

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(King Hintsa TVET College)**

MANAGEMENT ECHELON

<u>POST 46/37</u>	:	<u>EXECUTIVE OFFICER: NATIONAL SKILLS FUND (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: DHET/01/11/2022</u> Branch: Skills Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 590 747 per annum (Level 15), (all-inclusive remuneration package)
	:	Pretoria
	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) and a postgraduate qualification. Minimum of 8-10 years of proven experience at senior managerial level in post-school education and training. Knowledge of the public service and national skills fund mandate and strategies. Knowledge of the education system and pedagogy. Knowledge of post-school education framework. Knowledge of National Skills Fund business strategies and goals, National Skills Fund Services, National Skills Fund business processes and value chain, National Skills Fund policies, procedures and regulations, National Skills values as well as National Skills Fund goals Good understanding and knowledge of legislative frameworks such as Skills Development Act, Skills Development Levies Act, Public Service Act, Public Service Regulations, Public Financial Management Act and National Treasury Regulations. Acumen and understanding of the transformation challenges within the post-education and training sector. Solid understanding of the dialectic relationship between the fourth industrial revolution and higher education and research. Strong stakeholder engagement skills with high-level strategic management and leadership capabilities. A good understanding of the policy and legislative environment as well as socio-economic growth and development goals locally and internationally that impact higher education. Excellent knowledge of key education legislation in the post-school education and training sector. A valid driver's license and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Skills & Competencies: The successful candidate will report to the Director-General. Responsible for proactive leadership and providing strategic direction to the National Skills Fund to ensure that it meets its mandate. Direct the development of the National Skills Fund strategy. Manage the final approval of the National Skills Fund Strategic plan. Establish long, medium and short-term strategic opportunities for the National Skills Fund. Provide strategic and policy advice to the Executive Authority and Director-General regarding the National Skills Fund. Provide support to the Minister and Director-General in relation to the development of solutions for the challenges specific to the Branch to ensure delivery of the Branch-related key results area including paying a direct role regarding inputs into strategy, being accountable for relevant inputs to Parliamentary Committee meetings, cluster meeting and implementation of the sector plan. Direct policy and provide inputs into policy development aligned to the National Skills Fund strategic plan. Formulate policy and planning recommendations to the relevant department and fund governance committee. Review and provide inputs into high-level decisions impacting the skills development environment and sector. Approve and authorize capital allocation for Chief Directorates and projects. Take overall accountability for the management of financial and physical resources within the National Skills Fund. Mobilise and allocate resources in accordance with the defined priorities. Direct and manage the management team and all units within the National Skills Fund. Accountable for the operations of the National Skills Fund. Ensure institutional transformation and change. Accountable for the Grants Disbursement Framework. Oversee marketing branding and communications activities for the National Skills Fund. Oversee the development of the public relations and communication strategy for the National Skills Fund. Participate, lead and guide National Skills Fund's participation in strategic stakeholder engagement and management as well as intergovernmental relations management structures. Promote organization and stakeholder change related to the organisation's mission. Represent the Department on key forums and structures to promote the skills agenda. Manage the National Skills Fund's relationship with the Department of Higher Education and Training and relevant

public entities. Provide strategic advice and support in respect of the establishment, management and enhancement of strategic relationships and partnerships by the Department. Develop the operational plan for the Directorate and ensure its implementation. Conduct budgeting planning for the Directorate and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the post-school education sector. Monitor the execution of the operational plan for the Directorate including a budget, performance targets and measurement metrics and reporting. Ensure sufficient capacity within the Directorate to achieve the monitoring objectives of projects and programmes. Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets for the Directorate. Motivate team members and create a culture of high performance. Operate within delegated authorities. Always adhere to the values of the National Skills Fund. Prepare monthly reports and make representations 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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
- CLOSING DATE** : 30 December 2022
- POST 46/38** : **DIRECTOR: COLLEGE SYSTEMS INFRASTRUCTURE PLANNING AND DEVELOPMENT REF NO: DHET02/11/2022**
Branch: Office of the Director-General
Chief Directorate: Project and Infrastructure
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma at (NQF Level 7) in Architecture, Engineering, Quantity Surveying, Project Management and/ or a relevant qualification in the built environment as recognized by SAQA. A relevant master's degree will be an advantage. A minimum of five (5) to ten (10) years of relevant experience at the middle management level in

infrastructure development projects, policy development and project implementation support. Excellent knowledge of infrastructure policy, strategic planning, and physical and resource planning imperatives, including planning and delivery of education infrastructure. Sound Experience in 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. Advanced computer literacy skills. Report writing and presentation skills. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES

: The Director's responsibilities will be to provide planning support to TVET Colleges and Provinces for effective and efficient expansion of access and the offering of infrastructure programmes to meet the economy, rural challenges and social integration training and skills development needs. Identify and secure funding sources and partnerships for infrastructure development and improvement of facilities such as PPPs. Develop strategies to implement policies relating to resourcing in the post-school sector in collaboration with the relevant line functions. Ensure increased access to programmes leading to intermediate and high-level learning by supporting the development of college institutional management, governance, and administrative capacity in order to achieve transparency, and enhance performance accountability and efficiency. Manage and implement effective financial and integrated development strategies for the equitable acquisition and distribution of physical infrastructure and facilities for all institutions in the post-school system. Provide building development and maintenance. Monitor the implementation of infrastructure projects in the post-school sector institutions. Monitor the quality of all infrastructure development projects in the post-school sector through building plans and site inspections. Work with the relevant branches to create integrated development plans to alleviate physical backlogs through innovative solutions and ensure the successful implementation of integrated development plans. Manage a project office for the monitoring of all infrastructure projects and spending. Develop an infrastructure asset management system and implement the management information service for reporting on college infrastructure sites. Ensure stator compliance of all college infrastructure sites. Provide an annual report on the capital investment in the post-school sector and the return on investment. Provide updates to the national infrastructure information system on completed projects.

ENQUIRIES

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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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

CLOSING DATE

: 30 December 2022

POST 46/39

: **PRINCIPAL TVET COLLEGES (X10 POSTS)**

Branch: Technical and Vocational Education and Training Colleges
(These posts are being re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE

: R1 105 383 per annum (SMS Level 13), (all-inclusive remuneration package)
: These are based in Technical and Vocational Education and Training (TVET) Colleges:
Buffalo City TVET College (Ref No: DHET03/11/2022)
Central Johannesburg TVET College (Ref No: DHET04/11/2022)
Coastal Kzn TVET College (Ref No: DHET05/11/2022)
Ekurhuleni West TVET College (Ref No: DHET06/11/2022)
Esayidi TVET College (Ref No: DHET07/11/2022)
Flavius Mareka TVET College (Ref No: DHET08/11/2022)
Gert Sibande TVET College (Ref No: DHET09/11/2022)
King Hintsa TVET College (Ref No: DHET10/11/2022)
Port Elizabeth TVET College (Ref No: DHET11/11/2022)
Taleiso TVET College (Ref No: DHET12/11/2022)

REQUIREMENTS

: 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 training and development or a 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, and 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.

DUTIES

: 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.

