: Corporate Services

SALARY : R316 791 per annum (Level 08)
CENTRE : Pietermaritzburg (Kwazulu-Natal Regional Office)
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) with Accounting and Auditing as majors/ Occupational Health & Safety/ Quality/ Risk Management or equivalent qualification. Minimum of three year's relevant experience in Safety environment. Registration with IRMSA or any other recognised professional body (risk related) will also be an added advantage. Competencies: Communication, presentation and report writing skills; computer skills (inclusive of MS Office); planning and organisation skills; problem – solving and analytical skills; interpersonal communication; time management. Attributes: Integrity; reliability; accurate; attention to detail; confidentiality; service-oriented; able to work independently; team player; able to work under stress. A valid driver's licence.

DUTIES : Support implementation of the Risk Management Policy and related requirements. Maintain and update the risk register, in compliance with requirements and good practice. Identify risks, through a variety of means and raise such risks appropriately. Analyse risks raised by stakeholders, recommend risk controls, and advise on risk financing. Engage with stakeholders to assess risks and finalise risk action plans, providing appropriate support. Coordinate fraud and corruption prevention campaigns. Manage whistleblowing appropriately. Conduct advocacy and training, as part of efforts to build and maintain a sound risk management culture within the College. Monitor the implementation of risk action plan, and compile requisite risk reports. Serve on the required committees and participate in required meetings, providing appropriate support. Perform administrative and other

		tasks, as required by the Supervisor. Comply with all policies, and perform all work maintaining good ethics and upholding the values of the Department.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET105082020@dhet.gov.za
<u>NOTE</u>	:	Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/180</u>	:	<u>SAFETY OFFICER REF NO: DHET121/08/2020</u> Directorate: Corporate Services
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Polokwane (Limpopo Regional Office)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF Level 6) with Accounting and Auditing as majors / Occupational Health & Safety / Quality/ Risk Management or equivalent qualification. Minimum of three year's relevant experience in Safety environment. Registration with IRMSA or any other recognised professional body (risk related) will also be an added advantage. Competencies: Communication, presentation and report writing skills; computer skills (inclusive of MS Office); planning and organisation skills; problem – solving and analytical skills; interpersonal communication; time management. Attributes: Integrity; reliability; accurate; attention to detail; confidentiality; service-oriented; able to work independently; team player; able to work under stress. A valid driver's licence.
<u>DUTIES</u>	:	Support implementation of the Risk Management Policy and related requirements. Maintain and update the risk register in compliance with requirements and good practice. Identify risks, through a variety of means and raise such risks appropriately. Analyse risks raised by stakeholders, recommend risk controls, and advise on risk financing. Engage with stakeholders to assess risks and finalise risk action plans, providing appropriate support. Coordinate fraud and corruption prevention campaigns. Manage whistleblowing appropriately. Conduct advocacy and training, as part of efforts to build and maintain a sound risk management culture within the College. Monitor the implementation of risk action plan, and compile requisite risk reports. Serve on the required committees and participate in required meetings, providing appropriate support. Perform administrative and other tasks, as required by the Supervisor. Comply with all policies, and perform all work maintaining good ethics and upholding the values of the Department.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET121082020@dhet.gov.za
<u>NOTE</u>	:	Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/181</u>	:	<u>SAFETY OFFICER: REF NO: DHET139/08/2020</u> Sub-Directorate: Corporate Services
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape: Regional Office-Cape Town Office
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) with Accounting and Auditing as major subjects/ Occupational Health & Safety/ Quality/ Risk Management or equivalent qualification, a valid driver's license. Minimum of three year's relevant experience in Safety environment. Registration with IRMSA or any other recognised professional body (risk related) will also be an added advantage. Competencies: Communication, presentation and report writing skills; computer skills (inclusive of MS Office); planning and organisation skills; problem – solving and analytical skills; interpersonal communication; time management. Attributes: Integrity; reliability; accurate; attention to detail; confidentiality; service-oriented; able to work independently; team player; able to work under stress.
<u>DUTIES</u>	:	Support implementation of the Risk Management Policy and related requirements. Maintain and update the risk register, in compliance with requirements and good practice. Identify risks, through a variety of means and

raise such risks appropriately. Analyse risks raised by stakeholders, recommend risk controls, and advise on risk financing. Engage with stakeholders to assess risks and finalise risk action plans, providing appropriate support. Coordinate fraud and corruption prevention campaigns. Manage whistleblowing appropriately. Conduct advocacy and training, as part of efforts to build and maintain a sound risk management culture within the College. Monitor the implementation of risk action plan, and compile requisite risk reports. Serve on the required committees and participate in required meetings, providing appropriate support. Perform administrative and other tasks, as required by the Supervisor. Comply with all policies, and perform all work maintaining good ethics and upholding the values of the Department.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET139082020@dhet.gov.za
NOTE : Disclaimer: Considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/182 : **LABOUR RELATIONS PRACTITIONER: COLLECTIVE BARGAINING REF NO: DHET68/08/2020**
 Branch: Corporate Services
 Directorate: Labour Relations

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A recognized Bachelor's Degree/National Diploma with majors in Industrial Relations/Labour Law or equivalent (NQF Level 6). A minimum of 1-2 years of experience within a Labour Relations portfolio is required. Sound knowledge of labour legislation and prescripts within the TVET, GET or Public sector domain. Demonstrable experience in project management and Labour Relations processes. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be prepared to work beyond the normal working hours when the need arise. Must be computer literate (MS Word, MS Excel, MS PowerPoint and Outlook). Excellent good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as valid light vehicle driver's license.

