

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- 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. 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).
- CLOSING DATE** : 24 November 2023
- NOTE** : 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 occur without successfully completing 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 employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

MANAGEMENT ECHELON

- POST 38/20** : **CHIEF FINANCIAL OFFICER (DEPUTY DIRECTOR-GENERAL LEVEL)**
REF NO: DHET01/10/2023
Branch: Chief Financial Office
- SALARY** : R1 663 581 per annum (Leve 15), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Finance/Accounting or related qualification as recognized by SAQA. A postgraduate qualification at NQF level 8 in the field of Finance or Management Accounting. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. A minimum of eight (8) to ten (10) years' of experience at the senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management, and Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and relevant government policies regulating financial management in government: Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver's licence. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems, and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium-Term Expenditure Framework (MTEF) process, procedures, and controls within the private and public sectors. Good understanding of macroeconomic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements, and micro-economic reform strategy).

Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.

DUTIES

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

ENQUIRIES

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/21

: **DIRECTOR: EXECUTIVE SUPPORT AND ADMINISTRATION SERVICES**
REF NO: DHET02/10/2023
 Branch: Office of the Director-General
 Chief Directorate: Executive Support and Coordination
 (This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE

: R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
 : Pretoria

- REQUIREMENTS** : An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Public/Business administration or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of work experience in administration and/or management-related environments with at least five (5) years of experience at the Middle Management level. Excellent knowledge of the legislative and policy context of the higher education system is required. Sound Knowledge of Records Management. Strategic planning and leadership skills. Good knowledge and understanding of Public Finance Management (PFMA), Supply Chain Management, and Human Resources Management. Strategic planning and leadership skills. Excellent written and verbal communication skills. Excellent working knowledge of the MS Office Suite, and organisational, administrative, and information management skills are key requirements. A valid driver's licence.
- DUTIES** : The scope of this position will include but not be limited to providing efficient and cost-effective administration, communications, and logistic services to the Director-General. Oversee and coordinate the administrative staff and provide overall administrative support to the Director-General. Provide efficient and effective secretarial service to internal meetings of the Director-General. Monitor, track, and coordinate decisions taken at the meetings. Maintain effective database systems for minutes and resolutions. Develop systems and procedures to ensure effective and efficient management of the flow of documents to and from the Office of the Director-General. Manage the budget, procurement of goods and services, and inventory of the Office of the Director-General. Compile submissions, memoranda, reports, and letters. Manage the staff and administration function in the Executive Support and Administration Services Directorate to ensure the efficient attainment of objectives.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/22** : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (X4 POSTS)**
Branch: Technical and Vocational Education and Training
(These posts are being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: These posts are based in Regional Offices:
Mpumalanga/North-West Regional Office Ref No: DHET03/10/2023
Eastern Cape Regional Office Ref No: DHET04/10/2023
Limpopo Regional Office Ref No: DHET05/10/2023
Western/Northern Cape Regional Office Ref No: DHET06/10/2023
- REQUIREMENTS** : An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A relevant postgraduate degree in Education (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10) years of experience in the Post-School Education and Training sector with at least of five (5) of years proven experience at the Middle Management level. Consideration will be given to candidates with proven management experience working in Community Education and Training (CET) and Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.
- DUTIES** : Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges.

- Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/23** : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET07/10/2023**
Branch: Technical and Vocational Education and Training
Component: Mpumalanga/ North-West Regional Office
(This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRES REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Standerton
: An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or related qualification. A postgraduate degree in Education (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10) years of experience in the Post-School Education and Training sector. Five (5) of years proven experience at the Middle Management level. Consideration will be given to candidates with proven management experience working in Community Education and Training (CET) and Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's license is essential.
- DUTIES** : Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (councils, SRCs, Academic Boards, and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/24** : **DIRECTOR: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT REF NO:08/10/2023**
Branch: University Education
Directorate: University Research Support and Policy Development
(This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria

- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development or related qualification. A postgraduate qualification in policy development or equivalent in the relevant field would be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector and relevant management experience with at least five (5) years of experience at the Middle Management level. Excellent knowledge of the legislative and policy context of the higher education system is required. The candidate must also understand the policy development process and have been involved in the development of policies for the higher education sector. The candidate must have a deep understanding of the research output and creative and innovation output policies and an appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. The candidate must be able to lead teams to monitor systems, undertake evaluation and policy development tasks, and be able to work innovatively and flexibly across diverse higher education contexts. The ability to interact effectively and communicate with the leadership of the Higher Education system and other relevant stakeholders is a requirement. The ability to work competently with MS Suites such as Word, Excel, PowerPoint etc. is required. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting would be a distinct advantage. A valid driver's licence.
- DUTIES** : The scope of this position will include but not be limited to: management of a team of professionals; development and review of policies for various areas of HE; engagement with relevant higher education research to inform policy development for the sector; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output Policy and the Creative and Innovation Outputs Policy, and the management of the evaluation of products for the purposes of subsidy; monitor the quality of outputs across public higher education institutions and support quality improvement in research production; oversight of the management and implementation of the Higher Education HIV and AIDS (HEAIDS) programme; policy development and coordination for the internationalisation of the South African higher education system; secretariat for the Department's engagements and partnerships within BRICS including, the BRICS Think Tanks Council, the BRICS Academic Forum and BRICS Network University; oversight of the South African BRICS Think Tank.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/25** : **DIRECTOR: WORLD SKILLS SOUTH AFRICA REF NO: DHET09/10/2023**
Branch: Skills Development
Chief Directorate: National Artisan Development
Period: Twenty-Four (24) Month Contract
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Business Administration or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) years of relevant work experience at the middle management level position and in areas of business management or public administration is a requirement. Knowledge: Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord, and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management and Financial skills. Good communication and presentation skills. Strategic Management skills. Logistic management skills. Change management skills. Risk management skills. Basic supply chain processes and understanding. Computer literacy. A valid driver's licence.
- DUTIES** : Develop, implement, and maintain a sustainable strategy, process, and criteria for the operations of WSZA in line with the prescripts of World Skills International. Develop and implement a Human Resource structure to fully sustain WSZA and Career Advocacy programs and initiatives. Manage and