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- CLOSING DATE** : 30 December 2022

OTHER POST

- POST 46/40** : **DEPUTY PRINCIPAL: CORPORATE MANAGEMENT SERVICES (DEPUTY DIRECTOR LEVEL)**
Branch: Technical and Vocational Education and Training
- SALARY CENTRE** : R908 502 per annum (Level 12), (all-inclusive remuneration package)
: Posts are based in Technical and Vocational Education and Training (TVET Colleges):
Maluti Tvet College (Ref No: DHET13/11/2022)
Lephalale Tvet College (Ref No: DHET14/11/2022)

- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum of five (5) to ten 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 legislative frameworks 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.
- DUTIES** : Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Account 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.
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- CLOSING DATE** : 30 December 2022

<u>POST 46/41</u>	:	<u>DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X5 POSTS)</u> Branch: Technical and Vocational Education and Training
<u>SALARY CENTRE</u>	:	R908 502 per annum (MMS Level 12), (all-inclusive remuneration package) Posts are based in Technical and Vocational Education and Training (TVET) Colleges: Gert Sibande TVET College (Ref No: DHET15/11/2022) False Bay TVET College (Ref No: DHET16/11/2022) Southwest Gauteng Tvet College (Ref No: DHET17/11/2022) Goldfields TVET College (Ref No: DHET18/11/2022) Flavius Mareka TVET College (Ref No: DHET19/11/2022) Maluti TVET College (Ref No: DHET20/11/2022) Tshwane North TVET College (Ref No: DHET21/11/2022)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Accounting or Financial Management. A minimum of five (5) ten to ten years' relevant work experience of which three (3) to five (5) years' experience at the junior management level in the public/public sector. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another 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 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. Added Advantages: An appropriate post-graduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as 3 years in the Post-School Education and Training (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Good 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.
<u>DUTIES</u>	:	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, supply chain management 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 in line with standards of GRAP and reviewing thereof, and managing engagements with assurance providers (i.e. Auditor General).
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
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<u>CLOSING DATE</u>	:	30 December 2022
<u>POST 46/42</u>	:	<u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X2 POSTS)</u> Branch: Technical and Vocational Education and Training
<u>SALARY CENTRE</u>	:	R908 502 per annum (MMS Level 12), (all-inclusive remuneration package) Posts are based in Technical and Vocational Education and Training (TVET) College: Tshwane North Tvet College: Ref No: DHET22/11/2022 Umfoloji Tvet College: Ref No: DHET23/11/2022
<u>REQUIREMENTS</u>	:	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 concerning 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.
<u>DUTIES</u>	:	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
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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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
- CLOSING DATE** : 30 December 2022
- POST 46/43** : **DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET24/11/2022**
Branch: Technical and Vocational Education and Training Colleges
Component: Elangeni TVET College
- SALARY CENTRE** : R908 502 per annum (MMS Level 12), (all-inclusive remuneration package)
: Post is based on Technical and Vocational Education and Training (TVET) College:
Component: Elangeni TVET College

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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to

apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
30 December 2022

CLOSING DATE

:

POST 46/44

:

DEPUTY DIRECTOR: TVET INSTITUTIONS, MANAGEMENT AND GOVERNANCE SUPPORT FOR COUNCIL REF NO: DHET25/11/2022

Branch: Technical and Vocational Education and Training

Directorate: TVET College Management and Governance Support

SALARY

:

R908 502 per annum (MMS Level 12), (all-inclusive remuneration package)

CENTRE

:

Pretoria

REQUIREMENTS

:

An LLB degree or equivalent recognised legal qualification. A minimum of five (5) to ten (10) with at least three (3) to five (5) years of experience at the junior management level in the areas of Governance. Sound knowledge, understanding and practice in policy development are required. Knowledge and understanding of King IV on Corporate Governance is essential. In-depth knowledge of legislative frameworks, policies and procedures that govern the public sector is essential. This must include knowledge and application of the Continuing Education and Training Act, Public Finance Management Act and Treasury Regulations. Knowledge of relevant governance and education-related legislation, policies, processes, and prescripts applicable to post-school education and training institutions is also essential. The candidate must have in-depth knowledge and application of the King Four Report on Corporate Governance. Good verbal and written communication as well as interpersonal skills are required, as are computer, research and policy formulation, presentation; analytical and problem-solving, negotiation, quality management, budgeting and financial management and human resource management skills are also required. Ability to analyse documents, interpret policies and draft official reports. Ability to supervise, work in a team and work under pressure, meet tight deadlines and be target driven. Service delivery orientated, customer-focused, maintains integrity and is able to work in a team environment. Knowledge of MS Office Software packages.

DUTIES

:

Manage and coordinate the appointment of TVET college council members. Coordinate the induction of new council members. Manage and coordinate evaluation and investigations to ensure council efficiency at Public TVET Colleges. Manage and coordinate policy development and communication regarding college councils and governance, including stakeholder meetings. Manage and coordinate capacity development of college council and management as per training needs. Development of a monitoring and evaluation tool for council performance. Coordinate schedules to conduct surveys for evaluation of college council members. Development and coordination of council conduct compliance reports. Analysis of compliance reports on council and complete national reports on council performance and compliance. Coordinate meetings and training with councils to address oversight challenges. Compile minutes and reports after meetings for approval by DDG. Compile government notices, policies, and circulars to ensure the functionality of councils and for information purposes. Execution of other management and administrative duties of the TVET College Management and Governance Support Directorate. Provide support and ensure compliance in the implementation of all relevant legislations, policies, and regulations by TVET Colleges. Ensure the effective and efficient strategic and operations planning in TVET Colleges to meet local, regional, and national skills needs. Attend and represent the directorate, as part of the management team, in various internal and external meetings and conferences/workshops/meetings. Compile and coordinate the correspondence, submissions, reports, and presentations for the directorate. Responsible for General supervision of administrative staff. Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends. Check diverse documents and work performance of co-workers for completion and correctness. Train and develop staff. Ensure maintenance of the filing system. Undertake any other function that may be allocated from time to time. Develop, support, and implement a framework for performance management of TVET College Councils.

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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
- CLOSING DATE** : 30 December 2022
- POST 46/45** : **DEPUTY DIRECTOR: POLICY, RESEARCH, INFORMATION SYSTEMS AND SPECIAL PROJECTS REF NO: DHET26/11/2022**
Branch: Corporate Management Services
Directorate: Human Resources Development Council (HRDC) Secretariat
- SALARY CENTRE REQUIREMENTS** : R908 502 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 7) in Public/Business Administration/Management or equivalent qualification in Social Sciences. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years' of experience in Research and Policy analysis with least three (3) to five (5) years' experience at the junior management level in the field of Policy, Research, Information Systems and Special Project. Knowledge of Policy development and implementation is essential. Knowledge and understanding of government prescripts and public service environment. Good understanding and knowledge of human resource issues and constraints in the country and ability to develop alternative solutions as required. Competencies and Skills: Policy, research, Client orientation and customer focus, Strong analytical skills, Communication skills (verbal and written), Project management and Financial Management, Conflict Management, Planning and organizing, Problem-solving, Computer literacy and Report writing. Willingness to travel and a valid driver's licence.
- DUTIES** : Coordinate commissioned research to inform the work of HRDC, analyse and critique relevant HRD reports, and conduct and produce research reports related to HRD. Analyse relevant policies and identify implications for the HRD Strategy, facilitate the stakeholder engagement and coordination of meetings, and facilitate and manage HRDC partnerships and special projects. Ensure that the required knowledge management systems are in place so that information may be stored and disseminated in an appropriate manner and produce records management reports within the HRDC Secretariat.