DUTIES : The incumbent will be responsible for compiling statistics of who is present at work and who is participating in the industrial action. Coordinate the implementation of the "No work, no pay" principle on the employees' salaries in collaboration with the Sub directorate: Human Resources Administration. Prepare post-industrial action reports on the participation of Department employees. Arrange logistics. Invite participants. Distribute documents prior to the meeting – policies, agendas and minutes. Supporting management on labour relations matters. Coordinating and providing labour relations training. Coordinating and giving technical support to the members of the Departmental Bargaining Chamber. Ensure compliance with relevant legislation, regulatory framework, and reporting requirements. Conduct legal research.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.

APPLICATIONS : Forward your application to this email address: DHET68082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/183 : **PERSONNEL PRACTITIONER: PERFORMANCE MANGEMENT REF NO: DHET69/08/2020 (X4 POSTS)**
 Directorate: Human Resources Development and Performance Management

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A recognized Bachelor's degree/Diploma (NQF level 6) in Human Resource Management or equivalent qualification. A minimum of 1–2 years 'work experience in Performance Management within HR environment is required. Good knowledge of drafting performance agreements and conducting performance appraisals in the Public Service. Understanding of Public Service

legislation, regulations and policies, Ability to interpret and implement the Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS) policies, relevant Directives and Circulars. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.

DUTIES : Provide advice and guidance on the Implementation of PMDS and IQMS. Support effective implementation of the Performance Management and Development System and Integrated Quality Management System (IQMS). Support effective management of individuals' performance management. Ensure alignment of performance agreements with the Annual Performance Plan (APP) of the Department and Operational Plans of the units. Capture all PMDS documents on Persal and spread sheet. Develop an effective performance management database. Effective record management. Assist in conducting training sessions on the PMDS Policy. Facilitate and coordinate Branch, Regional and Central Moderation processes. Provide support and assistance with Work plan development, drafting of performance agreements and conducting performance appraisals Facilitate and present in IQMS/ PMDS-related workshops and training sessions; Ensure legislative and policy compliance.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET69082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/184 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: DHET70/08/2020**

Directorate: Employee and Wellness Management

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

SALARY : R257 508 per annum (Level 07)

CENTRE : Pretoria

REQUIREMENTS : A recognized 3 year Bachelor's degree in Psychology, B-Psychology/ Social Sciences majoring in psychology. A minimum of 1-2 years' work experience in the Employee Health and Wellness environment is required. 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 COIDA Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, Change management skills, report writing skills, confidentiality and code of ethics. Understanding of Public Service legislation, regulations and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills and a driver's license will be an added advantage.

DUTIES : Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET70082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/185** : **TRAINING PRACTITIONER: COORDINATE THE RECRUITMENT AND PLACEMENT OF INTERNSHIP REF NO: DHET71/08/2020**
Branch: Corporate Services
Directorate: Training and Development
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
: Pretoria
: A recognised Bachelor's Degree/National Diploma qualification (NQF Level 6) in Human Resource Development/Human Resource Management/ Training Management or equivalent. A minimum of 1-2 years' work experience in Human Resource Management and Development. Knowledge of Human Resource Management is required. Legislation, Regulations and Policies. Good facilitation skills, organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook).
- 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET71082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/186** : **PRINCIPAL PERSONNEL OFFICER REF NO: DHET72/08/2020**
Directorate: Human Resource Administration and System Control
Sub Directorate: Conditions of Services
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
: Pretoria
: An appropriate Bachelor's Degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration or equivalent qualification. A minimum of 3 years' experience in Human Resource Management and Administration is required. Experience in the appointment and conditions of service of Public Servants and Educators. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added advantage. Knowledge and experience of 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, Excel, and Outlook). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license will be an added advantage 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165.
- APPLICATIONS NOTE** : Forward your application to this email address: DHET72082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/187** : **CHIEF ADMINISTRATIVE CLERK REF NO: DHET82/08/2020**
Branch: Corporate Services
Directorate: Facilities Management
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
: Pretoria
: A National Senior Certificate / Grade 12/ NCV Level 4. An appropriate Bachelor Degree/National Diploma (NQF level 6) in Public Administration/Logistics or relevant equivalent qualification will be an added advantage. A minimum 3 years' work experience in Facilities Management is required. 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).
- DUTIES** : Provision of administrative support services, keep custody of office buildings. Maintenance of office buildings, Process payment of rentals. Handle enquiries relating to office space and parking allocation, provide administrative general administration support. Drafting of correspondence (submissions, memos, letters and reports). Management of Departmental vehicles, Government garage vehicles and PPP vehicles. Management of applications and withdrawal of subsidized vehicles. Render supervision of administrative support, and ensure timely submission of performance agreements review and assessment of staff.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET82082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/188** : **CHIEF ADMINISTRATIVE CLERK: REF NO: DHET84/08/2020**
Directorate: Office of the Director-General
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07)
: Pretoria
: A National Senior Certificate / NCV Level 4 with 6-10 years' experience in clerical/ administrative work. An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Public Administration/ Administration or equivalent qualification will be an added advantage. At least 3 years' experience in clerical / administrative work. Knowledge of clerical duties; ability to capture data; computer literacy and the use of the following computer applications: Ms Word, Excel, PowerPoint and Outlook; collecting statistics; the legislative framework governing the Public Service and knowledge of procedures in terms of the working environment. Communication skills, client orientation and customer focus, accountability, ethical conduct and report writing skills.
- DUTIES** : The incumbent will be responsible for supervision of overall general administration in the office of the Director-General. General clerical support services including recording, organizing, storing, capturing and retrieving correspondence and data; updating register statistics; handling routine enquiries; making photocopies and receiving or sending facsimiles; distributing documents/ packages to various stakeholders as required; keeping and maintaining the filing system for the component; typing letters and/ or other correspondence when required; keeping and maintaining the incoming and

