

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

## MANAGEMENT ECHELON

- POST 16/52** : **CHIEF DIRECTOR: PROJECT AND INFRASTRUCTURE REF NO: DHET00/04/2022**  
 Period: Twelve (12) Month Contract  
 Branch: Office of the Director-General
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package)  
 : Pretoria  
 : An appropriate bachelor's degree/advanced diploma at (NQF Level 8) in Bachelor of Arts and/ or a qualification in Social Sciences as recognised by SAQA. A minimum of five (5) to ten (10) years' relevant experience at the senior management level in leading multidisciplinary teams in the strategic planning and/or delivery of academic, human resources, infrastructure, and support services projects within an organisation. Solid knowledge of infrastructure policy, strategic planning, and physical and resource planning imperatives, including planning and delivery of education infrastructure. Sound Experience in the project management in the establishment of a new division/department within the organisation and/or some experience in leading a transformation initiative within an organisation and a proven track record in high-level project management will be an added advantage. Expertise in the strategic planning and /or delivery of projects within the education environment or the national/provincial government spheres. Knowledge of broader government legislative policy frameworks and planning environment. Advanced project management and financial management skills. Research and analytical skills. Ability to foster partnerships and stakeholder management. Knowledge of and understanding of change management, people management, client orientation, customer-focus, diversity management, and risk management. Committed and able to work under pressure. Proven computer literacy, including report writing and presentation. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.
- DUTIES** : The Chief Director's responsibilities will be to provide strategic project management for the integrated feasibility study. Support the Project Steering Committee and the Technical Committees in their mandate to provide overall conceptual and strategic planning parameters and broad directions for the conduct of the feasibility study. Brief the Ministry, Director-General, Project Steering Committee and stakeholders on the direction taken in the development of the feasibility study so that course corrections, can be made, if necessary. Facilitate the necessary decisions that are required from the Technical Committees to inform and finalise the feasibility study. Overseeing the drafting or the drafting of all documents which are presented to the Project Steering Committee, the Technical Committees, or stakeholders and the preparation of meeting resolutions and a high-level record of meetings. Assemble, lead, and coordinate a multi-disciplinary team of physical planning, human resources, academic and other relevant specialists to develop and deliver all outputs required to finalise the integrated feasibility study and prepare reports to oversight bodies and the Ministry. Cost Management: Development of a budget for the integrated feasibility study and management of the study within this budget. Procurement: Overseeing the procurement process to secure the necessary resources to develop the feasibility study and provide any inputs required to secure such services. Contract administration: Provision of strategic direction and inputs into the work of the appointed Subject Matter Experts to develop aspects of the integrated feasibility study. Management, coordination, and integration of all inputs into the feasibility study.
- 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed

and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/53** : **CHIEF DIRECTOR: (REF NO: DHET01/04/2022)**  
 Branch: Community Education and Training  
 Chief Directorate: CET Systems Planning, Institutional Development and Support  
 (This post is being re-advertised and candidates who had previously applied may re-apply)

**SALARY** : R1 269 951 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 Science field of study. A postgraduate qualification in education or the broader social sciences will be an added advantage. A minimum of five (5) to ten (10) years of experience at the 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 a good communicator, with the ability to interact with colleagues in the Department of Higher Education and Training, other government departments, entities, and institutions. Applicants must have the following skills: 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, 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 driver's 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.

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- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.
- POST 16/54** : **CHIEF DIRECTOR: (REF NO: DHET02/04/2022)**  
Branch: Corporate Management Services  
Chief Directorate: Human Resource Management and Development  
(This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package)  
: Pretoria  
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Human Resource Management or Human Capital as recognised by SAQA. A minimum of five (5) to ten (10) years' relevant experience and five (5) years of experience at the Senior Management level in the Human Resources environment. A postgraduate qualification will be added advantage. The candidate must have proven strategic and leadership capabilities. Understanding and experience of human resource policies, and related legislation, as well as the 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 in 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, and computer and analytical skills are key to this post. Willingness to travel and a valid driver's licence.

**DUTIES**

: The Chief Director's responsibilities will be to develop and implement the organisational strategy and monitor the 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 competency-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 implement 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**

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**NOTE**

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- POST 16/55** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT AND COORDINATION (REF NO: DHET 03/04/2022)**  
Branch: Office of the Director-General  
Chief Directorate: Executive Support and Coordination
- SALARY CENTRE REQUIREMENTS** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package)  
: Pretoria and Cape Town  
: An appropriate matric/grade 12 certificate/ bachelor's degree/advanced diploma (NQF 7) in Public Management, Public Administration as recognized by SAQA. A postgraduate qualification (NQF Level 8) will be an added advantage. A minimum of five (5) years of relevant experience at the Senior Management Level with proven strategic and leadership capabilities. Knowledge of the government monitoring and evaluation framework in the Public Service or Private Sector is essential. The knowledge, understanding and experience of the Post School Education and Training sector will be an added advantage. Willingness to travel and a valid driver's licence. Skills and Competencies: Advanced knowledge of relevant government, legislation, and policies, particularly the Public Finance Management Act (PFMA) Public Service Act and Regulations. The candidate must have skills in strategic management, annual performance planning, operational planning, performance management system and the ability for effective performance planning, implementation, reporting, monitoring, and evaluation. Strategic capability and leadership, programme and project management skills, financial management, service delivery and innovation, problem solving and analysis, conflict management, change management skills, and working for extended hours and under pressure. Must have excellent communication skills (both written and verbal), decision making, excellent time management, attention to detail, ability to multitask and prioritise tasks, financial management, risk management and good corporate governance in all public and private PSET institutions.
- DUTIES** : The successful candidate will be expected to perform a wide range of high-level efficient and effective coordination and administrative tasks/ services to the Director-General to support and attain the Department's key performance outcomes and outputs. An ability to manage conflict, coordinate projects, and events and communicate effectively. Provide comprehensive organizational and administrative support to the office of the Director-General within the organization, convene and coordinate meetings of EXCO and Senior Management. Ensure effective internal and external communication services to the office. Provide support for cluster coordination, government programmes, meetings, FOSAD events, collaborative projects and any other official duties assigned or required by the Director-General. Manage the processes regarding Cabinet memoranda, Ministry submissions and Parliamentary questions. Ensure that an executive secretarial support service is rendered to all meetings chaired by the Director-General. Manage human and budget resources of the office to ensure efficient attainment of objectives.
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**POST 16/56** : **CHIEF DIRECTOR (REF NO: DHET04/04/2022)**  
Branch: Corporate Management Services  
Chief Directorate: Information Technology and Business Systems Management

**SALARY** : R1 269 951 per annum, (all-inclusive Remuneration Package) (Level 14)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma at NQF Level 7 in Information Technology Management or an equivalent qualification as recognised by SAQA. A minimum of five (5) years' relevant experience at the 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 in policy development, information systems development, and information management. Knowledge and understanding of ICT policies, processes, and procedures. Knowledge of IT systems and governance frameworks such as MISS and MIOS and international IT governance frameworks such as ITIL and COBIT; knowledge of 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 is essential.