- 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
- CLOSING DATE** : 30 December 2022
- POST 46/46** : **DEPUTY DIRECTOR: EDITING SERVICES REF NO: DHET27/11/2022**
Chief Directorate: National Examinations and Assessment
Directorate: Assessment, Item Development and Marking Services
(This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R908 502 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Editing/Language Practice/Communication which should include English at a 3rd-year level (An academic transcript must be attached. A minimum of five (5) to ten (10) years of relevant experience. At least three (3) to five (5) years of experience at the junior management level and in a language practice environment is compulsory. An honours degree in English/Editing will be an added advantage. Applicants must have extensive knowledge and experience in MS Office, especially MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment and have excellent organisational and communication skills. A valid driver's licence.
- DUTIES** : Edit, translate and/or proofread national assessment instruments submitted by examining/moderation and/or Quality Council panels. Conduct final quality checks of national assessment instruments. Interpret and apply policies and guidelines relevant to language style, editing and translation conventions. Interpret and apply policies and guidelines relevant to the in-house style guide. Coordinate and monitor the editing, translation, proofreading and final quality control of question papers, national assessment tasks and marking guidelines. Perform administrative duties relating to the functioning of the unit. Liaise with internal and external clients to ensure the continued workflow and operational planning of the unit. Maintain the security of national assessment instruments. Supervise and manage human resources in the Unit.

<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Note: The successful candidate will be required to sign a performance agreement, and declaration of secrecy and may undergo security clearance. Shortlisted candidates may write a competency test.
<u>CLOSING DATE</u>	:	30 December 2022
<u>POST 46/47</u>	:	<u>DEPUTY DIRECTOR: PHYSICAL PLANNING AND CONSTRUCTION REF NO: DHET28/11/2022</u> Branch: Skills Development Directorate: Artisan Training and Assessment (Indlela)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R908 502 per annum (Level 12), (all-inclusive remuneration package) Indlela An appropriate national technical diploma in Construction, Engineering, a recognised South African Trade Qualification in a construction-related trade, an Assessor Certificate as well as Moderator Certificate. Registration with the National Artisan Moderation Body as an assessor or Moderator will be an advantage. Minimum of five (5) years industry relevant experience after qualifying and at least three (3) to five (5) years of management experience as Artisan Training. Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in construction. Knowledge of Batho Pele Principle, Knowledge of staff management. Knowledge of Skills Development Act, Public Finance Management Act and Occupational Health and Safety Act. A good understanding of trade test regulations, ARPL criteria and guidelines as well as processes and guidelines of the quality council for trades and occupations and national artisan moderation body. Skills: Ability to plan, manage and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and the provision of trade testing services. Coordination and group facilitation skills, Skills to interpret and understand of policies. Skills to develop, improve and implement

		standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management skills. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Maintain and manage accreditation status for trade testing ARPL in construction-related trade and liaise with INDELELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in construction-related trades and implement and maintain internal quality assurance. Monitor and conduct internal and external moderation. Effective management and utilization of resources as well as supervising and developing staff within the unit. Effective planning, control of finances, budgeting and procurement of testing resources in construction-related trades. Maintain workshops are safe and conducive to quality trade testing and ARPL services in construction-related trades. Identify and manage risk within the unit.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
<u>CLOSING DATE</u>	:	30 December 2022
<u>POST 46/48</u>	:	<u>DEPUTY DIRECTOR: SECRETARIAL SUPPORT SERVICES REF NO: DHET45/11/2022</u> Branch: Office of Director-General Directorate: Executive Secretarial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R908 502 per annum (Level 12), (all-inclusive remunerative package) Pretoria An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management/Administration or related 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. Knowledge of secretariat support and coordination. Understanding of the parliament and relevant proceedings. Sound understanding of financial policies as guided by Treasury Regulations. Report writing and compiling high-level documentation including quality assurance of documentation. 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.

DUTIES : Responsible for organising and managing the smooth running of strategic management meetings. Provide secretariat services to other executive meetings and ad-hoc meetings of the Director-General. Maintain a workflow system for the registration, tracking, coordinating, and filing of information and/or documentation in the office of the Director-General. Provide support in the coordination of Portfolio Committee Meetings. 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.

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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

CLOSING DATE : 30 December 2022

- POST 46/49** : **DEPUTY DIRECTOR: FINANCIAL PLANNING AND REPORTING REF NO: DHET 29/11/2022**
 Branch: National Skills Fund (NSF)
 Directorate: Financial Planning and Reporting
 (This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management and/or Accounting, or an equivalent qualification. A minimum of five (5) to ten (10) years of working experience. At least three (3) to five (5) years of working experience at the junior management level. And must be in budgeting, financial accounting, exposure to Standard of General Recognized Accounting Practices (GRAP standards), accrual accounting principles and/or financial management or auditing in the private or public sector. Candidates with a CA (SA) and/or CIMA qualification will have a distinct advantage. This is a junior management position that requires a dynamic individual with technical expertise in financial planning and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight time frames.
- DUTIES** : Perform financial planning, budgeting and reporting; Manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, the Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee; Perform investment management and cash flow management functions; Manage budgets for Annual Performance Plans (APPs), Strategic Plans and Operational Plans; Manage cost centre budgets for NSF; Manage the allocation and distribution of NSF's budget; Perform financial forecasting of NSF revenue and expenditure; Perform ongoing financial analysis, budget trend analysis and ability to provide recommendations; Perform financial reporting functions, including drafting NSF's annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Evaluate changes in financial reporting frameworks and legislation for possible impact on NSF's financial reporting; Report accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Perform financial presentations; Manage daily, weekly, monthly and annual accounting and recordkeeping functions including processing of financial information and transactions on accounting financial systems; Manage monthly and annual financial closure processes; Develop and maintain financial planning and reporting policies and procedures; Manage external and internal auditors and serve as central coordination point for audit information; Manage the resources of the Directorate; Participate as active member of NSF finance team.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / 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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

- CLOSING DATE** : 30 December 2022
- POST 46/50** : **ASSISTANT DIRECTOR: TVET MIS REF NO: KHC/2022/REG/MIS**
Nature of post: Permanent
- SALARY** : R491 403 per annum (Level 10)
CENTRE : Central Office
REQUIREMENTS : Grade 12/ NC (V) Level 4 or equivalent, Minimum of three (3) years qualification (Diploma or Degree) in Information Technology/ Information Management/ Computer Science/Computing or equivalent qualification. Three (3) to five (5) years-experience in Management Information System / Information Technology or related field of which a minimum of three (3) years must be supervisory experience. Extensive experience in student registration environment. Knowledge of TVET MIS and Integrated Tertiary Systems (ITS) would be highly recommended. Knowledge of Management Information Systems. Valid Driver's Licence Knowledge of policies and governance environment of TVET Colleges including knowledge of TVET MIS systems and annual reporting requirements by Higher Education institutions. Knowledge and understanding of information management. Knowledge, understanding, application and interpretation of office management, data warehouse and IT prescripts. Client oriented, team leadership, data analysis and problem-solving skills. Planning and organising. Understanding of the SOPs on enrolment. Advanced Microsoft Office skills.
- DUTIES** : TVET MIS management: Capturing and data extraction for the College. Setup the system for readiness for enrolment and support other processes. Control the quality of captured data and report on errors. Maintain the TVET MIS system. Manage student data and maintain data on student registration. Use various tools, extract data to facilitate statistical analysis and reporting. Interact with service providers regarding updates and request for assistance. Compile reports to Management: Submit monthly reports on enrolment statistics. Compile, monitor academic examination and staff statistics of the college to management and DHET. Compile monthly, quarterly, and annual reports as requested. College System Maintenance: Validate inputs captured on student and other related system. Setup the student system for registration of students and ensure credibility and reliability. Monitor capturing, quality control, validation, run calculation procedure, generate files and ensure that entries are sent to DHET. Generate TVET MIS Submission files, upload them on the Eduktiv tool and send a TVET MIS Submission as per the schedule. Management of human, physical and financial resources: Supervise officials at campuses and in the TVET MIS Office. Coordinate TVET MIS duties at campuses and central office. System interface with campus staff. Conduct in-house training on Integrated Tertiary Systems (ITS).
- ENQUIRIES** : Mr O Kalimashe or Ms P Soyizwapi at Tel No: 047 401 6400
APPLICATIONS : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