outgoing document register of the component. Supply chain clerical support services including liaising with external and internal stakeholders in relation to the procurement of goods and services; obtaining quotations, complete procurement forms for the purchasing of standard office items and stock control of office stationery. Keeping and maintaining the asset register of the component. Personnel administration including maintaining a leave register and attendance register for the component; arranging travelling and accommodation. Financial administration including capturing and updating expenditure; checking correctness of subsistence and travel claims and handling of telephone accounts and petty cash for the component. Supervision of human resources including allocation and ensuring quality of work; personnel development; assess staff performance and apply discipline.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET84082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/189 : **FRAUD PREVENTION OFFICER NO: DHET88/08/2020**
Office of the Director-General
Directorate: Fraud Prevention

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A recognised Bachelor's Degree/National Diploma qualification (NQF Level 6) in Risk Management/ Auditing / Accounting/ Forensic Investigation equivalent qualification. A minimum of 1-2 years' work experience in anti-fraud experience in anti-fraud/ corruption environment. A valid driver's license. Knowledge: Investigative Principles and Practices, Departmental and Fraud's Policies and Procedures, All anti-corruption and fraud prevention Policies, Legal environment: Court and Criminal procedures. Fraud related administration and operations. High level of investigation and audit skills. Ability to maintain confidentiality and to work independently on sensitive issues. Knowledge and understanding of Batho Pele Principles, Public Service Regulations and other relevant prescripts. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy, Presentation. Ability to work under pressure and to deliver within agreed time frames.

DUTIES : Assist in the Implementation of Fraud and Anti-Corruption Strategies. Assist with investigations in reported cases of Fraud and Corruption. Assistant in the recovery of all assets acquired fraudulently. Analyse system capabilities to anti-fraud & corruption management programmes. Safe keeping of evidence. Organising meeting with people of interest. Arrangement of travel logistics.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET88082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/190 : **ETHICS OFFICER REF NO: DHET89/08/2020**
Office of Director-General
Directorate: Ethics and Integrity Management

SALARY : R257 508 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A recognised Bachelor's Degree/National Diploma qualification (NQF Level 6) in Risk Management/ Auditing / Accounting/ Forensic Investigation equivalent qualification. A minimum of 1-2 years' work experience in anti-fraud experience in anti-fraud/ corruption environment. A valid driver's license. Knowledge: Investigative Principles and Practices, Departmental and Fraud's Policies and Procedures, All anti-corruption and fraud prevention Policies, Legal environment: Court and Criminal procedures. Fraud related administration and operations. High level of investigation and audit skills. Ability to maintain

confidentiality and to work independently on sensitive issues. Knowledge and understanding of Batho Pele Principles, Public Service Regulations and other relevant prescripts. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy, Presentation. Ability to work under pressure and to deliver within agreed time frames.