coordinate the implementation of apprenticeship and artisan development career advocacy programs. Manage and coordinate the liaison between World Skills South Africa and World Skills International and member collaboration with the Department of International Relations. Prepare and submit detailed progress reports on World Skills South Africa activities to all relevant parties and management and maintain a knowledge management system for the unit mandates. Effectively manage the financial and human resources of the unit.
Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

ENQUIRIES

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POST 38/26

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PRINCIPAL (X2 POSTS)

Branch: Technical and Vocational Education and Training Colleges
(This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE

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R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
Umfolozi TVET College Ref No: DHET10/10/2023
Esayidi TVET College Ref No: DHET11/10/2023
These posts are based in Technical and Vocational Education and Training (TVET) Colleges

REQUIREMENTS

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An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/Public/Business Administration or related qualification. A relevant postgraduate qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years of proven experience at the middle management level in the TVET or education sector. 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, financial management, and control. 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. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's licence.

DUTIES

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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 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.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

OTHER POSTS

POST 38/27 : **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X2 POSTS)**
Branch: Technical and Vocational Education and Training Colleges
(This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
: Nkangala TVET College Ref No: DHET12/10/2023
: False Bay TVET College Ref No: DHET13/10/2023
These posts are based in Technical and Vocational Education and Training (TVET) Colleges.

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Accounting or Financial Management. minimum of five (5) ten (10) years' relevant work experience of which three (3) to five (5) years' experience at the junior management level in the public or private sector. ADDED ADVANTAGES: An appropriate postgraduate 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. 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. 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. A willingness to work irregular hours and travel extensively. A valid driver's licence.

DUTIES : Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintaining financial management structures; establishing, implementing, and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems, 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).

- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/28** : **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) REF NO: DHET14/10/2023**
Branch: Community Education and Training
Component: Western Cape CET College
- SALARY CENTRE** : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
Bellville. This post is based in Community Education and Training (CET) College.
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Accounting or Financial Management. A minimum of five (5) to ten (10) years' relevant work experience of which three (3) to five (5) years' experience at the junior management level in the public or private sector. 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 three (3) years in the (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Excellent knowledge and understanding of the Community Education and Training (CET) Act, Public Finance Management Act (PFMA), Treasury Regulations, Post-School Education and Training (PSET) legislative frameworks, policies, and regulations. Possesses good leadership and experience in overall financial management, supply chain management and 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 PSET 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 Community Education and Training (CET) College management and Council, problem-solving and report-writing, and communication skills. The incumbent should be able to perform in a team environment. Good knowledge and understanding of the CET Act, PFMA, National Treasury regulations, PSET legislative frameworks, policies, and regulations. A willingness to work irregular hours and travel extensively. A valid driver's licence.
- DUTIES** : Assisting the Principal / Accounting Officer and/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 management systems, supply chain management, logistical services 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. External Auditors and the Auditor-General South Africa).
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

<u>POST 38/29</u>	:	<p><u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET15/10/2023</u> Branch: Community Education and Training Component: Western Cape CET College This post is being re-advertised and candidates who had previously applied may re-apply)</p>
<u>SALARY CENTRE</u>	:	R958 824 per annum (MMS Level 12), (all-inclusive remuneration package) Bellville. This post is based in Community Education and Training (CET) College.
<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 years with at least three (3) to five (5) years of relevant experience at the junior management level in an education and training environment. Experience in working at CET/ 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. 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 CET Colleges in South Africa. Thorough knowledge of the student/information management system concerning education and training. A willingness to work irregular hours and travel extensively. A valid driver's licence.
<u>DUTIES</u>	:	Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme and qualification offerings. Guide, inform, and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery, accommodate the students with 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. 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 CET Monitoring and Evaluation Policy. 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 students 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.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/30</u>	:	<p><u>DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (DEPUTY DIRECTOR LEVEL) REF NO: DHET16/10/2023 (X2 POSTS)</u> Branch: Technical and Vocational Education and Training Component: Western/Northern Regional Office</p>
<u>SALARY CENTRE</u>	:	R958 824 per annum (MMS Level 12), (all-inclusive remuneration package) Cape Town
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or a related qualification. A minimum of five (5) years of working

experience in Community Education and Training or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence.