- NOTE** : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.
- CLOSING DATE** : 19 December 2022 at 14:00, applications received after the closing date will not be considered.
- POST 46/51** : **ASSISTANT DIRECTOR: RESEARCH, INNOVATIONS, PARTNERSHIPS & E-LEARNING REF NO: KHC/2022/REG/RIPE**
Nature of post: Permanent
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10)
: Central Office
: Grade 12/Matric with an appropriate 3 year Degree/National Diploma qualification in Social Sciences/Natural Sciences/Economic Sciences or any equivalent or relevant qualification, supported by extensive five (5) years' relevant work experience with three years at supervisory level. A postgraduate qualification will be an added advantage. Ability to analyse, interpret policies and develop proposals and Memorandum of Understanding. An understanding of the South African Human Resources Development Strategy and the National Skills Development Strategy (NSDSIII) with specific reference to the TVET Sector; a sound understanding of Education Policy; the TVET College Mandate, Macro, regional and local Socio-Economic Development imperatives; local and regional Socio-Economic Demographics; and the Role of Stakeholders and Partners in the Technical Vocational Education and Training process). A valid driver's license and computer literacy.
- DUTIES** : Conduct research to inform College Management decision-making. Provide digital learning and support services. Facilitate partnerships between governments, public, private providers and relevant Councils and Statutory Bodies. Establish and formalize partnerships and relationships in the TVET sector. Initiate partnerships within the TVET sector. Facilitate Entrepreneurship for students. Provide digital learning and support services. Provide standardised e-assessment services. Administer the use of appropriate technology to deliver e-learning programme services.
- ENQUIRIES APPLICATIONS** : Mr O Kalimashe or Ms P Soyizwapi at Tel No: 047 401 6400
: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.
- CLOSING DATE** : 19 December 2022 at 14:00, applications received after the closing date will not be considered.

POST 46/52 : **ASSISTANT DIRECTOR: REGISTRATION SERVICES REF NO: KHC/2022/REG/RS**
Nature of post: Permanent

SALARY CENTRE REQUIREMENTS : R491 403 per annum (Level 10)
: Central Office
: Matric or NCV Level 4 with a recognised 3 year degree/diploma in Business Administration, Information System/Technology, Public Administration or any other relevant/equivalent qualification; 5 years' experience in the Administration/Data management environment or any relevant field, in which 3 years must be supervisory experience in the Administration environment or relevant field; Valid driver's licence; Knowledge of registry duties, practices as well as the ability to process information , and assist with data management; Working knowledge and understanding of the legislative framework governing the Public Service; Knowledge of storage and retrieval procedures in terms of the working environment. Computer literacy.

DUTIES : Develop review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records; Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records; Develop marketing strategies to attract new potential students; Manage student registration and ensure proper procedure are followed; Develop and review registration document for accuracy; Manage the database for new graduates and alumni into the job market; Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation) ;Provide guidance and testing of students, with regard to choice of and placement within programmes; Maintain and update database of students enrolled within programmes ;Ensure that student orientation is conducted in to the college and campuses; Ensure that learner's information are captured on Information Technology System (ITS)

ENQUIRIES APPLICATIONS : Mr O Kalimashe or Ms P Soyizwapi at Tel No: 047 401 6400
: Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

NOTE : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.

CLOSING DATE : 19 December 2022 at 14:00, applications received after the closing date will not be considered.

POST 46/53 : **ASSISTANT DIRECTOR: LECTURER SUPPORT SYSTEM (LSS) REF NO: DHET30/11/2022**
Branch: Technical and Vocational Education and Training
Directorate: TVET Lecturer Development and Support

SALARY CENTRE REQUIREMENTS : R491 403 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/national diploma/NQF Level 6 in Education Management or equivalent qualification. A minimum of five (5) years of working experience in rendering education in a TVET College environment with at least three (3) years of supervisory experience. A proven track record in the use of ICT in education and training delivery at a supervisory level. Good analytical skills. Data processing and data analysis are added advantages. Good interpersonal and communication skills to interface with people from various

		backgrounds; Reasonable experience (ICDL equivalent) in using computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational and project management skills and Knowledge of CET Act, TVET-related policies, and Batho Pele Principles.
<u>DUTIES</u>	:	Manage and coordinate the delivery of LSS activities and LSS lecturer development activities. Develop, coordinate and support the implementation of LSS plans. Providing support to TVET Colleges LSS structures. Support the monitoring of the implementation of the LSS activities and provide related reports. Support for the capturing of lecturer support requirements. Manage and maintain an electronic and manual records-keeping system. Provide supervision on general office support including filing, tracking, and processing of documents and correspondence; Collaborate with the NOLS Unit in providing online and e-learning training and material development; Manage and coordinate logistics for meetings, workshops, and projects; Carry out any other related functions delegated to the position.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
<u>CLOSING DATE</u>	:	30 December 2022
<u>POST 46/54</u>	:	<u>CHIEF ARTISAN GRADE B: MILLWRIGHT REF NO: DHET31/11/2022</u> Branch: Skills Development Directorate: Assessment (Indlela)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R490 335 per annum, (OSD) Olifantsfotein (Indlela) An appropriate national technical diploma with related subjects in Millwright and or related trade or equivalent qualification in the trade. A Trade Test Certificate in relevant trade. An Assessor and moderator certificate. A minimum of three (3) to five (5) years of related experience after qualifying as an artisan with at least three (3) years of assessor and supervisory experience in an artisan development and training environment or trade testing centre. A valid driver's licence. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate trade tests in the millwright and related trades. Must be

able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organising skills. Good report writing skills. Good verbal and written communication skills. Must be computer literate (MS Word, Excel, and PowerPoint). Supervisory and problem-solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping.

DUTIES : Conduct and moderate trade testing in the Millwright and related trades as well as implement and maintain ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure the safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested. Supervise Chief Artisan A and Trade Assistants. Procure assessment equipment and material. Assess the performance of staff in the unit.

APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

CLOSING DATE : 30 December 2022

POST 46/55 : **CHIEF ARTISAN GRADE B: WELDER REF NO: DHET32/11/2022**
Branch: Skills Development
Directorate: Assessment (Indlela)

SALARY : R490 335 per annum, (OSD)
CENTRE : Olifantsfotein
REQUIREMENTS : An appropriate national technical certificate N3 or equivalent qualification in the trade area. trade test certificate in welding and Assessor qualification. A minimum of three (3) to five (5) years of trade-related experience after qualifying as an artisan with at least three (3) years of supervisory experience in an artisan development and training environment or trade testing Centre. A recognised Moderator qualification will be an added advantage. A valid driver's licence and willingness to travel. Knowledge: Knowledge of Skills Development Act 1998 and Trade Test Regulations. Knowledge of the Occupational Health and Safety Act. Must be able to assess candidates in Welding.