DUTIES : Assist in the Implementation of Fraud and Anti-Corruption Strategies. Assist with investigations in reported cases of Fraud and Corruption. Assistant in the recovery of all assets acquired fraudulently. Analyse system capabilities to anti-fraud & corruption management programmes. Safe keeping of evidence. Organising meeting with people of interest. Arrangement of travel logistics.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET89082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/191 : **IT TECHNICIAN: CORPORATE SERVICES REF NO: DHET96/08/2020**
Corporate Services

SALARY : R257 508 per annum (Level 07)
CENTRE : Eastern Cape Regional Office
REQUIREMENTS : A National Senior Certificate / NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Information Technology or 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 Admin Pack. 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. Perform any other related function as requested by Supervisor.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET96082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/192 : **COMMUNICATION OFFICER: CORPORATE COMMUNICATION REF NO: DHET106/08/2020**
Directorate: Corporate Services

SALARY : R257 508 per annum (Level 07)
CENTRE : Pietermaritzburg
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing or Equivalent qualification will be added as an advantage. Minimum of 3-year experience in the relevant field and must have a valid driver's license. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and

analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES

: To handle various matters related to internal and external communication in the DHET KZN Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/ press releases, etc. for different events or occasions (For Regional Manager and Heads of department). Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department (e.g. Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, Design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website Designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, which includes assisting with the organization of press conferences. Rendering Photographer audio Services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department. Represent the unit in various meetings. Perform any other related functions as requested by.

ENQUIRIES

: Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS

: Forward your application to this email address: DHET106082020@dhet.gov.za

NOTE

: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/193

: **EMPLOYEE HEALTH AND WELLNESS OFFICER: REF NO: DHET107/08/2020**

Directorate: Corporate Services

SALARY

: R257 508 per annum (Level 07)

CENTRE

: Pietermaritzburg (Kwazulu-Natal Regional Office)

REQUIREMENTS

: An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Psychology, B-Psychology, and Social Work majoring in psychology or equivalent qualification. 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 Pillar 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 Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health related events, activities and interventions (Wellness

Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma-debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling 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. Perform any other related function as requested by Supervisor.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET107082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/194 : **PERSONNEL PRACTITIONER: HRM&D REF NO: DHET108/08/2020**
Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Pietermaritzburg (Kwazulu-Natal Regional Office)
: An appropriate Bachelor Degree/National Diploma (NQF Level 6) in Human Resource Management/Administration or equivalent qualification. Personnel Administration PERSAL Certificate is essential. A minimum of 3 years' experience in Human Resource Management. Knowledge of Human Resource Management, Legislation, Regulations and Policies. Personnel Administration PERSAL system. Good facilitation skills, organisational, coordination, presentation and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts and PERSAL system. Good communication skills (verbal and non-verbal), negotiation, teambuilding, problem solving, conflict resolution and ability to work under pressure. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook).

DUTIES : Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity, render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support performance of subordinates. Allocate and control delegated work, provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments; transfers; translations; allowances GEHS; Terminations. Perform other duties requested by supervisor.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET108082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/195 : **STATE ACCOUNTANT REF NO: DHET109/08/2020**
Corporate Services

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Pietermaritzburg (Kwazulu-Natal Regional Office)
: An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Financial Management /Accounting with minimum of 3 year's relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS, and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain

- Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.
- DUTIES** : The successful candidate will be responsible for compiling and monitoring of budget KZN Regional Office. Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality checks all requisitions and ensures SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to KZN Regional Office Staff, programme managers and institutions. Assist in preparing audit pack for internal and external audit purpose. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining the procurement of stock and services. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor against procurement plans. Perform any other finance related functions as required by supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET109082020@dhet.gov.za
- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/196** : **IT TECHNICIAN: CORPORATE SERVICES REF NO: DHET110/08/2020**
Directorate: Corporate Services
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Pietermaritzburg (Kwazulu-Natal Regional Office)
- REQUIREMENTS** : A National Senior Certificate / NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Information Technology or 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 Admin Pack. 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. Perform any other related function as requested by Supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET110082020@dhet.gov.za
- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line
- POST 21/197** : **IT TECHNICIAN REF NO: DHET122/08/2020**
Directorate: Corporate Services
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Polokwane (Limpopo Regional Office)

- REQUIREMENTS** : A recognised National Diploma (NQF Level 6) in Information Technology or 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 Admin Pack. 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. Perform any other related function as requested by Supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET122082020@dhet.gov.za
- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/198** : **STATE ACCOUNTANT REF NO: DHET123/08/2020**
Directorate: Corporate Services
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Polokwane (Limpopo Regional Office)
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Financial Management /Accounting. A minimum of 3 year's relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.
- DUTIES** : The successful candidate will be responsible for compiling and monitoring of budget. Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality checks all requisitions and ensures SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to Regional Office Staff, programme managers and institutions. Assist in preparing audit pack for internal and external audit purpose. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining the procurement of stock and services. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor against procurement plans. Perform any other finance related functions as required by supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET123082020@dhet.gov.za
- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line