**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 of 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 frameworks 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.

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- POST 16/57** : **REGIONAL MANAGERS (CHIEF DIRECTOR LEVEL) (X2 POSTS)**  
Branch: Technical and Vocational Education and Training  
Component: Regional Offices
- SALARY CENTRE** : R1 269 951 per annum (Level 14), (all-inclusive remuneration package)  
: These posts are based in the Regional Offices (Pietermaritzburg and Johannesburg):  
KwaZulu-Natal Regional Office (Ref No: DHET05/04/05/2022)  
Gauteng/Free State Regional Office (Ref No: DHET06/04/2022)
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) or equivalent qualification in Education and Training. A minimum of five (5) to ten (10) years' work experience in Post-School Education and Training. A postgraduate degree in Education will serve as an added advantage. At least five (5) years of experience at the Senior Management Level. Consideration will be given to candidates with proven senior management experience 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. Willingness to travel and a valid driver's licence.
- 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 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, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters in the Regional Office.

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- POST 16/58** : **DIRECTOR: PROGRAMMES, CURRICULUM DEVELOPMENT AND ASSESSMENT (REF NO: DHET07/04/2022)**  
Branch: Community Education and Training  
Directorate: Programmes, Curriculum Development and Assessment
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria  
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) or equivalent qualification in Education/ Public Management. A postgraduate qualification in Education will be an added advantage. A minimum of five (5) to ten (10) years' experience in the Post-School Education and Training sector of which five (5) years' experience must be in curriculum development and support in Community Education and Training with at least five (5) years at the Middle Management level. This position 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 skills. 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 policies and legislation for curriculum development and assessment. Willingness to travel and a valid driver's licence.

**DUTIES**

: The scope of the Director's work will include but not be limited to providing leadership for the development and maintenance of a range of responsive education, training, and development programmes for CET Colleges. Coordinate the development of curriculum policy statements, subject guidelines, and assessment guidelines for CET Colleges. Managing the delivery of the curriculum and administration of appropriate assessment regimes to support education, training, and development. Developing and monitoring the implementation of national curriculum, assessment, exams and quality assurance policies and legislation. Developing and maintaining a nationally approved catalogue for student learning and teaching materials. Serving as a link between the CET Branch and the NQF structures such as the SAQA, Umalusi, QCTO and the HEQC of the CHE to ensure that CET colleges, where applicable, offer registered/accredited qualifications. Participate in structures dealing with CET assessment and examinations. Ensure the establishment and support of functional academic boards. Initiate and manage curriculum project interventions in CET. Develop monitoring and reporting systems to support the implementation of the curriculum policies for CET Colleges; monitor compliance with the implementation of the curriculum policies for CET Colleges; manage the advocacy of the curriculum policies for CET Colleges. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.

**ENQUIRIES**

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: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE**

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE**

: 27 May 2022. Applications received after the closing date will not be considered.

- POST 16/59** : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET08/04/2022)**  
 Branch: Technical and Vocational Education and Training  
 Component: Eastern Cape Regional Office  
 (This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
 : East London  
 : An appropriate bachelor's degree/advanced diploma (NQF level 7) or equivalent qualification in Education. A postgraduate degree in Education (NQF Level 8) will be an added advantage. A minimum of five (5) to (10) ten years in the Post-School Education and Training sector. Minimum of five (5) years of work experience in Community Education and Training with at least five (5) years of proven experience at the Middle Management level. Consideration will be given to candidates with proven middle managerial experience working in 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 driver's licence is essential.
- DUTIES** : Ensure effective leadership and management of the strategic planning processes, institutional governance, and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/60** : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET09/04/2022)**

Branch: Technical and Vocational Education and Training

Component: Western/Northern Cape Regional Office

(This post is being re-advertised and candidates who had previously applied may re-apply)

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Cape Town

: An appropriate bachelor's degree/Advanced Diploma (NQF level 7) or equivalent qualification in Education. A postgraduate degree in Education (NQF Level 8) will be an added advantage. A minimum of five (5) to ten (10) years of experience in the Post-School Education and Training sector of which at least five (5) years of work experience in Community Education and Training. Five years five (5) of years proven experience at the Middle Management level. Consideration will be given to candidates with proven senior management experience working in 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 driver's licence is essential.

**DUTIES** : Ensure effective leadership and management of the strategic planning processes, institutional governance, and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified

documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/61** : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET10/04/2022)**  
 Branch: Technical and Vocational Education and Training  
 Component: Mpumalanga/North West Regional Office  
 (This post is being re-advertised and candidates who had previously applied may re-apply)

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
 : Nelspruit  
 : An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or equivalent relevant qualification. A postgraduate degree in Education (NQF Level 8) will be an added advantage. A minimum of five (5) to ten (10) years of experience in the Post-School Education and Training sector with at least five (5) years of work experience in Community Education and Training. Five (5) of years proven experience at the Middle Management level. Consideration will be given to candidates with proven senior management experience working in 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 driver's licence is essential.

**DUTIES** : Ensure effective leadership and management of the strategic planning processes, institutional governance, and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions 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.
<b><u>ENQUIRIES</u></b>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<b><u>APPLICATIONS</u></b>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <a href="http://z83.ngnscan.co.za/apply">http://z83.ngnscan.co.za/apply</a> and following the easy prompts/instructions.
<b><u>NOTE</u></b>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<b><u>CLOSING DATE</u></b>	:	27 May 2022. Applications received after the closing date will not be considered.
<b><u>POST 16/62</u></b>	:	<b><u>DIRECTOR: RESULTING AND CERTIFICATION (REF NO: DHET11/04/2022)</u></b> Branch: Technical and Vocational Education and Training Chief Directorate: Examinations and Assessments Resulting and Certification
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Information Technology (IT) or equivalent qualification. A postgraduate relevant qualification will be an added advantage. A minimum of five (5) to ten (10) years of proven experience in IT experience, knowledge and insight in programming and IT field support services with at least five (5) years in Middle Management level. Extensive knowledge and experience of mainframe and PC environments, including advanced competence in MS Word, MS Excel, and MS Access. The successful candidate must be adaptable, disciplined, self-confident, able to work independently and under pressure, and work with a diverse team. The Department is looking for a highly motivated individual to provide an effective and efficient Applications Support service from the National level to both internal and external stakeholders in the TVET and CET Colleges. Experience in database administration management, and statistical analysis relating to educational data, programming, and service level agreements. The candidate must be able to manage systems interface and apply and ensure adherence to quality standards. Identify the opportunities where technology or automation can add business value. Manage and coordinate the testing of examinations functional enhancements or changes. Manage and support the development of resulting and certification management plans with critical stakeholders. Proactively manage risks that might compromise examinations data and develop the risk management plan

including corrective measures. Monitor and note examinations resulting and certification challenges and coordinate troubleshooting by relevant stakeholders. Ability to work in a team, high-level report writing, good interpersonal and communication skills, advanced computer literacy, financial management, administration, planning and leadership. Ability to work under extreme pressure and willingness to work extended hours. A valid driver's licence is essential.