<u>DUTIES</u>	:	SkilComputerutor literacy (MS Word, Excel and PowerPoint). Good report writing. Good Planning and Organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good Supervisory skills. Conduct assessments in Welding trades. Conduct moderation of Trade Tests internally and externally. Conduct ARPL. Maintain safety in the workshop. Conduct audits of Trade Test Centres. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
<u>CLOSING DATE</u>	:	30 December 2022
<u>POST 46/56</u>	:	<u>CHIEF ARTISAN GRADE A: PAINTER AND DECORATOR REF NO: DHET33/11/2022</u> Branch: Skills Development Directorate: Assessment and Arpl (Indlela)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R404 052 per annum, (OSD) Olifantsfotein An appropriate national technical certificate N3 or equivalent qualification in the trade area. Trade test certificate in welding and assessor qualification. A minimum of three (3) to five (5) years of trade-related experience after qualifying as an artisan with at least three (3) years of supervisory experience in an artisan development and training environment or trade testing Centre. A recognised Moderator qualification will be an added advantage. A valid driver's licence and willingness to travel. Knowledge: Knowledge of Skills Development Act 1998 and Trade Test Regulations. Knowledge of the Occupational Health and Safety Act. Must be able to assess candidates in Welding. Skills: Computer literacy (MS Word, Excel and PowerPoint). Good report writing. Good Planning and Organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good Supervisory skills.
<u>DUTIES</u>	:	Conduct assessments in Welding trades. Conduct moderation of Trade Tests internally and externally. Conduct ARPL. Maintain safety in the workshop.

		Conduct audits of Trade Test Centres. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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 representatively 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
<u>CLOSING DATE</u>	:	30 December 2022
<u>POST 46/57</u>	:	<u>ASSISTANT DIRECTOR: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT REF NO: DHET 34/11/2022</u> Branch: Chief Financial Officer Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R393 711 per annum (Level 09) Pretoria An appropriate bachelor's degree/national diploma in Public Administration/ Public Procurement/Supply Chain Management. A minimum of three (3) to five (5) years of work experience in Supply Chain Management (demand, acquisition, and contract management) of which three (3) years must be at the supervisory level. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B-BBEE Act. Skills in management of three Bid Committees, BSC, BEC and BAC. Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning and organising skills. A valid driver's licence.
<u>DUTIES</u>	:	Consolidate procurement requirements from line managers to compile and develop an Annual Procurement Plan for submittal to National Treasury; Facilitate and monitor all procurement requests within threshold against the approved Annual Procurement Plan; Liaise with line managers on progress and performance against the approved Annual Procurement Plan to ensure compliance; Alert the relevant managers, branch heads, CFO and DG on possibilities of not meeting target; At least quarterly update the Annual Procurement Plan and report to National Treasury on progress and

performance against the approved Annual Procurement Plan. Draft a strategic procurement plan on targeted procurement for pre-identified categories of commodities; implement strategic procurement; develop policy and procedure for strategic sourcing and procurement; identify categories of commodities for strategic sourcing and procurement. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Compile and update bid and contract register; compile tender (bid) documents in consultation with the Bid Committees or as required. Publication of terms of reference/specifications for bids; receive and register bids; conduct pre-administration check on bids received; store bid proposals and publish details of proposals received and awards made. Provide bid committee assistance including but not limited to secretarial function. Advise the department on SCM matters, especially on National Treasury directives pertaining to SCM. Compile contract files stemming from departmental bids; ensure safe storing of documents and information for record and audit purposes. Respond to audit enquiries and maintain audit action plan as well as SCM risk and performance management; monitor supplier and SCM performance. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff.

- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
- CLOSING DATE** : 30 December 2022
- POST 46/58** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: KHC/2022/HR/LRO**
Nature of post: Permanent (PERSAL)
- SALARY** : R393 711 per annum (Level 09)
- CENRE** : Central Office
- REQUIREMENTS** : An appropriate bachelor's degree/diploma (NQF Level 6) in Industrial Relations/Labour Law and/or Human Resource Management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities with at least three (3) years at the Supervisory level.

- Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies. Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence.
- DUTIES** :
- Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters in the region. Attend Departmental Multi-Lateral Labour Forums in the region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to Head Office.
- ENQUIRIES APPLICATIONS** :
- Mr O Kalimashe or Ms P Soyizwapi at Tel No: 047 401 6400
 - Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** :
- The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.
- CLOSING DATE** :
- 19 December 2022 at 14:00, applications received after the closing date will not be considered.
- POST 46/59** :
- SENIOR ADMINISTRATIVE OFFICER: POLICY RESEARCH, INFORMATION SYSTEMS AND SPECIAL PROJECTS REF NO: DHET35/11/2022**
 - Branch: Corporate Management Services
 - Directorate: Human Resources Development Council (HRDC) Secretariat
- SALARY CENTRE REQUIREMENTS** :
- R331 188 per annum (Level 08)
 - Pretoria
 - An appropriate bachelor's degree/national diploma (NQF Level 6) in Public/Business Administration/Management or a relevant qualification in Social Sciences. A minimum of three (3) years of experience in providing administrative support in executing policy, research, and information systems. Knowledge of administrative processes and procedures. Competencies required: planning and organising, administrative skills, ability to conduct research and write reports, Computer skills in MS software, and must have understanding and knowledge of research human resource development issues and constraints in the country. Planning and organising; Project Management experience will be an added advantage. Good communication skills (verbal and written).

- DUTIES** : Provide support in the determination of Human Resource Development (HRD)-related research. Prepare and manage correspondence, reports, and documents. Participate in the development of information and knowledge management. Organise and coordinate meetings, conferences, and workshops. Perform administrative work such as S&T claims. Liaise with various institutions conducting HRD-related research. Assist in managing special projects. Assist in providing inputs on the HRD value chain including basic education, post-school education and training and workplace learning. Manage the leave register of the sub-directorate. Provide support in the development of reports for human resources and skills required.
- 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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
- CLOSING DATE** : 30 December 2022
- POST 46/60** : **SENIOR ADMINISTRATION OFFICER: SCHOLARSHIPS MANAGEMENT**
REF NO: 36/11/2022
Branch: University Education
Directorate: International Scholarships
- SALARY** : R331 188 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration, Marketing, International Relations, Communication, or related qualification. Other fields may be considered if the relevant experience is demonstrated. A minimum of two (2) to three (3) years of working experience in administration, marketing and promotions, student support, and education programmes. Experience related to the administration of international scholarships or study programmes is an advantage. The candidate must be a motivated individual, and a team player and must have the ability to work under pressure and be willing to travel locally and internationally and work overtime when required. Candidate must be able to think strategically and communicate well (written and verbal) with both internal and external stakeholders. Demonstrates professional competence, observing deadlines, attention to

detail and achieving results. A high level of expertise and experience in MS Office Suite. Adequate web and social media skills. Ability to plan and prioritise work. Aptitude in problem-solving and ability to collect, manage and articulate data and information.

DUTIES : Provide administrative support for the implementation of international scholarship programmes including marketing and promotions, stakeholder engagement, social media accounts management, website content management, student support and administration duties. Support the management of the international scholarship mailbox and correspondence. Manage marketing material and ensure adequate stock is always available and replenished as required. Provide administrative assistance in scholarship selection processes including capturing applications and managing correspondence with applicants. Manage stakeholder meetings and Directorate events. Manage all international scholarship stakeholder databases. Provide support for the Intergovernmental Forum administration processes and reporting. Assist with the increasing visibility of scholarship opportunities, monitoring and reporting on scholarship programme outcomes and capturing student information to build an accurate repository. Support in managing the alumni programme. General support of the work of the International Scholarships Directorate as delegated.