- POST 21/199** : **COMMUNICATION OFFICER REF NO: DHET124/08/2020**
Directorate: Corporate Services
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Polokwane (Limpopo Regional Office)
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing or Equivalent qualification. Minimum of 3-year experience in the relevant field and must have a valid driver's license. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.
- DUTIES** : To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, newsletters and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the Regional Manager.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET124082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line
- POST 21/200** : **STATE ACCOUNTANT REF NO: DHET135/08/2020**
Sub-Directorate: Corporate Services
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Mpumalanga/North-West Regional Office
REQUIREMENTS : National Senior Certificate/ NCV Level 4. An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Financial Management /Accounting with minimum of 3 year's relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS, and Persal. Thorough knowledge of PFMA, Treasury Regulations and financial policies and procedures. Must be computer literate (Microsoft Word, PowerPoint and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.
- DUTIES** : The successful candidate will be responsible for compiling and monitoring of budget Mpumalanga/North-West Regional Office. Assist in the coordination and preparation of budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly and annual

expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared on a monthly basis. Quality checks all requisitions and ensures SCOA allocation are committed in the relevant items and corrected where needed. Provide technical support and advice to Mpumalanga/ North-West Regional Office Staff, programme managers and institutions. Assist in preparing audit pack for internal and external audit purpose. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining the procurement of stock and services. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor against procurement plans. Perform any other finance related functions as required by supervisor.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET135082020@dhet.gov.za

POST 21/201 : **COMMUNICATION OFFICER REF NO: DHET140/08/2020**
Directorate: Corporate Services

SALARY : R257 508 per annum (Level 07)
CENTRE : Western Cape Regional Office - Cape Town
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing or Equivalent qualification. Minimum of 3-year experience in the relevant field and must have a valid driver's license. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes.

DUTIES : To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements / press releases, etc. for different events or occasions of the Department. Prepare and/ facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, name plates for officials within the Department, Design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to drafting of responses to media- and press releases, newsletters and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact on the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events in order to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET140082020@dhet.gov.za

NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

<u>POST 21/202</u>	:	<u>IT TECHNICIAN: CORPORATE SERVICES REF NO: DHET141/08/2020</u> Corporate Services
<u>SALARY</u>	:	R257 508 per annum (Level 07)
<u>CENTRE</u>	:	Western Cape Regional Office
<u>REQUIREMENTS</u>	:	A National Senior Certificate / NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Information Technology or 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.
<u>DUTIES</u>	:	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 910 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET141082020@dhet.gov.za
<u>NOTE</u>	:	Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/203</u>	:	<u>HUMAN RESOURCE CLERK: ESTABLISHMENT CONTROL AND HUMAN RESOURCE INFORMATION MANAGEMENT REF NO: DHET73/08/2020</u> Directorate: Human Resource Administration and System Control
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree /National Diploma (NQF Level 6) in Human Resource Management/ Public Management or equivalent qualification. A minimum of 1-2 years working experience in Human Resource Management. A Certificate in Persal Introduction Course. Knowledge of operating PERSAL System. Knowledge and understanding of Public Service Legislation, Regulations and other Policies. Good organisational, coordination, presentation and report writing. Communication skills, computer literacy, analytical skills, interpersonal relations skills, have ability to work under pressure, proactive, punctual and client oriented.
<u>DUTIES</u>	:	Implement establishment on PERSAL system and manually. Attend to functions relevant to post establishment matters. Audit and reconcile establishment records. Provide advice, guidance, information and statistics relevant to post establishment matters.
<u>ENQUIRIES</u>	:	Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET73082020@dhet.gov.za
<u>NOTE</u>	:	Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
<u>POST 21/204</u>	:	<u>SENIOR PERSONNEL OFFICER REF NO: DHET74/08/2020 (X5 POSTS)</u> Directorate: Human Resource Administration and System Control Sub Directorate: Conditions of Services
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria

- REQUIREMENTS** : An appropriate Bachelor's Degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration. A minimum of 1-2 years' work experience in the appointment and conditions of service of Public Servants and Educators is required. Knowledge of Pension and Policy on Incapacity Leave and Ill Health Retirement (PILIR) will be an added 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, Excel, and Outlook). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license will be an added advantage 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET74082020@dhet.gov.za
- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/205** : **SENIOR REGISTRY CLERK REF NO: DHET75/08/2020**
Directorate: Human Resource Administration and System Control
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENT** : Senior Certificate / NCV Level 4 with appropriate relevant working experience in the registry environment, completion of the Records Management course is a prerequisite. Minimum of 1-2 years' experience in records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
- DUTIES** : Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site storage. Control movement of files and access to files. Index, scanning and Photocopying. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the 1upervisor. Perform any other administrative tasks as requested by the supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET75082020@dhet.gov.za
- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line
- POST 21/206** : **RECEPTIONIST REF NO: DHET76/08/2020**
Directorate: Internal Communications and Client Services
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Pretoria