- DUTIES** : The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/31** : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X2 POSTS)**
Branch: Technical and Vocational Education and Training
- SALARY CENTRE** : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
: Taletso TVET College Ref No: DHET17/10/2023
Waterberg TVET College Ref No: DHET18/10/2023
These posts are based in Technical and Vocational Education and Training (TVET) Colleges
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five (5) to ten years with at least (3) to five (5) years 'of relevant experience at the junior management level in an education and training environment. 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

<u>DUTIES</u>	: education and training. A willingness to work irregular hours and travel extensively. A valid driver's licence. : 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.
<u>ENQUIRIES</u>	: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/32</u>	: <u>DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET19/10/2023</u> Branch: Technical and Vocational Education and Training Colleges Component: Taletso TVET College
<u>SALARY CENTRE</u>	: R958 824 per annum (MMS Level 12), (all-inclusive remuneration package) : Mafikeng. This post is based on Technical and Vocational Education and Training (TVET) Colleges
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate 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 of relevant 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 judgment 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). A willingness to work irregular hours and travel extensively. A valid driver's licence.
<u>DUTIES</u>	: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the validity and reliability of registration documentation and all EMIS data and reports; responsible for IT/FETMIS management and data analysis; coordinate the preparation of examination for all programmes involving assessment; ensure current examination regulations

and conventions are adhered to; oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel frequently to meetings and functions and between campuses.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/33 : **DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (DEPUTY DIRECTOR LEVEL) REF NO: DHET20/10/2023**
Branch: Technical and Vocational Education and Training Colleges
Component: Gert Sibande TVET College

SALARY CENTRE : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
Standerton. This post is based in Technical and Vocational Education and Training (TVET) Colleges

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

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

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/34 : **DEPUTY DIRECTOR: CURRICULUM SUPPORT AND IMPROVEMENT (OCCUPATIONAL QUALIFICATIONS) REF NO: DHET21/10/2023**
Branch: Technical and Vocational Education and Training
Directorate: TVET Curriculum Development and Support

SALARY CENTRE : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
Pretoria

REQUIREMENTS : An appropriate bachelor's degree / advanced diploma (NQF level 7) in education or related field as recognized by SAQA or a related qualification. A minimum of three (3) to five (5) years of TVET experience at the junior

management level in a curriculum development environment is essential. A postgraduate qualification in education or related studies will be an added advantage. The successful applicant is expected to have a conceptual understanding of vocational pedagogy, didactics, and teaching and assessment methodologies. Thorough understanding of the mandates of SAQA and the quality councils in curriculum and qualifications development. Knowledge of technical education and training landscape. Verbal and written communication and presentation skills. Computer skills. A valid driver's licence.

DUTIES : Provide guidance for the improvement of curriculum content and delivery based on engagement with public and private stakeholders. Monitor and manage the range and scope (PQM) of programmes offerings in TVET colleges and maintain an updated database of such occupational offerings in TVET colleges. Ensure curriculum support materials are available for all programmes in the vocational cluster – Occupational Qualifications. Maintenance of the database of curriculum documents for the vocational cluster.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/35 : **DEPUTY DIRECTOR: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET22/10/2023**
Branch: University Education
Directorate: University Academic Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
: Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Administration/Management or related qualification. A minimum of (5) years' experience relevant experience in academic planning, monitoring and evaluation in Post-School Education and Training (PSET) with at least three (3) years of relevant experience at the junior management level. A relevant postgraduate qualification in an appropriate field of study will be an added advantage. Consideration will be given to candidates with experience and knowledge of the higher education sector with specific reference to strategic and institutional planning; academic planning including an understanding of the development of academic qualifications, and enrolment planning; outstanding knowledge of the higher education policy environment; knowledge of the funding of public universities and the Higher Education Management Information System; excellent project management and communication skills, including proposal and report writing; ability to lead a team and take responsibility for managing new developments and projects in relation to the Higher Education sector; good computer skills; knowledge of the national and international higher education systems will be an advantage; knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage. A valid driver's licence.

DUTIES Facilitating the enrolment planning processes at the national level; Analysing institutional and national plans with a specific focus on enrolment planning and qualification offerings; Managing, monitoring and evaluating the applications for new academic qualifications' submissions according the Higher Education Qualifications Sub-Framework for inclusion on the PQM database of public Higher Education Institutions; Monitoring of the Higher Education sector in terms of the approved enrolment plans of universities; Managing processes towards the expansion of the higher education system including new universities, Higher Education colleges, University colleges and campuses; Managing the daily activities and the budget of the Directorate; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

NOTE : All shortlisted candidates will be required to write a competency test.