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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

CLOSING DATE : 30 December 2022

POST 46/61 : **SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT AND IT PROCUREMENT REF NO: DHET37/11/2022**
Branch: Technical and Vocation Education and Training
Directorate: National Examinations and Assessment

SALARY : R331 188 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Management or an equivalent qualification. A minimum of two

(2) to three (3) years of working experience as an administrative Officer or Chief Administrative Clerk. Relevant experience in examinations will be an added advantage. The candidate must have good interpersonal and communication skills in terms of liaising with college officials, Good knowledge of the Public Financial Management Act (PFMA), Excellent organization, record keeping and electronic and manual filing skills, Good knowledge of budget, Good knowledge of general public service procurement frameworks and policies, Good report writing skills, Computer literacy (MS Word, Ms Excel and Ms PowerPoint). Must be able to work independently as well as in a team and be willing to work overtime. A valid driver's license.

DUTIES : Responsible for the administrative support in respect of all National Examinations of all TVET Colleges for the Public, Private and Correctional Services. Facilitation and coordination of procurement and provisioning of goods and services within the Directorate; Facilitate and coordinate the processing of invoices for transversal contracts; Render administrative support with regards to shuttle, accommodation, and flight bookings for the Directorate; Checking and finalization of the S&T Claims, telephone and fax account; Administration of the Chief Directorate' GG vehicle, messengers, registry and other support services. Supervise registration of new Private and Public TVET Colleges; Responsible for the administration of the conduct of examinations, the extraction and evaluation of data from the compliance tools; Liaising with Provincial Officials and College officials with regards to registration; Compiling weekly statistics and maintaining an electronic database; Provide administrative support to Colleges with regard to examination concessions, state of readiness and monitoring of examinations; Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Assurors; Processing of claims for AET and Nated claims; Human Resources Management and Leave controls.

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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

CLOSING DATE : 30 December 2022

- POST 46/62** : **SENIOR ADMINISTRATIVE OFFICER: ITEM DEVELOPMENT AND MARKING REF NO: DHET38/11/2022**
 Branch: Technical and Vocational Education and Training
 Directorate: Assessment, Item Development and Marking Services
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum (Level 08)
 : Pretoria
 : An appropriate bachelor's degree/national diploma in Public Administration/ Management or a relevant qualification. A minimum of two (2) to three (3) years' experience working in an examination environment. Experience working in the Assessment, Item Development and Marking Services will be considered an advantage. Good interpersonal, organisational and communication skills are additional requirements. Knowledge of assessment and examination processes including editing, setting of papers, marking process and the management of Internal Continuous Assessment (ICASS) and Integrated Summative Assessment Task (ISAT) are also considered an advantage. The applicant must have extensive knowledge and experience in MS Office which include MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.
- DUTIES** : Act as the point of contact among senior management, employees, clients and other external partners. Oversee the operations management relating to the editing, setting and marking of national assessment instruments. Update the Director regarding the flow of question papers. Keep records relating to question paper errata and marking concessions. Manage information flow in a timely and accurate manner within the Directorate. Manage senior management's calendars and set up meetings with internal and external stakeholders. Prepare weekly, monthly or quarterly reports. Oversee the performance of other administrative staff in the office of the Director. Act as an office manager by managing office supply inventory within the Directorate. Format information for internal and external communication – memorandums, emails, presentations, reports and so forth. Screen and direct telephonic and written correspondence/enquiries. Assist in the monitoring of ISAT, ICASS and the marking process.
- 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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to

		apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
<u>CLOSING DATE</u>	:	30 December 2022
<u>POST 46/63</u>	:	<u>STATE ACCOUNTANT REF NO: DHET39/11/2022</u> KwaZulu-Natal Regional Office Sub-Directorate: Corporate Management Services (This post is being re-advertised and candidates who had previously applied may re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07) Pietermaritzburg An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting with a minimum of one (1) to two (2) years' relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS, and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	The successful candidate will be responsible for compiling and monitoring the budget of the budget KZN Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending in accordance with set policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocations are committed in the relevant items and corrected where needed. Provide technical support and advice to KZN Regional Office Staff, programme managers and institutions. Assist in preparing audit packs for internal and external audit purposes. Basic knowledge of supply chain duties and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the procurement of stock and services. Maintain proper updates of the Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor.
<u>ENQUIRIES</u>	:	Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane 012 312 5165
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

- CLOSING DATE** : 30 December 2022
- POST 46/64** : **CALL CENTRE OPERATOR CENTRE OPERATOR REF NO: DHET40/11/2022**
Branch Corporate Management Services
Directorate: Internal Communications and Client Services
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Pretoria
: An appropriate bachelor' degree/national diploma in Public Relations or any related qualification. An additional one-year Call Centre certificate or onsite training. A minimum of one (1) to two (2) years of proven Call Centre experience in the handling of inbound/ outbound calls will be an added advantage. Proficiency in English is a requirement and the ability to speak at least two (2) other official languages would be an added advantage. Computer literacy which includes a good knowledge of Microsoft Office packages. Good telephone etiquette. Good communication skills both written and verbal. Good interpersonal skills. Ability to take ownership of enquiries and queries. Self-motivated and disciplined. Good ethics. Excellent customer/ client orientation. Innovative and energetic.
- DUTIES** : Respond to incoming calls efficiently and effectively. Inform clients by explaining procedures, answering questions, and providing information concerning the Department of Higher Education and Training. Obtains client information by interviewing them and verifying information. Resolve enquiries/queries by sharing accurate and adequate information. Handle Presidential Hotline enquiries and queries. Strive to answer the caller in his/her own preferred language. Maintain ownership of a query even if it has been referred to other units by following it up until it is finalized. Adhere to time frames. Maintain communication equipment by reporting problems. Maintain client service delivery standards at all information-sharing points. Ensure customer satisfaction. Provide callers with services that exceed their expectations.
- 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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

- CLOSING DATE** : 30 December 2022
- POST 46/65** : **MARKETING OFFICER REF NO: KHC/2022/CS/MO**
Nature of post: Permanent (PERSAL)
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : Minimum three (3) year relevant qualification (Diploma/Degree) in Marketing/Communication/Public Relations or related field. At least two (2) years reputable experience in customer relations, networking, stakeholder engagement, marketing, public relations and communication. Sound knowledge of the TVET sector is recommended. Computer Competence (MS Word, MS Excel, MS PowerPoint). Valid Driver's Licence.
- DUTIES** : Compilation of advertising strategy arranging advertising campaigns etc. Liaising with advertising agencies re-advertising material-writing up briefs approving designs, managing the process until implementation. Research and generation of press releases articles, editorials etc. Seeking effective and affordable media coverage opportunities and implementation. Identification and placement of all print, radio and publication material. (Advertising) Networking with advertising industry. Developing of visual marketing material. Proof reading and editing of external publications, articles etc. Coordinate all college communication and public relations activities. Organising major events: Award Ceremony, Open days, Awareness campaigns etc Coordinating launches, community projects, etc. Engage in industry liaison- college collaboration activities Assist College Fundraiser(s) with conceptualising, planning and executing fundraising initiatives.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi at Tel No: 047 401 6400
APPLICATIONS : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.
- CLOSING DATE** : 19 December 2022 at 14:00, applications received after the closing date will not be considered.
- POST 46/66** : **IT TECHNICIAN REF NO: KHC/2022/CS/ITT**
Nature of post: Permanent (PERSAL)
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology or Computer Science. Minimum of 2-3 years' experience in Computers and servers or at least MCSE 2000 qualification. Experience in hands-on hardware troubleshooting. Experience in equipment support. Unendorsed Valid Driver's Licence. Working technical

		knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network and hardware.
<u>DUTIES</u>	:	Provide individual support and training upon request. Maintain and update inventory of software, hardware and resources. Building of PC's. Creating User accounts. Provide telephonic support. Ensure technology equipped with the latest hardware and software. Manage Anti-virus protection and software installation. Desktop and printer management. Install, configure new computer and other IT equipment. Perform any other duty related to the post.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. O Kalimashe or Ms. P Soyizwapi at Tel No: 047 401 6400
	:	Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
<u>NOTE</u>	:	The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.
<u>CLOSING DATE</u>	:	19 December 2022 at 14:00, applications received after the closing date will not be considered.
<u>POST 46/67</u>	:	<u>DESCRIPTION SUPPLY CHAIN MANAGEMENT OFFICER REF NO: KHC/2022/FIN/SCMO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum (Level 07)
	:	Central Office
	:	Senior Certificate or NCV L4. Diploma Logistics/ Purchasing or equivalent qualification at NQF level 4 with 3 years' work experience in Supply Chain Management (Acquisition and Demand Management). Driver's licence will be added advantage. Knowledge and understanding of the PFMA, PPPFA, CIDB and its Regulations, Treasury Regulations and BBBEE ACT. Knowledge and understanding of Central Supplier Database Management. Competencies needed: Computer skills, communication (verbal and written) skills. Customer care, ability to work, under pressure, team worker and independently.
<u>DUTIES</u>	:	Administer bids/quotations invitations, conduct tender briefings, closing of bids, evaluation, and adjudication of proposals. Placement of purchase orders and follow ups on delivery from Suppliers. Publication of awards. Provide administrative support to managers at bid committees. Provide Administrative support to source items as per Procurement Plan. Preparation of reports. Maintain a filing system for awarded contracts, capture all awarded contracts on a contract register and update bid register (tender register). Administer validity of bids and contracts periods and any other duties that may be assigned to you by your supervisor / manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr O Kalimashe or Ms P Soyizwapi at Tel No: 047 401 6400
	:	Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
<u>NOTE</u>	:	The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be

- subjected to a competency assessment where necessary. Correspondence or communication 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.
- CLOSING DATE** : 19 December 2022 at 14:00, applications received after the closing date will not be considered.
- POST 46/68** : **HR CLERK REF NO: KHC/2022/CS/HRC**
Nature of Post: Permanent (PERSAL)
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : A Senior certificate with appropriate experience in HR Administration. A National Diploma in Human Resources Management, Computer literacy, TVET Sector Experience and Valid driver's license will be an added advantage.
- DUTIES** : Assist in the provision of conditions of service and Human Resource Records Management. Render support in the provision of recruitment and selection services: Capture pension, Housing Allowance and long service benefits etc. in accordance with the Regulator's Conditions of Service Policy, assist in processing employee leave and maintaining staff files (employment contracts, details, leave forms etc.). Receive and process all termination paperwork and terminate employees as and when required. Assist with enquiries relating to the Pension Fund and Medical Aid. File and safe keep Human Resource Records in line with the Records management system. Source and consolidate records required for auditing purposes. Capture applications, handle responses and short-listing processes. Provide logistical and secretariat support during shortlisting/interviews (arrangements of interviews such as dates, venues, and invitations to candidates. Compile appointment letters and receive assumption of duty letters from the appointable candidates. Conduct reference check for successful candidate.
- ENQUIRIES** : Mr O Kalimashe or Ms. P Soyizwapi at Tel No: 047 401 6400
APPLICATIONS : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.
- CLOSING DATE** : 19 December 2022 @14:00, applications received after the closing date will not be considered.
- POST 46/69** : **REGISTRY CLERK REF NO: KHC2022/HR/RC**
Nature of post: Permanent (PERSAL)
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : Matric/ Grade 12 with an appropriate National Diploma or equivalent qualification. At least 1-2 years' relevant working experiences in registry. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understating of legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Knowledge of disposal procedure, Skills required –Reading, Self-discipline, Planning and organizing. Good verbal and written communication. Computer Literacy. Flexibility and Teamwork.

- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal. Sort, register and dispatch. Open GPW mail and record in registers where prescribed. Distribute mail as per procedures. Returning undelivered mail. Open and close files according to record classification system and/or applicable register. Documents issued as per procedure. File/store, trace (manually) and retrieval of documents and files. Complete indexing for all files. Open and maintain registered post registers. Open and maintain remittance register for all moved post. Attend to clients. Creating and maintaining a records management system. Performing data entry tasks. Updating existing records. Maintaining college archives.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi at Tel No: 047 401 6400
- APPLICATIONS** : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.
- CLOSING DATE** : 19 December 2022 at 14:00, applications received after the closing date will not be considered.
- POST 46/70** : **DEBTORS CLERK REF NO: KHC/2022/F/DC**
Nature of post: Permanent (PERSAL)
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Central Office
- REQUIREMENTS** : A Grade 12 certificate. National Diploma or Bachelor's Degree (NQF6/7) in Finance/Accounting/Auditing as recognised by SAQA and 1-year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy.
- DUTIES** : Render Financial Accounting transactions: Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices (e.g. Capture payments), Collect cash, receive and capture cash payments as well as file all documents. Perform Salary Administration support services inclusive but not limited to: Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services: Capture financial transaction, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals.
- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi at Tel No: 047 401 6400
- APPLICATIONS** : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the

interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.

CLOSING DATE : 19 December 2022 at 14:00, applications received after the closing date will not be considered.

POST 46/71 : **MIS CLERK REF NO: KHC/2022/REG/MISC**
Nature of post: Permanent (PERSAL)
(Re-advertisement)

SALARY CENTRE : R181 599 per annum (Level 05)
Central Office

REQUIREMENTS : Grade 12/NCV L4 with a degree or diploma in Information Technology or Information Science or Computer Science or any relevant equivalent qualification. Experience in MIS and Data Base Management will be an added advantage. IT Skills are appropriate especially the use of Access and /or SQL database. Experience of working within the education sector. Well-developed written and oral communication skills. Good time management and organizational skills. Ability to work under pressure & meet deadlines.

DUTIES : Management of data/information. Provision of Data capturing functions. Printing of reports from system. Data verification on student information system (ITS). Perform any other tasks that may be delegated by Supervisor/Manager.

ENQUIRIES APPLICATIONS : Mr. O Kalimashe or Ms. P Soyizwapi at Tel No: 047 401 6400
Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.

NOTE : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.

CLOSING DATE : 19 December 2022 at 14:00, applications received after the closing date will not be considered.

POST 46/72 : **LAB/ WORKSHOP ASSISTANTS (X5 POSTS)**
Nature of Post: Permanent (PERSAL)

SALARY CENTRE : R181 599 per annum (Level 05)
King Hintsa TVET College:
Teko Ref No: KHC/2022/WA TEK
Centane Ref No: KHC/2022/LA CEN
Dutywa Ref No: KHC/2022/LA DUT
Willowvale Ref No: KHC/2022/LA WIL
Msobomvu Campus Ref No: KHC/2022/WA MSO

REQUIREMENTS : Grade 12 or equivalent qualification and specialized experience or post-secondary training. Working knowledge of and experience configuring desktop computers and Local Area Networks for Dutywa and Willowvale Campuses. Hospitality related qualification will be an added advantage for Centane Campus. Engineering related qualification will be an added advantage for Teko and Msobomvu Campuses.