- REQUIREMENTS** : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Public Relations/Communication or equivalent qualification. A minimum of 1-2 years' work experience in Reception is required, On-site training with 18 months proven Reception experience in the handling of the public and other stakeholders and providing them with information concerning the Department of Higher Education and Training services will be an advantage. Proficiency in English is a requirement and the ability to speak 3 of the other official languages would be an added advantage. Computer literacy which includes a good working knowledge of the Microsoft Office packages. Excellent telephone etiquette and office administration. Excellent communication skills both written and verbal. Excellent interpersonal skills. Ability to take ownership of enquiries and queries. Self-motivated and disciplined. Good ethics. Excellent customer/client orientation. Innovative and energetic. Work under pressure with minimal supervision.
- DUTIES** : Attend to visitors. Respond to visitors' enquiries, queries and complaints concerning Higher Education, Science and Technology efficiently and effectively. Follow up on uncollected messages and refer them to the relevant staff members to deal with. Obtain client information by interviewing them and verifying information. Strive to respond to the visitor in his/her own preferred language. Maintains communication equipment by reporting problems. Ensure customer satisfaction. Provide the public and other stakeholders with service that exceeds their expectations. Write reports.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET76082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/207** : **SENIOR ADMINISTRATION CLERK: FLEET MANAGEMENT REF NO: DHET77/08/2020**
Directorate: Facilities Management
- SALARY CENTRE REQUIREMENTS** : R173 703 per Annum (Level 05)
: Pretoria
: A Senior Certificate/ NCV Level 4 with a minimum of 1-2 years' relevant working experience administrative environment. An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Public Administration or equivalent qualification will be an added advantage. Competencies: Government Motor Transport Handbook Version 1 of 2019 and Transport Circular no. 5 of 2003, Departmental policies and procedure, Public Service Regulation, Batho Pele Principles and Public Finance Management Act. Skills: Communication (written and verbal), Computer literacy, Problem Solving, Computer literacy, ability to work in a team and independent. Ability to work under pressure and willingness to travel. A valid driver's licence is essential.
- DUTIES** : Responsible for issuing and inspection of departmental vehicles; Ensure effective and full maintenance and licensing of departmental vehicles; Responsible for the correctness in the completion of the log books; Ensure the registration of the new vehicles; Manages the traffic fines by ensuring that officials responsible pays for the offences; Ensure effective in timeous payments of invoices; Verify the invoices upon receipt and assist in managing of the directorate's allocated budget; Compile and capture the invoices; Ensure that the invoices have been authorised by the responsible Manager; Ensure that invoices are paid within 30 days upon receipt and provide information as and when requested by the internal Audit and the Auditor-General; Ensure the management of the subsidized vehicles; Provide the office support services and liaise with the service providers.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS NOTE** : Forward your application to this email address: DHET77082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

- POST 21/208** : **ADMINISTRATION CLERK: PRODUCTION: REF NO: DHET85/08/2020**
Office of the Director-General
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/ NCV Level 4. A minimum of 1-2 years' relevant Clerical/ Administrative work experience is required. A National Diploma or Degree in Public Management or Public Administration will be an added advantage. Knowledge of Clerical duties; ability to capture data; operating a computer; collecting statistics. Knowledge of procedures in terms of the working environment and the legislative framework governing the Public Service; Computer literacy and the use of the following computer applications: Ms Word, Excel, PowerPoint and Outlook. Planning and organizing; Good verbal and written communication; client orientation and customer focus, accountability, ethical conduct and report writing skills.
- DUTIES** : The incumbent will be responsible to render general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function); update registers statistics; handle routine enquiries; make photocopies and receive or send facsimiles; distribute documents/ packages to various stakeholders as required; keep and maintain the filing system for the component; type letters and/ or other correspondence when required; keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: liaise with the external and internal stakeholders in relation to the procurement of goods and services; obtain quotations, complete procurement forms for the purchasing of standard office items; stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: maintain a leave register; keep and maintain personnel records; keep and maintain attendance register; arrange travelling and accommodation. Provide financial administration support services in the component: capture and update expenditure in component; check correctness of subsistence and travel claims of the officials and submit for approval; handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET85082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/209** : **RECEPTIONIST REF NO: DHET97/08/2020**
Directorate: Corporate Services
- SALARY** : R173 703 per annum (Level 05)
CENTRE : Eastern Cape Regional Office
REQUIREMENTS : A Senior Certificate/NCV Level 4 or equivalent. Minimum of one to three years' front office experience. 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.
- 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 Regional Office information to callers and visitors. Perform any other related functions as requested by Supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET97082020@dhet.gov.za

- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/210** : **RECEPTIONIST REF NO: DHET111/08/2020**
Directorate: Corporate Services
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pietermaritzburg (Kwazulu-Natal Regional Office)
: Senior Certificate/NCV Level 4 or equivalent. Minimum of one to three years' front office experience. 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.
- 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 Regional Office information to callers and visitors. Perform any other related functions as requested by Supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET111082020@dhet.gov.za
- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/211** : **HUMAN RESOURCE CLERK REF NO: DHET112/08/2020**
Corporate Services
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum (Level 05)
: Pietermaritzburg (Kwazulu-Natal Regional Office)
: National Senior Certificate/ NCV Level 4. Minimum of 1 - 2 year working experience in Human Resources environment. Knowledge of Human Resource or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
- DUTIES** : Implementation of Human Resource practices i.e. Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees in regards to career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET112082020@dhet.gov.za

NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/212 : **SECRETARY TO DIRECTOR REF NO: DHET113/08/2020**
TVET: Curriculum and Institutional Support

SALARY : R173 703 per annum (Level 05)
CENTRE : Pietermaritzburg (Kwazulu-Natal Regional Office)
REQUIREMENTS : A National Senior Certificate/ NCV Level 4. An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of 1-2 years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

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

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET113082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line

POST 21/213 : **SECRETARY TO DIRECTOR REF NO: DHET114/08/2020**
Directorate: CET Curriculum and Institutional

SALARY : R173 703 per annum (Level 05)
CENTRE : Pietermaritzburg (Kwazulu-Natal Regional Office)
REQUIREMENTS : A National Senior Certificate/ NCV Level 4. An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of 1-2 years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and

		Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS NOTE</u>	:	Forward your application to this email address: DHET114082020@dhet.gov.za Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line
<u>POST 21/214</u>	:	<u>RECEPTIONIST REF NO: DHET125/08/2020</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) Polokwane (Limpopo Regional Office) National Senior Certificate/NCV Level 4 or equivalent. Minimum of one to three years' front office experience. 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.
<u>DUTIES</u>	:	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 Regional Office information to callers and visitors. Perform any other related functions as requested by Supervisor.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
<u>APPLICATIONS</u>	:	Forward your application to this email address: DHET125082020@dhet.gov.za
<u>POST 21/215</u>	:	<u>HUMAN RESOURCE CLERK REF NO: DHET126/08/2020</u> Directorate: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum (Level 05) Polokwane (Limpopo Regional Office) National Senior Certificate/ NCV Level 4 and National Diploma in Human Resources. Minimum of 1 - 2 year working experience in Human Resources environment. Knowledge of Human Resource or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as

- well ability to capture data, operate computer and collate administration statistics. Basic knowledge and insight on human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and team work. To have good interpersonal and communication skills, listening skills, analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
- DUTIES** : Implementation of Human Resource practices i.e. Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees in regards to career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.
- ENQUIRIES** : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165
- APPLICATIONS** : Forward your application to this email address: DHET126082020@dhet.gov.za
- NOTE** : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- POST 21/216** : **SECRETARY TO THE DIRECTOR REF NO: DHET127/06/2020**
Directorate: TVET Curriculum and Institutional Support
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Polokwane (Limpopo Regional Office)
- REQUIREMENTS** : A National Senior Certificate/ NCV Level 4. An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of 1-2 years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
- DUTIES** : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET127082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/217 : **SECRETARY TO THE DIRECTOR REF NO: DHET128/08/2020**
Directorate: CET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Polokwane (Limpopo Regional Office)
: A National Senior Certificate/NCV Level 4. An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of 1-2 years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

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

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET128082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/218 : **SWITCHBOARD OPERATOR REF NO: DHET78/08/2020**
Branch: Corporate Services
Directorate: Internal Communications and Client Services

SALARY CENTRE REQUIREMENTS : R145 281 per annum (Level 04)
: Pretoria
: A Senior Certificate/ NCV Certificate (level 4). A National Diploma (NQF Level 6) in Public Relations and/or equivalent qualification will be an added advantage. Sufficient experience on switchboard, Good telephone etiquette. Excellent customer service. Ability to work under pressure with minimal supervision. Computer literacy. Good communication skills both written and verbal and interpersonal relations. Good writing skills.

DUTIES : Answering incoming calls promptly, effectively and efficiently. Transferring telephone calls to the correct destiny. Assist officials in dialing International Calls. Supply basic information to internal staff, public and other stakeholders regarding the Departmental services. Reports telephone faults to the service providers. Liaise with the telecommunications service providers that have accounts/ contracts with the Department. Monitor usage of telecommunications in the Department. Update the internal telephone directory. Issue pin codes and gadgets to officials. Responsible for the telephone bills. Report writing.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET78082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/219 : **DRIVER/MESSENGER REF NO: DHET79/08/2020**
Branch: Corporate Services
Directorate: Facilities Management

SALARY CENTRE REQUIREMENTS : R145 281 per annum (Level 04)
: Pretoria
: A National Senior Certificate / NCV Level 4. A valid driver's license is essential. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Log Books. Excellent organizational and time management skills. Good interpersonal relations, administration and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES : collect and deliver, documents from office to office; perform external collection and delivery of documents and related items; Collect and deliver mail to and from the Post Office and related items; Transport official documentations to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing of trip sheets, compile overtime claims, and ensure correct odometers are recorded for each vehicle used.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET79082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/220 : **DRIVER/MESSENGER REF NO: DHET100/08/2020**
Sub-Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R145 281 per annum (Level 04)
: Johannesburg (Free State/Gauteng Regional Office)
: A National Senior Certificate/NCV Level 4. A valid driver's license with Professional Driving Permit (PDP). Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Log Books. Excellent organizational and time management skills. Good interpersonal relations, administration and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES : Transport employees of the department to and from stations, other employees of the department are transported from the airport after hours to their destinations. Transport Candidates attending trade test in the morning, drop off during the day and in the afternoon at the stations. Transport official documentations to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing of

trip sheets, compile overtime claims, and ensure correct odometers are recorded for each vehicle used.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET100082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/221 : **DRIVER/MESSENGER REF NO: DHET129/08/2020**
Sub-Directorate: Corporate Services