**DUTIES**

: Administration and Management of the examinations databases for TVET and CET colleges. Administration and management of a testing protocol for resulting systems. Manage and administer incident and request logs. To ensure continuous system availability in line with the signed service level agreement (SLA). Recommend improvements and changes to operational procedures and processes to optimise operations. Keep abreast of developments within the IT field for improved service delivery. Build and maintain stakeholder relationships as well as ensure improved service delivery to the college and CET sectors. To carry out all administrative duties relating to the area of responsibility for improved directorate efficiency. Ensure compliance with management plans both internally and externally. Analyse and document high-level end to end business processes and provide feedback to Senior Management. Provide coaching and mentoring to your subordinates and other relevant officials in the chief directorate. Provide management information for decision making. Identify, implement, and report on the Directorate and Chief Directorate risk management plan regarding examination data. Manage the troubleshooting of logged incidents by relevant stakeholders. Manage the development of the new examinations IT system and prepare progress reports for Senior Management by giving inputs to User acceptance systems testing, UAT testing plans and providing solution report progress. Manage and support the historical records digitisation projects and other projects that may improve resulting and certification processes.

**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**

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE**

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE**

: 27 May 2022. Applications received after the closing date will not be considered.

- POST 16/63** : **DIRECTOR: EXAMINATIONS MANAGEMENT AND MONITORING (REF NO: DHET12/04/2022)**  
Branch: Technical and Vocational Education and Training  
Chief Directorate: Examinations and Assessments
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria  
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Education. The candidate must have a minimum of five (5) to ten (10) years of experience in a provincial and /or national examinations and assessment environment. A minimum of five (5) years of proven experience at the Middle Management level. Experience in monitoring and supporting the administration and conduct of national examinations at TVET Colleges and/or CET examinations centres. Experience in large-scale printing, packing and distribution of question papers. In-depth knowledge of the administration and conduct of large-scale examinations and national policies and legislative frameworks pertaining thereto. Experience in the management of Service Level Agreements and Memorandum of Understanding between/ amongst stakeholders participating in large-scale national examinations. Experience in analysis of monitoring data collected during the management and monitoring of national examinations. Ability to work under extreme pressure and willingness to work extended hours. Ability to work in a team, high-level report writing, good interpersonal and communication skills, advanced computer literacy, financial management, administration, planning and leadership. A valid driver's licence is essential.
- DUTIES** : Managing the registration and audit of examination centres; Managing the printing, packing and distribution environment for national question papers; Managing the procurement and distribution of examination materials to examination centres; Managing the monitoring and support of examination centres and examination officers situated and National, TVET and CET Colleges examinations centres regarding the administration and conduct of examinations; Manage irregularities of all examination cycles for TVET and CET colleges qualifications; Provide administrative leadership and management for the duties allocated to the directorate. Compile monitoring reports per examination cycle; manage the development of Standard Operating procedures for all functions of the directorate. Other functions and responsibilities are based on the Senior Management Handbook, the Public Service Regulations and the Public Service Act which apply to all Senior Managers in the Public Service.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/64** : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET13/04/2022)**  
Branch: Technical and Vocational Education and Training  
Component: Gauteng/Free State Regional Office

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Johannesburg  
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or equivalent qualification. A postgraduate degree in Education and Training will be an added advantage. A minimum of five (5) ten (10) years' work experience in Post-School Education and Training with at least five (5) years of proven experience at the Middle Management level. Consideration will be given to candidates' 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, 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 driver's 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; Ensuring 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature.



Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/65** : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET14/04/2022)**  
Branch: Technical and Vocational Education and Training  
Component: Mpumalanga/North West Regional Office

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Mafikeng  
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or equivalent qualification. A postgraduate degree in Education and Training will be an added advantage. A minimum of five (5) ten (10) years' work experience in Post-School Education and Training with at least five (5) years of proven experience at the Middle Management level. Consideration will be given to candidates' 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, 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 driver's 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; Ensuring 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.
- POST 16/66** : **DIRECTOR: INTERNATIONAL SCHOLARSHIPS (REF NO: DHET 15/04/2022)**  
Branch: University Education  
Directorate: International Scholarships
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria  
: An appropriate bachelor's degree (NQF Level 7) in Education/Teaching/Public Management/ International Relations or equivalent qualification as recognized by SAQA. A postgraduate qualification will be advantageous. A minimum of (5) to (10) ten years' work experience in the higher education sector, international scholarships, international relations or similar. At least five (5) years of experience at the Middle Management level. Experience and knowledge of international relations and/or postgraduate funding programmes. A demonstrated understanding of the higher education system in South Africa and the potential impact of international scholarships on bridging the skills gap. Client service orientation is required. Excellent written and verbal communication skills. Excellent working knowledge of the MS Office Suite, and organisational, administrative and information management skills are key requirements. The candidate must be able to work well as part of a team, must be willing to travel and work overtime when required, be able to think critically and strategically, and communicate well at a high level (written and verbal) with

internal, and external, domestic, and international stakeholders. Experience studying or working abroad and working in a research support environment is advantageous. Experience managing budgets and funding programmes is advantageous. A valid driver's licence is essential.

**DUTIES** : Facilitate a fair and transparent application and nomination process that includes government priorities and transformation, for identified international scholarship programmes. Develop and implement support systems for scholarship recipients funded or co-funded by the Department before, during and after their studies abroad, including the development of relevant policies, guidelines, and instruments. Manage, monitor, and report on international scholarships expenditure and access sources of funding. Support the offer and uptake of an increased number of international scholarships, providing support to international government partners offering scholarships for South Africans and developing and implementing strategic, targeted promotions and an information dissemination strategy. Facilitate intergovernmental coordination of scholarship programmes. Engage with external stakeholders such as Embassies, South African public universities, research facilities, science councils, agencies responsible for scholarships, and provincial and national government departments. Provide effective management for the International Scholarships 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/67** : **DIRECTOR: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT (REF NO: 16/04/2022)**  
Branch: University Education  
Directorate: University Research Support and Policy Development

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria  
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Policy Development or equivalent qualification. A postgraduate qualification in policy development or equivalent in the relevant field would be an added advantage.

A minimum of five (5) to ten (10) years of work experience in the post-school education and training sector and relevant management experience with at least five (5) years of experience at the Middle Management level. Excellent knowledge of the legislative and policy context of the higher education system is required. The candidate must also understand the policy development process and have been involved in the development of policies for the higher education sector. The candidate must have a deep understanding of the research output and creative and innovation output policies and appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. The candidate must be able to lead teams to monitor systems, undertake evaluation and policy development tasks, and be able to work innovatively and flexibly across diverse higher education contexts. The ability to interact effectively and communicate with the leadership of the Higher Education system and other relevant stakeholders is a requirement. The ability to work competently with MS Suites such as Word, Excel, PowerPoint etc. is required. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting would be a distinct advantage. A valid driver's licence is essential.