DUTIES : Assists in planning and presents learning experiences for K-5 students to explain computer usage and help them become computer literate. Demonstrates and assists students in developing skills in keyboarding, mouse control and the use of various computer software applications. Develops lesson

plans and instructional materials suitable for verbal, auditory and visual instruction of students with a wide range of mental, physical and emotional maturities. Establishes and maintains standards of student behavior necessary to achieve a functional learning atmosphere in the classroom. Sets up computers for classroom instruction; installs computer printers and software; troubleshoots network, software and hardware malfunctions. Maintains adequate number of working copies of software and handouts for classes; maintains list of software and its recommended classroom usage. Assists professional staff in administering standardized tests in accordance with regional testing program guidelines. Maintains various records such as weekly class schedules and lab usage logs. Assist lecturers in preparing logistics for practicals in the kitchen and engineering workshops.

- ENQUIRIES** : Mr. O Kalimashe or Ms. P Soyizwapi at Tel No: 047 401 6400
- APPLICATIONS** : Please hand deliver your Applications, Quoting the Reference Number to: King Hintsa TVET College, 218 Mthatha Road, Ibika, Butterworth, 4960.
- NOTE** : The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication 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.
- CLOSING DATE** : 19 December 2022 at 14:00 applications received after the closing date will not be considered.
- POST 46/73** : **SECRETARY TO THE DIRECTOR REF NO: DHET41/11/2022**
Branch: Corporate Management Services
Directorate: Human Resources Development Council (HRDC) Secretariat
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate national senior certificate/grade 12 certificate (Vocational) / (NCV) Level 4 certificate. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support; Good interpersonal and communication skills to interface with people from various backgrounds; Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint, and Outlook; Good organizational and basic events management skills; Ability to create and managing databases, presentations and financial matters will be an added advantage.
- DUTIES** : Provide administrative support in the managers' office. Manage and administer the managers' diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safekeeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the manager's office by handling all correspondence and queries requiring the attention of the manager. Responds to enquiries received from internal and external stakeholders. Obtains inputs, collates and compile reports, e.g., progress, monthly and management reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarifies instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings, taking minutes. Interface with clients and visitors.
- 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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
- CLOSING DATE** : 30 December 2022
- POST 46/74** : **HUMAN RESOURCE CLERK: HR PERSAL SYSTEMS REF NO: DHET42/11/2022**
Branch: Corporate Management Services
Directorate: Human Resource Administration and Systems Control
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Pretoria
: An appropriate senior certificate / Grade 12 certificate or equivalent qualification. A minimum of one (1) to two (2) years' experience in the Human Resource Management related environment. An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management will be an added advantage. Knowledge of PERSAL system. PERSAL Introduction Training Certificate will be an added advantage. Knowledge and understanding of HR prescripts applicable to the Public Service. Computer literacy (Microsoft package) Good communication (written and verbal). Must be a team player.
- DUTIES** : Implement Human Resource administration practices in relation to the PERSAL Control administration. Allocation of PERSAL Users IDs, administration of resets, linking of Users to revisers, and managing the transaction codes for authorization. Keep filing system of user files and maintain the training database. Interact and orientate PERSAL Users. Records and addresses PERSAL-related enquiries.
- 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 the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital

signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

- CLOSING DATE** : 30 December 2022
- POST 46/75** : **SECRETARY TO DIRECTOR REF NO: DHET43/11/2022**
 Branch: Technical and Vocational Education and Training
 Chief Directorate: TVET Systems Planning and Institutional Support
 Directorate: TVET College Management and Governance Support
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
 : Pretoria
 : An appropriate national senior certificate/grade 12 certificate (vocational) (NCV) Level 4 certificate. A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will serve as an added advantage. A minimum of one (1) to two (2) years of employment experience in the secretariat, office administration and rendering support services to management. Knowledge of administration, financial management and procurement processes. Knowledge and Application of the Public Finance Management Act, Treasury Regulations, Public Service Regulations and relevant legislation and policies that govern administrative processes in the Public Sector. Proven Computer literacy with knowledge of MS Office Software packages Word, Excel, Access, and PowerPoint). Good written and verbal communication skills. Excellent telephone etiquette, planning and organising skills. Good communication (oral and written) and interpersonal skills. Ability to work in a team and work under pressure, meet tight deadlines and be target driven. High levels of professionalism and work ethic.
- DUTIES** : Provide secretarial and administrative support to the Director, diary management, travel arrangements, supply chain management processes and other secretarial support. Arrange all meetings/workshops/conferences with PSET Stakeholders. Compile minutes, actionable items, and resolutions on all such meetings/workshops/conferences. Provide secretariat support to various forums hosted by the Directorate. Manage correspondence and document flow in the office of the Director. Create a filing and workflow tracking system for the Directorate. Maintain and regularly update Directorate databases. Provide logistical support to the Directorate. Assist with compiling submissions and memos where it is required. Attend and respond to stakeholders' queries and provide assistance in the Council appointment project of the Directorate.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.
- CLOSING DATE** : 30 December 2022
- POST 46/76** : **CLEANER: CLEANING SERVICES REF NO: DHET44/11/2022 (X7 POSTS)**
Branch: Corporate Management Services
Directorate: Facilities Management
- SALARY CENTRE REQUIREMENTS** : R107 196 per annum (Level 02)
: Pretoria
: ABET, Grade 10-12 certificate or equivalent qualification. Ability to work with people and good communication skills. Ability to work under pressure and strong commitment. Dependable and punctual.
- DUTIES** : Provision of cleaning services, rendering comprehensive cleaning services which include cleaning offices, corridors, elevators, and boardrooms by sweeping, scrubbing, mopping floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying, and cleaning dirt bins daily, collecting and removing waste papers, cleaning general kitchen basins, cleaning restrooms, refilling hand wash liquid soap, replacing toilet papers, and hand towels, reporting broken cleaning machines and equipment.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane 012 312 5165
- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow 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 required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation.

- CLOSING DATE** : 30 December 2022
- POST 46/77** : **CLEANERS REF NO: CJC/CLNR/2022 (X10 POSTS)**
- SALARY** : R107 196 per annum (Level 02), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office and CJC sites
- REQUIREMENTS** : ABET / Standard 8/ Grade 10/. Inherent requirements of the job: Must be physically fit to lift heavy objects. Must be willing to rotate in different departments and sites according to operational needs and requirements. Competencies (knowledge/skills): Knowledge of repetitive cleaning tasks. Knowledge of relevant facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene, Storage requirement, Good communication skills (read, speak and write). Ability to operate machinery and equipment. Adhere to loyal service ethics.
- DUTIES** : Render support services to the supervisor. Maintain a high standard of neatness and hygiene in the facility. Implement infection control policy standards. Effective cleaning and maintenance of equipment. Cost effective use of cleaning consumables. Provision of cleaning support services to departments. Effective Waste Management. Provision of cleaning services: Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and floors. Emptying and cleaning of dirt bins. Collecting and removing of waste papers. Freshen the office areas. Clean general kitchens by: Cleaning of basins. Wash and keep stock of kitchen utensils. Cleaning the restrooms by: Refilling hand wash liquid soap. Replace toilet papers hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment's by: Report broken cleaning machines. Cleaning of machines (microwares, Vacuum Cleaners) and equipment after use. Request cleaning materials.
- ENQUIRIES** : Ms P. James at jamesp@cjc.edu.za
- APPLICATIONS** : All applications are to be sent via email to recruitment71@cjc.edu.za
- NOTE** : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of only:
 - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, stating the post you are applying for and the relevant reference number, b) a recently updated CV. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). No

faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE

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20 December 2022 at 16:00