SALARY CENTRE REQUIREMENTS : R145 281 per annum (Level 04)
: Polokwane
: A National Senior Certificate/NCV Level 4. A valid driver's license with Professional Driving Permit (PDP). Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Log Books. Excellent organizational and time management skills. Good interpersonal relations, administration and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES : Transport employees of the department to and from stations, other employees of the department are transported from the airport after hours to their destinations. Transport Candidates attending trade test in the morning, drop off during the day and in the afternoon at the stations. Transport official documentations to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing of trip sheets, compile overtime claims, and ensure correct odometers are recorded for each vehicle used.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET129082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/222 : **SECURITY OFFICER REF NO: DHET81/08/2020**
Branch: Corporate Services
Directorate: Security and Advisory Services

SALARY CENTRE REQUIREMENTS : R122 595 per annum (Level 03)
: Pretoria
: 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.

DUTIES : Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET81082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/223 : **SECURITY OFFICERS REF NO: DHET98/08/2020 (X6 POSTS)**
Corporate Services

SALARY : R122 595 per annum (Level 03)
CENTRE : Eastern Cape 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.

DUTIES : Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET98082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/224 : **SECURITY OFFICERS REF NO: DHET101/08/2020 (X6 POSTS)**
Corporate Services

SALARY : R122 595 per annum (Level 03)
CENTRE : Johannesburg
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.

DUTIES : Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS : Forward your application to this email address: DHET101082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/225 : **SECURITY OFFICERS REF NO: DHET115/08/2020 (X3 POSTS)**
Directorate: Corporate Services

SALARY : R122 595 per annum (Level 03)
CENTRE : Pietermaritzburg (Kwazulu Natal)
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.

DUTIES : Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update

security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET115082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/226 : **SECURITY OFFICERS: REF NO: DHET130/08/2020 (X6 POSTS)**
Corporate Services

SALARY CENTRE REQUIREMENTS : R122 595 per annum (Level 03)
: Polokwane (Limpopo Regional Office)
: 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.

DUTIES : Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET130082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/227 : **PHOTOCOPIER OPERATOR REF NO: DHET80/08/2020**
Branch: Corporate Services
Directorate: Facilities Management

SALARY CENTRE REQUIREMENTS : R102 534 per Annum (Level 02)
: Pretoria
: A National Senior Certificate / NCV Level 4 Certificate. A valid driver's license is essential. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge of equipment; Planning and organising. Excellent organizational and time management skills. Good interpersonal relations, administration and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES : Responsible for making copies of documents, Duplicate documents and operate high volume photocopier machines; Binding and sorting of documents; perform minor maintenance and report malfunctioning of the photocopier; Make requisitions for photocopier material and keep stationery for copies; provide counter services.

ENQUIRIES : Mr P Mtshali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165

APPLICATIONS NOTE : Forward your application to this email address: DHET80082020@dhet.gov.za
: Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/228 : **CLEANERS REF NO: DHET99/08/2020 (X2 POSTS)**
Sub-Directorate: Corporate Services

SALARY : R102 534 per annum (Level 02)
CENTRE : Eastern Cape Regional Office
REQUIREMENTS : ABET/Grade 10 certificate or equivalent qualification. Ability to work with people and good communication skills. Ability to work under pressure and strong commitment. Dependable and punctual.

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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane 012 312 5165

APPLICATIONS : Forward your application to this email address: DHET99082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/229 : **CLEANERS REF NO: DHET102/08/2020 (X2 POSTS)**
Sub-directorate: corporate services

SALARY : R102 534 per annum (Level 02)
CENTRE : Johannesburg Office
REQUIREMENTS : ABET/Grade 10 certificate or equivalent qualification. Ability to work with people and good communication skills. Ability to work under pressure and strong commitment. Dependable and punctual.

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 / Mr R Kgare Tel No: (012) 312 5442
APPLICATIONS : Forward your application to this email address: DHET102082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

POST 21/230 : **CLEANERS REF NO: DHET131/08/2020 (X2 POSTS)**
Sub-Directorate: Corporate Services

SALARY : R102 534 per annum (Level 02)
CENTRE : Polokwane
REQUIREMENTS : ABET/Grade 10 certificate or equivalent qualification. Ability to work with people and good communication skills. Ability to work under pressure and strong commitment. Dependable and punctual.

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 / Mr R Kgare Tel No: (012) 312 5442
APPLICATIONS : Forward your application to this email address: DHET131082020@dhet.gov.za
NOTE : Disclaimer considering restrictions on travel during phases 5 to 2 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.