**DUTIES**

: The scope of this position will include but not be limited to: management of a team of professionals; development and review of policies for various areas of HE; engagement with relevant higher education research to inform policy development for the sector; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output Policy and the Creative and Innovation Outputs Policy, and the management of the evaluation of products for the purposes of subsidy; monitor the quality of outputs across public higher education institutions and support quality improvement in research production; oversight of the management and implementation of the Higher Education HIV and AIDS (HEAIDS) programme; policy development and coordination for the internationalisation of the South African higher education system; secretariat for the Department's engagements and partnerships within BRICS including, the BRICS Think Tanks Council, the BRICS Academic Forum and BRICS Network University; oversight of the South African BRICS Think Tank.

**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**

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**NOTE**

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation.

- Women and people living with disability will receive preference in all DHET posts”.
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.
- POST 16/68** : **DIRECTOR: EXECUTIVE SUPPORT AND ADMINISTRATION SERVICES (REF NO: 17/04/2022)**  
Branch: Office of the Director-General  
Chief Directorate: Executive Support and Coordination
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria  
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Public/Business administration or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of work experience in administration and/or management-related environments with at least five (5) years of experience at the Middle Management level. Excellent knowledge of the legislative and policy context of the higher education system is required. Sound Knowledge of Records Management. Strategic planning and leadership skills. Good knowledge and understanding of Public Finance Management (PFMA), Supply Chain Management and Human Resources Management. Strategic planning and leadership skills. Excellent written and verbal communication skills. Excellent working knowledge of the MS Office Suite, and organisational, administrative and information management skills are key requirements. A valid driver's licence is essential.
- DUTIES** : The scope of this position will include but not be limited to providing efficient and cost-effective administration, communications, and logistic services to the Director-General. Oversee and coordinate the administrative staff and provide overall administrative support to the Director-General. Provide efficient and effective secretarial service to internal meetings of the Director-General. Monitor, track, and coordinate decisions taken at the meetings. Maintain effective database systems for minutes and resolutions. Develop systems and procedures to ensure effective and efficient management of the flow of documents to and from the Office of the Director-General. Manage the budget, procurement of goods and services and inventory of the Office of the Director-General. Compile submissions, memoranda, reports, and letters. Manage the staff and administration function in the Executive Support and Administration Services Directorate to ensure the efficient attainment of objectives.
- 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/69** : **DIRECTOR: STRATEGIC PLANNING AND REPORTING (REF NO: DHET18/04/2022)**  
Branch: Planning, Policy, And Strategy  
Chief Directorate: Policy, Planning, Monitoring and Evaluation

**SALARY** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Economics, Political Science, Public Administration or Business Administration. A postgraduate qualification as recognised by SAQA in Economics, Political Science, Public Administration and/or Business Administration will be an added advantage. A minimum of five (5) to ten (10) years of experience in Strategic Planning/Monitoring and Evaluation /Reporting with at least five (5) years of experience at the Middle Management level. Knowledge of legislation, policies, and frameworks applicable to government planning and reporting processes. Understanding of higher education and training sector; Computer Literacy and A valid driver's licence.

**DUTIES** : Manage and maintain credible planning processes for the DHET: Provide leadership in the development of the Department's Strategic Plans, Annual Performance Plans and Operational Plans. Coordination of strategic plan inputs with relevant units within DHET for inclusion in the 5-Year Strategic Plan, guide the formulation of the DHET's Annual Performance Plans (APPs), ensure compliance with applicable government planning frameworks and policies within the department. Ensure that the Department's planning is evidence-based and is informed by research, monitoring, and evaluations. Manage and monitor the performance of the Department: Provide strategic guidance in the development of quarterly assessment tools for reporting; Oversee the development of reporting guidelines for the branches of the Department, provide leadership in the circulation of reviewed reporting guidelines to the senior management of the Department and relevant management structures; present to EXCO consolidated reports on the quarterly performance of the Department; ensure the provision of feedback to Programme Managers on the outcome of the assessments; Recommend approval of quarterly reports for Minister's approval; ensure formulation and facilitation of DHET's quarterly reports for the implementation of the Medium-Term Strategic Framework, provide support and guidance in the compilation of Strategic Plan by the entities of the Department to ensure alignment with the MTSF, oversee the monitoring and evaluation of the achievement of targets as set out in the Strategic Plan and the MTSF. Manage and improve business processes concerning the Department's planning and reporting processes: Provide strategic direction in the development and implementation of policies, procedures, models and systems to enhance the effectiveness of the Department's planning and reporting mechanisms; provide leadership in the preview and consolidation of reports on audit outcomes, emphasized matters and recommend to the Director-General to request Programme Managers to come up with corrective actions. Coordinating the development of procedure manuals for DHET to streamline processes and improve efficiency.

**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

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**NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified

documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/70** : **DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION (EASTERN CAPE REGION): (REF NO: DHET19/04/2022)**  
Branch: Skills Development  
Component: National Skills Fund

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria  
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management/Administration or equivalent qualification. A postgraduate qualification will be an added advantage. The qualification should be coupled with at least five (5) to ten (10) years of work experience in managing large projects, portfolios of projects and/or programmes in the private or public sector with at least five (5) years of experience at the Middle Management level. Candidates that are registered as Project Managers or Professional Project Managers at Project Management South Africa will have an added advantage. Good knowledge of the post-school education and training system will also be an added advantage. Candidates must be proficient in English and proficiency in the following languages will be an added advantage: For the Eastern Cape region: isiZulu, Afrikaans and/or isiXhosa. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people management capabilities to lead the directorate. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer-focused and able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight time frames. A valid driver's licence.

**DUTIES** : Head the regional skills development directorate, responsible for the region as indicated above; Responsible for heading the effective monitoring, evaluation and reporting on the allocation, management, operational performance and funding of projects and programmes in the directorate's portfolio; Responsible for heading activities related to the monitoring of projects and programmes in the directorate's portfolio, including performance and financial reporting thereon; Ensure that all documents and information related to projects and programmes in the region are submitted for knowledge management purposes; Manage staff in the directorate; Ensure monitoring site visits are conducted,

both expenditure verification as well as delivery site verifications (learner verification, infrastructure verification etc.); Consolidate and record lessons learned; Manage stakeholders and actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Perform strategic planning for funding skills development in the directorate's responsible regions; Develop and report on performance indicators; Manage the resources of the Directorate; Participate as an active member of the NSF executive team; Contribute towards the development and implementation of a project management framework for projects and programmes specifically for the region and nationally in general; Provide feedback and strategic advice regarding broader skills development activities within the directorate's regions to national head office; Contribute towards the development and implementation of Strategic Plans, Annual Performance Plans, Operational Performance Plans and other strategic plans for NSF; Contribute towards the development and implementation of the NSF's frameworks, policies, processes and procedures.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.
- POST 16/71** : **DIRECTOR: PROGRAMME MONITORING (REF NO: DHET20/04/2022)**  
Branch: Skills Development  
Component: National Skills Fund
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma in Public Management/Administration or equivalent qualification. A minimum of five (5) to ten (10) years of work experience in managing projects or programmes on a national scale with at least five (5) years of experience at the Middle Management level. Knowledge of Public Service and NSF mandates and strategies, Knowledge of the education system and pedagogy, post-school education framework, Government-wide legislation. Knowledge and Prescripts, e.g., Skills Development Act, Skills Development Levies Act, Public