POST 38/36 : **DEPUTY DIRECTOR: HUMAN RIGHTS, CITIZENSHIP AND VALUES REF NO: DHET23/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: Social Inclusion and Equity

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF 7) in Social Sciences or a related field. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the Junior Management Level in the human rights and social inclusion environment, especially in the PSET sector (dealing with issues ranging from the equity of race, class, gender, disability, youth development, religion, culture, substance abuse, and HIV/AIDS). Knowledge and understanding of the South African Higher Education and Training System, specifically of university education, skills development, technical and vocational education and training and community education and training issues; knowledge and understanding of the legislative frameworks, policies and regulations pertaining to the PSET system, specifically in relation to social inclusion and equity; extensive knowledge and understanding of social inclusion and equity, specifically applicable to the PSET system; in-depth knowledge and understanding of the legislative frameworks, policies and regulations pertaining to social inclusion and equity (of other government departments); knowledge and understanding of the PSET sector with regard to reporting requirements of PSET institutions and entities, the Department of Higher Education and Training, other government departments, and Chapter 9 institutions; and good understanding and knowledge of financial management and administration, and the application of the PFMA and other policies and regulations. Must be computer literate, with strong communication skills, both oral and written. Experience in the facilitation of workshops, conducting research and analysis, and report writing are essential for this post. Interpersonal skills, ability to develop and maintain positive relationships with stakeholders, both internal and external (Client orientation), work independently, financial management skills. High level of reliability, Commitment, Proactive, Loyalty, Self-management, and motivation, understanding of group dynamics and its management, Honesty and integrity, Ability to act with tact and discretion. A valid driver's licence.

DUTIES : Monitor and compile reports on the implementation of social inclusion-related Policy Frameworks in the PSET system. Develop policies, guidelines, norms, and standards for social inclusion in the PSET system. Monitor and report on the implementation of national, regional, and international conventions on matters related to social inclusion elements (including human rights, citizenship, and values in the PSET system). Develop and review Social Inclusion Indicators. Develop a Social Inclusion Review Implementation Model (SI-RIM) for Social Inclusion every five years. Develop a framework for the evaluation of the Policy Framework for the Realisation of Social Inclusion in the PSET System (2016); Develop guidelines and templates to support the collection of data to report to different Departments and Chapter 9 institutions. Develop reports to different Departments, Chapter 9 institutions, Portfolio Committees, etc. Develop speeches and speaking notes for executive managers, the Deputy Minister, and the Minister where required. Represent the Minister, Director-General, and Department in formations established by different Departments and Chapter 9 institutions on social inclusion, human rights, citizenship & and values matter. Respond to the Government's legislation and policies on equality, transformation, and empowerment as well as international and regional obligations with regard to vulnerable groups. Conduct research, analyze data, and write reports. Provide support for the observance and review of the Calendar of Significant Days. Persons with disabilities are encouraged to apply.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/37 : **DEPUTY DIRECTOR: EMPLOYER DATA ANALYSIS REF NO: DHET24/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: System Monitoring and Labour Market Intelligence

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Economics, Econometrics or Statistics. A relevant postgraduate qualification in one or more of the above-mentioned disciplines will be an added advantage. A minimum of three (3) to five (5) years' experience in conducting research analysis in labour market and education and training. Knowledge and understanding of policies, legislation and regulatory frameworks governing the post-school education and training (PSET) system and skills development landscape. Formidable insights into global mandates and policies governing education and training systems. Knowledge and experience in research and management of research projects, Knowledge of sources of data or information with implications to skills planning, labour markets and education and training. Knowledge of the latest trends in skills planning, labour markets education and training research, monitoring and evaluation, and high-level report writing. Proficiency in econometric modelling and statistical data analysis using software such as EViews, Stata, and SPSS. Good understanding and experience in survey design and sampling methodology. Knowledge of a database to store and process information in a relational database such as SQL. Development of data visualisations and infographics. Understanding of key stakeholders in the PSET system and broader economy. A valid driver's licence.

DUTIES : Manage research projects on labour market intelligence including the development of the research plan, proposals and terms of reference, and establishment of MOAs; Produce twenty-one Sector Briefs; Manage the updating and maintenance of the sectoral indicators database; Analyse large-scale data (e.g., Stats SA surveys) and preparation of reports and publications based on these analyses. Coordinate and facilitate employer perception interviews with SETAs; Produce a composite report with data from employer interviews; Manage the development of the Critical Skills List (CSL); Produce fact sheets, information briefs and policy briefs on PSET performance; Engage with the national and international community on labour market intelligence; Undertake dissemination and advocacy of reports and fact sheets produced.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/38 : **DEPUTY DIRECTOR: LABOUR MARKET INTELLIGENCE REF NO: DHET25/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: System Monitoring and Labour Market Intelligence

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Economics, Econometrics or Statistics. A postgraduate qualification in one or more of the above-mentioned disciplines will be an added advantage. A minimum of three (3) to five (5) years' experience in conducting research analysis in labour market and education and training. Knowledge and understanding of policies, legislation and regulatory frameworks governing the post-school education and training (PSET) system and skills development landscape. Formidable insights into global mandates and policies governing education and training systems. Knowledge and experience in research and management of research projects, Knowledge of sources of data or information with implications to skills planning, labour markets and education and training. Knowledge of the latest trends in skills planning, labour markets education and training research, monitoring and evaluation, and high-level report writing. Proficiency in econometric modelling and statistical data analysis using software such as EViews, Stata, and SPSS. Good understanding and experience in survey design and sampling methodology. Development of a database to store and process information in a relational database such as SQL. Development of data visualisations and infographics.