Service Act, PFMA and National Treasury Regulations. General knowledge of Public Service Regulations, NSF business strategies and goals, NSF Services, NSF business processes and value chain, NSF policies, procedures and regulations. Customer Service, NSF values, NSF goals and performance requirements. Monitoring and evaluation frameworks include the government-wide monitoring and evaluation system, Programme performance management framework, and corporate governance principles. Strategic capability and leadership, Project and programme management, Budgeting, and financial management, Change management, People management and empowerment, Service delivery innovation (SDI), Problem-solving and analysis. Knowledge management, Client orientation and customer focus, Communication, Honesty and integrity, Monitoring and evaluation, Negotiation, Quality management, Stakeholder engagement and management, and technical proficiency. A valid driver's licence is essential.

**DUTIES**

: Oversee the development and implementation of a programme management framework for the standardised coordination and management of programmes. Ensure the effective management of dependencies and interdependencies between existing and proposed programmes. Oversee the monitoring of the operational performance and financial management of programmes based on project progress reports from regions and government departments. Oversee the site visit schedule for programmes in the regions. Oversee the development of training material for the orientation of service providers and oversee its implementation. Oversee change requests related to programmes for presentation to governance committees by the Director: Regional Monitoring of the respective Region, Oversee the consolidation of project reports received from Director: Regional Skills Development Monitoring and government departments and develop programme reports. Oversee programme performance reporting. Ensure that all documentation related to programmes is submitted for knowledge management purposes. Oversee the consolidation of lessons learned for each programme received from the Director: Regional Skills Development Monitoring. Manage and engage external stakeholders relevant to programmes. Engage the Director: Regional Skills Development Monitoring for programme information gathering. Engaging the Director: Initiation and Evaluation regarding the initiation and evaluation of programmes. Develop the Programme Monitoring plan for the Directorate and ensure its implementation. Participate in budgetary planning for the Directorate and account for the allocated budget. Ensure adherence to policy and statutory directives. Monitor the execution of the Programme Monitoring plan for the Directorate, including a budget, performance targets, measurement metrics and reporting. Ensure sufficient capacity to achieve the objectives of the Directorate. Manage the performance of employees by the policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee-related matters within the Directorate. Operate within delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

**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**

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE**

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/72** : **DIRECTOR: SALARY ADMINISTRATION (REF NO: DHET21/04/2022)**  
 Branch: Office of the Chief Financial Officer  
 Directorate: Salary Administration  
 (This post is being re-advertised and candidates who had previously applied may re-apply)

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
 : Pretoria  
 : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Finance / Accounting Management or equivalent qualification. A minimum of five (5) to ten (10) years of extensive experience in payroll management and salary administration. Five (5) years of proven experience in a Middle Managerial level in the financial management environment. Excellent knowledge of operating, BAS and PERSAL systems. Knowledge and understanding of Financial Management Acts (PFMA), Treasury Regulations, Public Service Act and Public Service Regulations. Knowledge and understanding of the Higher Education sector and the post-school education and training (PSET) framework will serve as an added advantage. Good planning and organisation. Analytical and problem-solving skills. Ability to communicate ideas and issues at all levels. 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 deal 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. Willingness to travel and a valid driver's licence.

**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 managing the administration of Examinations, Claims and Payroll; Manage the administration of salaries payments, control and maintenance of salary transactions; Manage the provision payroll administration services; Manage and monitor and distribution of salary payslips to all pay points throughout the country; Manage payroll certification of supplementary, permanent and temporary PERSAL runs every month; 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.

**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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed

and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/73** : **DIRECTOR: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT (REF NO: DHET22/04/2022)**

Branch: Office of the Chief Financial Officer

Directorate: Demand, Acquisition and Contract Management

**SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), (all-inclusive remuneration package)  
: Pretoria

: An appropriate bachelor's degree/national diploma (NQF Level 7) in Supply Chain Management/Logistics Management or related SCM/Finance field. A minimum of five (5) to ten (10) years of extensive experience in the Supply Chain Management environment. Five (5) years of proven experience at the Middle Managerial level in the financial management environment. Knowledge of Strategic planning; Knowledge of PFMA, Treasury Regulations, PPPFA, SCM Guidelines; Knowledge of Public Finance Management Policies and National Treasury Regulations; Knowledge of Supply Chain Management procedures and policies; Analytical skills; Strong leadership and supervisory skills; Financial skills; Planning and organizing skills; Decision making and problem-solving skills; Communications skills (verbal and written); Motivating skills; Ability to take responsibility; Ability to establish controls to monitor tasks; Customer oriented; Persuasiveness and Flexibility; Customer service orientation; Ability to work under pressure; Ability to delegate; Integrity, reliability and honesty; Quality and results-oriented. Computer literacy includes a good working knowledge of Microsoft Office products, especially Microsoft Excel and Word. Willingness to travel and a valid driver's licence.

**DUTIES** : The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Coordinate, review and execute the bidding process: Oversee and action the development and utilization of supplier/service provider - open and competitive bidding processes; Ensure that bid processes is implemented and maintained in accordance with NT prescripts, legislation, departmental policies and procedures; Publish tender invitations, results and submissions in predetermined media; Facilitate, Monitor and Review the acquisition management activities; Ensure that the policy and standard operating procedures for the demand and acquisition management function are in line with the legislation; Perform general quality assurance of information with acquisition processes; Facilitate and quality check communication with and to the suppliers and service providers; Advise Bid Specification - and Bid Evaluation Committees on SCM compliance requirements and operating procedures; Serve in advisory capacity in the Bid

Adjudication Committee; Ensure bid documents are compliant; Action the receipt and opening of bid documents as per standard operating procedures. Implement and maintain acquisition and demand policies and frameworks; Provide input in the design and development of Supply Chain Management policies, processes and procedures; Implement operational Supply Chain management plan; Manage Annual Procurement Plan and quarterly update; Ensure compliance to SCM policies, procedures and adopted practices; Maintain stakeholder relations with the clients; Ensure supplier performance management; Implement Contract Management Framework; Devise Demand and Sourcing Strategy; Research the relevant identified needs; Analyse requirements, undertake research, determine and participate in developing Requests for Proposals (RFP's) for implementation; Assess the results of the research in the market, interpret and participate in developing RFP's for procurement sourcing strategy; Ensure compliance with quality requirements. Facilitate the post-evaluation process: Draft correspondence letters to bidders; Ensure that recommended suppliers are cleared from the restricted database; Publish bid results; Facilitate the drafting of reports. Compile bid adjudication packs. Debriefing the suppliers. Oversee the proper functioning of the bid specification committees and bid evaluation committees; Ensure the provision of secretariat services to the Bid committees; Facilitate the specification drafting sessions. Facilitate the Bid evaluation sessions; Determine whether a specification for the relevant commodity exists. If not, oversee the collection and collation of information and the compilation of specifications/terms of reference; Compile and publish a request for proposals as required. Coordinate, review, collect and collate information for the annual procurement plan; Liaise with Legal Services on contractual matters including finalisation of contract amendments, SLA, MOA, etc. Confirm availability of budget. Check against strategic and other objectives. Consolidate into procurement plan and table for approval by the Accounting Officer. Manage and development of staff: Manage the performance of the unit, which involves coaching, mentoring, and taking corrective action where required. Develop performance standards and evaluate teams and individuals. Monitor staff regarding human resources such as leave recruitment and grievances. Compile the work plans for the section including the consolidation of operational plans into the directorate's overall work plan.

**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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation.

		Women and people living with disability will receive preference in all DHET posts”.
<b><u>CLOSING DATE</u></b>	:	27 May 2022. Applications received after the closing date will not be considered.
<b><u>POST 16/74</u></b>	:	<b><u>PRINCIPAL TVET COLLEGES (X2 POSTS)</u></b> Branch: Technical and Vocational Education and Training Colleges
<b><u>SALARY CENTRE</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive remuneration package) Posts are based in Technical and Vocational Education and Training (TVET) Colleges: Ikhala TVET College (Ref No: DHET23/04/2022) King Sabata Dalidyebo TVET College (Ref No: DHET24/04/2022)
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree/advanced diploma in Education/Public/Business Administration or equivalent qualification. Postgraduate qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum of five (5) to ten (10) years of work experience in the TVET or education sector with at least five (5) years at the Middle Management level. Extensive experience in any or all the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial management plans and projects. Must have relevant work experience in the training and development or related environment. Ability to design internal systems and controls to ensure sound organisational governance, management, and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. Willingness to work irregular hours and travel extensively. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A valid driver's licence is essential.
<b><u>DUTIES</u></b>	:	To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.
<b><u>ENQUIRIES</u></b>	:	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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

#### **OTHER POSTS**

- POST 16/75** : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X5 POSTS)**  
Branch: Technical and Vocational Education and Training
- SALARY CENTRE** : R882 042 per annum (MMS Level 12), (all inclusive remuneration package)  
: Posts are based in Technical and Vocational Education and Training (TVET) Colleges:  
Boland TVET College (Ref No: DHET25/04/2022)  
Ehlanzeni TVET College (Ref No: DHET26/04/2022)  
Motheo TVET College (Ref No: DHET28/04/2022)  
South Cape TVET College (Ref No: DHET29/04/2022)  
Capricorn TVET College (Ref No: DHET30/04/2022)
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7), in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five (5) to ten (10) years of work experience in an education and training environment with at least three (3) to five (5) years of experience at the 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. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system concerning

- vocational education and training. Willingness to travel and a valid driver's licence.
- DUTIES** : Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Guide, inform and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery other than full-time, and special needs learners are catered for. Support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions where necessary. Ensure that the targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning resources, lecturer teaching resources, timetables for student and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries.
- 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

<b><u>POST 16/76</u></b>	:	<b><u>DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL) (REF NO: DHET31/04/2022)</u></b> Branch: Technical and Vocational Education and Training Colleges
<b><u>SALARY CENTRE</u></b>	:	R882 042 per annum (MMS Level 12), (all inclusive remuneration package) Post is based in Technical and Vocational Education and Training (TVET) College: Falsebay TVET College
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant postgraduate degree/qualification will be an added advantage. A minimum of 5 to 10 years of relevant work experience in corporate services with at least three (3) to five (5) years 'experience at the 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 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). Willingness to travel and a valid driver's licence.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<b><u>APPLICATIONS</u></b>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <a href="http://z83.ngnscan.co.za/apply">http://z83.ngnscan.co.za/apply</a> and following the easy prompts/instructions.
<b><u>NOTE</u></b>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . 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). "DHET is committed to providing equal opportunities



and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”.

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/77** : **DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) (X3 POSTS)**  
Branch: Technical and Vocational Education and Training Colleges

**SALARY CENTRE** : R882 042 per annum (MMS Level 12), (all inclusive remuneration package)  
: Posts are based in Technical and Vocational Education and Training (TVET) Colleges:  
Tshwane South TVET College (Ref No: DHET32/04/2022)  
Motheo TVET College (Ref No: DHET33/04/2022)  
South West Gauteng TVET College (Ref No: DHET34/04/2022)

**REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or equivalent qualification. A relevant postgraduate degree/qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector with at least three (3) to five (5) years of relevant work experience at the Junior Management level. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all 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 to 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 uphold 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). Willingness to travel and a valid driver's licence.

**DUTIES** : 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 frequently 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.

**POST 16/78** : **DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (DEPUTY DIRECTOR LEVEL) (X3 POSTS)**

Branch: Technical and Vocational Education and Training

**SALARY CENTRE** : R882 042 per annum (MMS Level 12), (all inclusive remuneration package)  
: Posts are based in Technical and Vocational Education and Training (TVET)

Colleges:

Vuselela TVET College (Ref No: DHET35/04/2022)

Umfoloji TVET College (Ref No: DHET36/04/2022)

Nkangala TVET College (Ref No: 37/04/2022)

**REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7), in Business Administration/ Management or equivalent qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to ten (10) in stakeholder liaison, business management and partnerships with at least three (3) to five (5) years' relevant experience at the Junior Management level. Good understanding of the Post-School Education and Training (PSET) sector. Proven ability to work in a highly unionised environment and to establish professional credibility and confidence within a diverse customer base. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. An understanding of the Department of Higher Education and Training (DHET)'s strategic vision and priorities. Knowledge in research and statistical analysis; Monitoring, evaluation and reporting and understanding of the academic framework. Strategic management, conflict management, budgeting, and financial management skills. Programme and project management, change management and service delivery innovation skills are essential. 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). Willingness to travel and a valid driver's licence.

**DUTIES** : Provide strategic direction, implement, and maintain the college business as per TVET college mandate in the field of quality assurance, student support services, communication, marketing, and advancement; Develop international partnership and the facilitation of the operations and strategic planning for TVET college. Develop the quality assurance systems and maintain them to achieve continual improvement and customer satisfaction. Ensure that a holistic student support services strategy is developed, implemented, and maintained for the enhancement of student wellbeing and ultimately student performance. Ensure that the communication, marketing, and advancement strategy is aligned with the college mandate. Direct the development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of international partnerships, international liaison and services to foreign students and other international related activities. Coordinate and facilitate operations and strategic planning. Manage human resource and partnership Innovation and development affairs in the College. Provide guidance and adequate support for and development of staff.