		Understanding of key stakeholders in the PSET system and broader economy. A valid driver's licence.
<u>DUTIES</u>	:	Manage research projects on labour market intelligence including the development of the research plan, proposals and terms of reference, and establishment of MOAs; Produce the report on skills supply and demand in South Africa; Manage the development of the skills supply and demand projection tool; Manage the development of labour market data and Post-School Education and Training systems indicators database; Manage the updating and maintenance of the PSET system statistical indicators database; Manage the development of the national and provincial lists of Occupations In High Demand (OIHD); Manage the development of the Critical Skills List (CSL); Produce fact sheets, information briefs and policy briefs on PSET performance; Engage with the national and international community on labour market intelligence; Undertake dissemination and advocacy of reports and factsheets produced.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/39</u>	:	<u>DEPUTY DIRECTOR/BRANCH COORDINATOR: OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO: DHET26/10/2023</u> Branch: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (MMS Level 11), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's licence.
<u>DUTIES</u>	:	Provide coordination and support to the Deputy Director-General: Corporate Services. Provide support within the office of the Manager. Scrutinize documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary inquiries with the relevant unit. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under-spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on inquiries received from internal and external stakeholders. Manage leave register, attendance register, and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up, and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinise documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/40 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DHET27/10/2023**
Branch: Technical and Vocational Education and Training Colleges
Component: Western/Northern Cape Regional Office

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Cape Town
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management, Human Resource Management, or Social Science. A relevant postgraduate degree qualification will be an added advantage. A minimum of five (5) years' relevant work experience in corporate service with at least three (3) to five (5) years' experience at a Junior Management Level. Understanding of the Department of Higher Education and Training's strategic vision and Priorities. Knowledge of the Public service Act, employment of education Act, Labour Relations Act, and Public Finance Management Act. Knowledge of policies and legislation governing Education and Training as well as the Public Service and Employment Services in South Africa. Experience in Managing People and Projects with the ability to plan strategically. An ability to develop, support, and monitor the implementation of policies and the ability to work in a team environment, Good Project Management and Computer Skills. Willingness to work irregular Hours and Travel extensively. Computer Literacy (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Excellent verbal and written communication skills. A valid driver's license and willingness to travel.

DUTIES : Provide strategic leadership in the areas of Human Resources, Facilities Management, Records Management, and Governance. Also accountable for the effective delivery of service in each of these areas. Coordinate and drive the preparation for annual reviews of the Regional Strategic Plan. Encourage and build an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource function. Oversee the maintenance labour peace, ensure staff commitment and productivity; Manage the collective bargaining chambers processes and administration; Develop and implement best practice policies, procedures, and internal control system to ensure effective corporate governance. Oversee the proper and effective management of the regional office Assets and facilities. Ensure the provision of appropriate and cost-effective services. Responsible for IT and information management solutions to meet the specific needs of the college. Responsible for Communication and Marketing for the Region.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/41 : **DEPUTY DIRECTOR/BRANCH COORDINATOR: OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO.: DHET28/10/2023**
Branch: Planning, Policy, and Strategy

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant postgraduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's licence.

DUTIES : Provide coordination and support to the Deputy Director-General: Planning, Policy and Strategy. Provide support within the office of the Manager. Scrutinize documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role

players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with relevant units. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under-spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinise documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/42 : **DEPUTY DIRECTOR/BRANCH COORDINATOR: OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO: DHET29/10/2023**
Branch: University Education

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's licence.

DUTIES : Provide coordination and support to the Deputy Director-General: University Education. Provide support within the office of the Manager. Scrutinise documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with relevant units. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under-spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow

up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinise documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/43 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: DHET30/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: Legal and Legislative Services (Education Institutions)

SALARY CENTRE REQUIREMENTS : R531 381 – R1 252 374 per annum, (OSD Scales)
: Pretoria
: An appropriate LLB degree; Admission as an Advocate or Attorney (preferably but not a requirement); A minimum of (8) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, the law of evidence, law of delict, commercial transactions law, post-school education, and training laws. The public sector and its legislative and regulatory framework; the Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organizing. Willingness to travel and a valid driver's licence.