		Ensure compliance with all administrative requirements, regulations, rules, and instructions about innovation and development.
<b><u>ENQUIRIES</u></b>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<b><u>APPLICATIONS</u></b>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <a href="http://z83.ngnscan.co.za/apply">http://z83.ngnscan.co.za/apply</a> and following the easy prompts/instructions.
<b><u>NOTE</u></b>	:	Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
<b><u>CLOSING DATE</u></b>	:	27 May 2022. Applications received after the closing date will not be considered.
<b><u>POST 16/79</u></b>	:	<b><u>DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X2 POSTS)</u></b> Branch: Technical and Vocational Education and Training
<b><u>SALARY CENTRE</u></b>	:	R882 042 per annum (MMS Level 12), (all inclusive remuneration package) Posts are based in Technical and Vocational Education and Training (TVET) Colleges: King Sabata Dalidyebo TVET College (Ref No: DHET38/12/2021) King Hintsa TVET College (Ref No: DHET39/04/2022)
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Bachelor of Commerce Accounting or Financial Management. The qualification should be coupled with at least five (5) to ten (10) years of relevant work experience with at least three (3) to five (5) years at the Junior Management level. Experience in the Post-School Education and Training sector as a Chartered Accountant or Associate General Accountant, registered with SAICA will be added advantage. Knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management and reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-

- writing and communication skills. The incumbent should be able to perform in a team environment. Willingness to travel and a valid driver's licence.
- DUTIES** : Assisting the Principal/Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintaining financial management structures; establishing, implementing, and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; overseeing and optimising the utilisation of electronic financial, logistic and management information systems; managing the finalisation of interim and annual financial statements and reviewing thereof; and managing engagements with assurance providers.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.
- POST 16/80** : **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (REF NO: DHET40/04/2022)**  
Branch: Community Education and Training
- SALARY CENTRE** : R882 042 per annum (MMS Level 12), (all inclusive remuneration package)  
Post is based in a Community Education and Training (CET) College: Bloemfontein, Free State CET College
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Accounting or Financial Management or equivalent qualification. A minimum of five (5) to ten (10) years of work experience in the overall financial management

and reporting roles with at least three (3) to five (5) years of work experience at the Junior Management level. A registered Chartered Accountant with SAICA will be an added advantage. Knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support and monitor the implementation of policies. An experience in the Public Service or CET Sector will be an advantage. Willingness to travel and a valid driver's licence.

**DUTIES**

: Assisting the Principal (Accounting Officer) and Council in discharging the duties prescribed in the 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**

: 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**

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

**NOTE**

: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

**CLOSING DATE**

: 27 May 2022. Applications received after the closing date will not be considered.

<b><u>POST 16/81</u></b>	: <b><u>DEPUTY DIRECTOR: ADMINISTRATION SERVICES (REF NO: DHET42/04/2022)</u></b> Branch: Office of Director-General Directorate: Executive Support and Administrative Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R744 255 per annum (Level 11), (all-inclusive remunerative package) : Pretoria : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management/Administration or equivalent qualification. A minimum of five (5) to ten (10) years of work experience in office management with at least three (3) to five (5) years at the Junior Management level. Strong organizational skills with specific reference to the management of documents. Sound understanding of financial policies as guided by Treasury Regulations. Good communication skills with high proficiency in writing. Specialist knowledge such as advanced level of computer literacy (MS Office, Excel, and PowerPoint). Must be assertive and have sound interpersonal relations and conflict management skills. Ability to work without supervision. Ability to work as part of a team and under pressure. Ability to coordinate and liaise with internal Departmental branches and external stakeholders. Willingness to travel and work extra hours. A valid driver's licence is essential.
<b><u>DUTIES</u></b>	: Maintain a workflow system for the registration, tracking, coordinating, and filing of information and/or documentation from and to branches within the Department, external government departments, entities, and stakeholders. Distribute, monitor, and follow up on decisions/actions agreed to at meetings, e.g., MMM, SMS, Broad Management, Branch etc. Respond to and address queries addressed to the Department. The provision of administrative, logistical, and secretarial support to internal and external engagements organized by the Office of the Director-General as well as for all high-level meetings. Research and compile documentation related to correspondence, media statements, briefing notes, speeches, parliamentary questions, etc. and quality assure the documentation requires the Director-General's attention and/or consideration. General administrative duties to ensure the effective and efficient functioning of the Office of the Director-General. Coordinate, implement and manage specialised focus projects as and when required by the Director-General. Engage with various post-schooling sector stakeholders. To ensure the safekeeping of all high-level meeting records and information.
<b><u>ENQUIRIES</u></b>	: Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<b><u>APPLICATIONS</u></b>	: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <a href="http://z83.ngnscan.co.za/apply">http://z83.ngnscan.co.za/apply</a> and following the easy prompts/instructions.
<b><u>NOTE</u></b>	: Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote

- representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”.
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.
- POST 16/82** : **DEPUTY DIRECTOR: ETHICS AND INTEGRITY MANAGEMENT (REF NO: DHET41/04/2022)**  
Branch: Office of the Director-General  
Directorate: Risk, Fraud, Ethics, and Integrity Management
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive remunerative package)  
: Pretoria  
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or equivalent qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10) years' experience in ethics and Integrity management with at least three (3) to five (5) years' experience at the Junior Management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Knowledge of the Government's Financial Disclosure System, knowledge of various pieces of legislation, regulations and policies governing financial matters in government, experience with the e-Disclosure System, and the nature of the different financial disclosures. An understanding of DHET's strategic vision and priorities and how it links with the broader government's vision of an ethical, and professional developmental state. Thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. Willingness to travel and a valid driver's licence.
- DUTIES** : Provide coordination and support to the Deputy Director-General: Corporate Services. Provide support within the office of the Manager. Scrutinise documents to determine action/information/documents required. Records minutes/ resolutions and communicate/ disseminate to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with the relevant units. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep records of expenditure commitments, monitor expenditure, and alert the Manager about possible over and underspending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up and compile reports of a transverse nature for the Manager and advise or sensitise the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinise documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicate/disseminate to relevant role role-players. Follow up on progress made and prepare briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of the accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures about Managers.
- 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.

- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.
- POST 16/83** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL (REF NO: DHET43/04/2022)**  
Branch: Office of the Director-General  
Directorate: Office of the Director-General
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Pretoria  
: An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management, Public Management/Public Administration, or equivalent qualification. A minimum of five (5) years of work experience in an executive office of which three (3) years should be mainly in the office of a Director-General or Deputy Director-General. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide high-quality administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills, database management and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. Possess good organisational and administrative skills, excellent analytical skills, and events coordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. Willingness to travel and a valid driver's licence.
- DUTIES** : The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not limited to providing general secretarial and administrative support in the office and to the Director-General such as correspondence, diary management, database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video and teleconferences and organising meetings. Logistics in cooperation with the in-house travel agent and external parties if needed for travel and accommodation arrangements will also be part of the work. Willingness to travel and a valid driver's licence.