DUTIES : Provide legal support and advice to the Department, its institutions, and statutory bodies on matters relating to legislation administered by the Department and its policies to ensure compliance; legislation formulation; contract vetting and drafting; provide litigation support, including the compilation of documents and court records, 43 attend consultations with state attorneys and legal counsel; prepare Ministerial and Director-General submissions, memoranda, legal opinions, and reports; advice and mentor juniors.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/44 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DHET31/10/2023**
Branch: Technical and Vocational Education and Training
Component: Western/Northern Cape Regional Office
Directorate: TVET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Cape Town
: An appropriate bachelor's degree/ diploma/ national diploma (NQF Level 6) in Education or a related qualification. A certificate in facilitation/ assessor/moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of the Skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues and capacity building, interpretation, analyse and application of current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-

		solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management, Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshops. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timely interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct site-based assessment and examination monitoring for each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/45</u>	:	<u>ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT MONITORING (IRREGULARITIES REF NO: DHET 32/10/2023)</u> Branch: Technical Vocational Training and Education Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or a relation qualification. A minimum of five (5) years' experience in the administration of examinations specifically related to the handling and processing of TVET college examination irregularities with at least three (3) to five (5) years' experience at the supervisory level. The incumbent will be responsible for coordinating the administration of examination irregularities for each examination cycle, including the compilation of irregularities reports. The incumbent must be adaptable, disciplined, self-driven and able to work independently and under pressure in a diverse team. Prerequisites: Good interpersonal and communication skills. Managerial and administrative skills. Knowledge of TVET College examination systems. Willingness to work under pressure and work extra hours. Computer literacy and report writing skills. Analytical and problem-solving skills. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate the receipt of daily irregularities reports during any examination cycle. Develop and maintain mechanisms to ensure that all examination and marking centres submit daily irregularities reports, including follow-up mechanisms in cases of non-compliance. Manage the capturing of all irregularities on the IT system, including all other administrative processes related to the capturing. Compile irregularities reports for each examination cycle as per directives from quality assurance councils. Manage the performance of staff and allocation of tasks and functions. Liaising with internal and external stakeholders regarding queries related to examination irregularities. To facilitate the monitoring and support of SBA in the TVET sector.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

<u>POST 38/46</u>	:	<u>CHIEF ARTISAN GRADE B: MECHANICAL ENGINEERING REF NO: DHET33/10/2023</u> Branch: Skills Development Chief Directorate: National Artisan Development
<u>SALARY</u>	:	R523 917 per annum
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	An appropriate National Technical Diploma with relevant subjects in Mechanical Engineering. Trade Test Certificate in Fitting and Turning, Mechanical Fitter or Tool Maker. Assessor and Moderator Certificates. A minimum of three (3) years of supervision experience in an Artisan Training or Assessment Environment. Five (5) years of technical facilitator/ instructor experience post apprenticeship. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate trade tests in Mechanical Engineering 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. Good planning and organizing skills. Good report writing. Good verbal and written communication skills must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills. Manage resources that include human, assessment equipment and material. Effective record keeping. A valid driver's licence.
<u>DUTIES</u>	:	Conduct and moderate trade testing in the Motor Mechanic trade as well as implement and maintain ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment and material. Maintain safety in the workshop. Assess the performance of staff in the unit.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/47</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DHET34/010/2023</u> Branch: Technical and Vocational Education and Training Directorate: Western/Northern Cape Regional Office
<u>SALARY</u>	:	R424 104 per annum (Level 09)
<u>CENTER</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/diploma (NQF Level 6) in Labour/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 organizational 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 license.
<u>DUTIES</u>	:	Investigate misconduct cases and compile investigation reports. Management of Discipline represents the Department during the formal disciplinary hearing, provides advice on informal disciplinary hearings and ensures the implementation of disciplinary sanctions. Investigate and finalize 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. Attending Departmental Multi-Lateral Forums in the Region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to the Head Office.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

NOTE : The shortlisted candidates will be required to write a computer literacy test.

POST 38/48 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (X7 POSTS)**
Branch: Community Education and Training

SALARY CENTRE : R424 104 per annum (Level 09)
: These posts are based at CET Colleges Central Offices:
Free State CET College Ref No: DHET35/10/2023
KwaZulu-Natal CET College Ref No: DHET36/10/2023
Limpopo CET College Ref No: DHET37/10/2023
Mpumalanga CET College Ref No: DHET38/10/2023
North- West CET College Ref No: DHET39/10/2023
Northern Cape CET College Ref No: DHET40/10/2023
Western Cape CET College Ref No: DHET41/10/2023

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Financial Accounting. The qualification should be coupled with a minimum of three (3) to five (5) years of supervisory work experience in financial management and accounting in a Teaching and Learning environment. and knowledge of the Continuing Education and Training (CET) Act. Knowledge and understanding of the Public Finance Management Act (PFMA). Knowledge and understanding of Treasury Regulations. Knowledge of the Skills Development Act, Public Service Regulations, Public Service Act, and the Labour Relations Act. Knowledge and experience of usage of Financial Management Systems. Experience in the Post School Education and Training (PSET) environment will be an added advantage. Good administration skills. Knowledge of the Generally Recognised Accounting Practice (GRAP) accounting framework will be an added advantage. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. A valid driver's licence.