- 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** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- NOTE** : Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where is required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. 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 requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. 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). "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".
- CLOSING DATE** : 27 May 2022. Applications received after the closing date will not be considered.
- POST 16/84** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CCTVET 02/04/2022**  
(Capricorn TVET College)
- SALARY CENTRE REQUIREMENTS** : R382 245 - R461 745 per annum (Level 09)  
: Central Officer-Limpopo  
: M+3 years Degree or National in Office Management and Technology/Public Management or related qualification. 3-5 years' relevant experience in Administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost center budgetary, expenditure and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Computer literacy. Valid driver's license.
- DUTIES** : Oversee the development, implementation and monitoring of policies. Render administrative/executive support services in the office of the Principal. Oversee and maintain logistics within the office of the Principal. Oversee and monitor the budget in the office of the Principal. Establish and implement effective records and document management systems in the office of the Principal. Compile and collate college reports.
- ENQUIRIES** : Maphutha OM, Peu KD, Maloba MJ and Phokungwana MZ at Tel No: 015 880 0281/ 015 230 1800
- APPLICATIONS** : Please forward all applications to: The Principal, Capricorn TVET College, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office
- NOTE** : Applications must be submitted on new Z83 form obtainable from any Public Service Departments and must be accompanied by a comprehensive CV, ID copy, qualifications and academic records/transcripts. Drivers' License must be attached if required. Required documents need not be certified when

applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. applicants who do not comply with the above mentioned requirements will not be considered. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date, consider your application unsuccessful. Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies:

**CLOSING DATE** : 31 May 2022, applications received after the closing date or faxed applications will not be considered.

**POST 16/85** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: CCTVET 03/04/2022**  
(Capricorn TVET College)

**SALARY** : R382 245 - R461 745 per annum (Level 09)  
**CENTRE** : Central Officer-Limpopo  
**REQUIREMENTS** : M+3 years Degree or National Diploma in Internal Audit or related qualification. 3-5 years' experience in Internal Audit. Experience in the development of policies/implementation strategies. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. Computer literacy. Valid driver's license.

**DUTIES** : Preparation and execution of the Internal Audit plan. Reporting to senior management and the Principal on the audit findings. Monitor progress on execution of the operational plan. The conducting of research related to internal audit matters. Communicating results to stakeholders. Management of all Human, Financial and other resources of the unit Coaching on the job training of internal auditors and continued professional development of assigned staff.

**ENQUIRIES** : Maphutha OM, Peu KD, Maloba MJ and Phokungwana MZ at Tel No: 015 880 0281/ 015 230 1800

**APPLICATIONS** : Please forward all applications to: The Principal, Capricorn TVET College, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

**NOTE** : Applications must be submitted on new Z83 form obtainable from any Public Service Departments and must be accompanied by a comprehensive CV, ID copy, qualifications and academic records/transcripts. Drivers' License must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. applicants who do not comply with the above mentioned requirements will not be considered. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date, consider your application unsuccessful. Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies:

**CLOSING DATE** : 31 May 2022 applications received after the closing date or faxed applications will not be considered.

**POST 16/86** : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSETS MANAGEMENT REF NO: CCTVET 04/04/2022**  
(Capricorn TVET College)

**SALARY** : R382 245 - R461 745 per annum (Level 09)  
**CENTRE** : Central Officer-Limpopo  
**REQUIREMENTS** : M+3 years Degree or National Diploma in Accounting/Supply Chain Management or related qualification. 3-5 years' experience in Supply Chain Management, Asset Management or Financial Management. Knowledge of the PFMA, PPPFA, GRAP, National Treasury Regulations, Supply Chain

Management Framework Act and BBBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Computer literacy. Valid driver's license. Completed articles will be an added advantage.

- DUTIES** : Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset custodians. Issuing of asset and inventory list (room list) list to asset holder. Manage the delivery of assets to the asset holder. Management and follow up of internal and external audit findings. Compilation of internal and external audit management action plans. Monthly and quarterly reporting of asset management and supply chain management. Preparation of quarterly reports to Financial Committee of Council. Preparation of quarterly and annual performance review reports. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Monitoring assets for compliance with asset management prescripts. Monitoring assets for physical condition, impairment and useful lives assessments. Monitoring the performance of asset verification in accordance with GRAP and reporting periods. Coordinate the safekeeping and distribution of goods. Coordinate the control of inventory movement. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
- ENQUIRIES** : Maphutha OM, Peu KD, Maloba MJ and Phokungwana MZ at Tel No: 015 880 0281/ 015 230 1800
- APPLICATIONS** : Please forward all applications to: The Principal, Capricorn TVET College, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office
- NOTE** : Applications must be submitted on new Z83 form obtainable from any Public Service Departments and must be accompanied by a comprehensive CV, ID copy, qualifications and academic records/transcripts. Drivers' License must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. applicants who do not comply with the above mentioned requirements will not be considered. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date, consider your application unsuccessful. Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies:
- CLOSING DATE** : 31 May 2022 applications received after the closing date or faxed applications will not be considered.
- POST 16/87** : **CHIEF PERSONNEL OFFICER: HRD REF NO: CCTVET 25/04 /2022**  
(Capricorn TVET College)
- SALARY** : R321 543 - R378 765 per annum (Level 08)
- CENTRE** : Central Office-Limpopo
- REQUIREMENTS** : M+ 3 years Degree or Diploma in Human Resource Management / Development or equivalent qualification. 2-3 years' experience in Human Resource environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.) Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Understanding of legislative framework governing the Public Services. Relevant PERSAL Certificates will be an added advantage. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. Valid driver's license. Computer literary.
- DUTIES** : Ensure overall supervision and that training and development programmes plan is developed and implemented , Ensure overall supervision and that the

Work Skills Plan is developed, approved, submitted to ETDP SETA and Implemented. Ensure overall supervision and proper implementation of awarding bursaries in line with the departmental policy. Ensure overall supervision and proper implementation of Internship and Learnership programmes in line with the departmental policy. Ensure overall supervision and monitor the implementation of Performance Management Development System, Integrated Quality Management System and conduct training to College officials. Ensure overall supervision and provide technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Ensure overall supervision and that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Supervise human, physical, financial and other resources.

**ENQUIRIES**

: Maphutha OM, Peu KD, Maloba MJ and Phokungwana MZ at Tel No: 015 880 0281/ 015 230 1800

**APPLICATIONS**

: Please forward all applications to: The Principal, Capricorn TVET College, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

**NOTE**

: Applications must be submitted on new Z83 form obtainable from any Public Service Departments and must be accompanied by a comprehensive CV, ID copy, qualifications and academic records/transcripts. Drivers' License must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. applicants who do not comply with the above mentioned requirements will not be considered. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date, consider your application unsuccessful. Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies:

**CLOSING DATE**

: 31 May 2022 applications received after the closing date or faxed applications will not be considered.