DUTIES : Monitor and review the procedures for the receipt and safekeeping of all funds and compliance with the relevant prescripts. Ensure that the receipt and safekeeping of all funds are in accordance with the relevant policies and properly recorded. Ensure that bank reconciliations are performed timeously and are correct. Verify the validity and allocation of payments received via electronic transfers. Ensure the safeguarding of source documents. Keep proper and accurate records of debts owed to the college supported by a standard operating procedure for debt collection. Manage income and expenditure and the accurate allocation of monies received. Ensure completeness and accuracy of financial information in the financial statements. Perform the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Perform the quality assurance and verification of transactions and source documents on the Financial Management System. Ensure that expenditure is in line with budget and item provisioning. Ensure that the banking details on the Financial Management System are accurate. Perform creditor reconciliation to ensure that service providers are paid timely and correctly. Assist with the compilation of monthly, quarterly, and annual financial reports. Administer payroll control and salary administration. Compilation of the General Ledgers and Trial Balances. Assist with the facilitation of audits and compilation of management reports on audit findings. Management and the implementation of audit action plans. Development and maintenance of strategies, policies, and procedures to strengthen financial controls. Completion of monthly statutory returns including SARS completion compliances. Good communication and interpersonal skills. Supervision of allocated employees. Allocate duties and do quality control of the work delivered by subordinates.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/49 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DHET42/10/2023**
Branch: Community Education and Training
Component: Mpumalanga CET College

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Siyabuswa
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Cost Management/Cost Accounting. The qualification should be coupled with three (3) to five (5) years of supervisory work experience in financial management, and cost and management accounting. Knowledge of the Continuing Education and Training (CET) Act. Knowledge and understanding of the Public Finance Management Act (PFMA). Knowledge and understanding of Treasury Regulations. Knowledge of the Skills Development Act, Public Service Regulations and Public Service Act, and the Labour Relations Act. Knowledge of Financial Management Systems. Experience in the Post School Education and Training environment will be an added advantage. Good administration skills. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. A valid driver's licence.

DUTIES : Coordinate the preparation and consultation for the college budget process, including the review, analysis, and quality assurance of the budget process. Develop templates for the collection of budget information from line functionaries. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the mid-year/adjustments estimates process. Provide information for the preparation of the annual financial statements. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Assist the identifying all the regulatory reporting requirements and budget utilisation monitoring requirements. Assist with the identification of the appropriate cost accounting model to be used for financial management and planning purposes. Assist with the design and maintenance of the chart of accounts to enable reporting that will meet the various requirements in line with the set-up in the financial management system. Assist in setting up standard reporting and analysis templates to meet the needs of the various stakeholders for monthly and other regular/interval reporting through system-generated reports. For planning purposes: coordinate, review, analyse and quality assure the financial supporting information. For reporting purposes: coordinate, review, analyse and quality assure the management accounting reporting processes. Good communication and interpersonal skills. Allocate duties and perform quality controls of the work delivered by subordinates. Manage staff performance.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/50 : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT (X6 POSTS)**
Branch: Community Education and Training

SALARY CENTRE : R424 104 per annum (Level 09)
: These posts are based at CET Colleges Central Offices:
Free State CET College Ref No: DHET43/10/2023
Eastern Cape CET College Ref No: DHET44/10/2023
Gauteng CET College Ref No: DHET45/10/2023
Limpopo CET College Ref No: DHET46/10/2023
North- West CET College Ref No: DHET47/10/2023
Northern Cape CET College Ref No: DHET48/10/2023

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/Logistics Management or a related qualification. The qualification should be coupled with a minimum of three (3) to five (5) years of supervisory work experience in the Supply Chain Management environment. Knowledge and understanding of the Public Finance Management Act (PFMA) and the Preferential Procurement Policy Framework Act (PPPFA). Knowledge of the Constitution, and other relevant legislation and regulations. Supply chain

management guidelines for Accounting Officers and prescripts. Knowledge of the Treasury Regulations and Supply Chain Management Framework and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge and understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. Knowledge of one or more accounting software packages. Good communication and interpersonal skills. Good administration skills. Experience in Post post-school education and Training will be an advantage. A valid driver's licence.

DUTIES : Develop, review, implement and monitor SCM policies in line with relevant legislation. Coordinate (synergies), review, research, analyses and plan the procurement of goods and services of the college. Coordinate review, collect and collate information for the annual procurement plan. Coordinate and support the compilation of tender/quotation specifications. Develop, implement, and maintain the supplier database. Ensure that the suppliers in the database are compliant with prescripts and not backlisted on the National Treasury Central Supplier Database (CSD). Review and process the requisitions for goods and services. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock/inventory. Coordinate the disposal of stock/inventory. Control and safeguarding of all supply chain documentation. Monitor the implementation of the asset management plan of the college. Develop templates and standard operating procedures to facilitate the implementation of the SCM Policy. Oversee the administration of demand, acquisition, and logistics. Ensure the barcoding of all existing and new assets is recorded on the relevant asset register. Review the Fixed Asset Register which must be GRAP compliant. Maintain the electronic and manual filing systems to ensure that they are up to date and cater for all current assets, movements, and disposals. Ensure that the donated assets are captured on the Fixed Asset Register and all the supporting documents are provided by the donor. Allocate duties and do quality control of the work delivered by subordinates. Supervise and manage staff performance. Allocate duties and perform quality controls of the work delivered by subordinates.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/51 : **ASSISTANT DIRECTOR: POLICY AND EVALUATION REF NO: DHET49/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: Policy, Research and Evaluation

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Policy, or Policy Development or a related qualification. A postgraduate qualification (NQF Level 8) in Public Policy, or Policy and Development will be an added advantage. A minimum of three (3) to five (5) years of supervisory experience (SL 7 or 8) in policy development, policy analysis, and monitoring and evaluation. Good decision-making skills; good analytical skills, problem-solving, and facilitation skills, verbal and written communication skills; proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint including report writing and presentation skills. Willingness to travel, when necessary. A valid driver's licence.

DUTIES : To provide policy and evaluation support in the Department. Support the Socio-Economic Impact Assessment (SEIAS) process by providing, among others, feedback to the Presidency on DHET SEIAS assessments; facilitate DHET-DPME engagements on SEIAS and monitor the progress of SEIAS assessments in the Department. Support evaluation of departmental policies, programmes, and projects. Provide support for the policy development processes within the Department. Coordinate capacity building on policy and evaluation in the Department.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

- POST 38/52** : **ASSISTANT DIRECTOR: RESEARCH REF NO: DHET50/10/2023**
 Branch: Planning, Policy, and Strategy
 Directorate: Policy, Research and Evaluation
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Social Sciences. A postgraduate qualification (NQF Level 8) in social science discipline will be an added advantage; A minimum of three (3) years' experience in writing research reports in areas pertaining to Post-School Education and Training with experience in management of large- and small-scale research projects; Knowledge of research methodologies and techniques; Experience in providing administrative and content support on research projects; Experience in promoting research utilization. Ability to undertake research and analyse documents. Good decision-making skills; Good analytical skills, problem-solving, facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint including report writing and presentation skills policy analysis, and monitoring and evaluation. Willingness to travel, when necessary. A valid driver's licence.
- DUTIES** : To undertake and coordinate research on Post-School Education and Training. Maintain the Research Repository on Post-School Education and Training (PSET); Prepare and disseminate summaries on key research on PSET. Manage small, and large research projects; undertake small research projects; Support the organization of Research Colloquia and other events; Prepare the Research Bulletin on PSET; Prepare the DHET Research Plan and the list of planned and current research on PSET.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/53** : **ASSISTANT DIRECTOR: INFORMATION POLICY IMPLEMENTATION REF NO: DHET51/10/2023**
 Branch: Planning, Policy, And Strategy
 Directorate: Management Information System
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or a related qualification specialising in Policy/Standards development. A minimum of three (3) to five (5) years of proven working experience in the development of standards, policies, Standard Operating Procedures and guidelines, project management and report writing. Intermediate knowledge of the Post-School Education and Training (PSET) sector, and a knowledge of legislation relevant to PSET is required. The desired skills for this position include, but are not limited to, an advanced capability in writing submissions, memos, and meeting minutes as well as producing high-quality reports. Additionally, excellent written and oral communication skills are required, along with proficiency in MS Word, Excel, Access, and PowerPoint, and project management skills. Having experience in data analysis would be beneficial and considered an added advantage. The candidate must have a valid driver's license and willingness to travel when required.
- DUTIES** : The responsibilities of the successful candidate will encompass a wide range of tasks, including but not limited to assisting in the management of forums and committees within the Directorate, contributing to the development and implementation of Standard Operating Procedures and Standards developed by the Directorate such as the Data Quality Assurance standard, Master List Standard, Data Dissemination Standard and any newly developed standards, participating in the development, review, implementation, and monitoring of the Post-School Education and Training (PSET) Information policy, and providing administrative support as required. The successful candidate will be reporting to the Deputy Director in the Information Policy Implementation Sub-Directorate.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

<u>POST 38/54</u>	:	<u>ASSISTANT DIRECTOR: PSET SYSTEM PLANNING REF NO: DHET52/10/2023</u> Branch: Planning, Policy, and Strategy Chief Directorate: Policy, Planning, Monitoring and Evaluation Directorate: PSET System Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management /Education, or a related qualification. Specialised qualifications in planning and or skills development will be an advantage. A minimum of three (3) to five (5) years of work experience in the post-school education and training system is essential. At least three (3) years' experience in planning and in the analysis of skills needs. Experience in the public service will be an advantage. A good track record of working in multiple stakeholder environments is an advantage. Computer literacy. Good communication (verbal and written). Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Assist in monitoring and reporting on ERRP Skills Strategy. Assist in developing steering mechanisms for PSET system planning and priority skills planning, including the development of frameworks, tools, templates, guidelines and instruments. Update and review the National Plan for PSET as needed. Monitor and report on the alignment of planning and implementation in the PSET system. Provide secretariat and technical support to the Committee for Integrated PSET System Planning, as needed.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/55</u>	:	<u>ASSISTANT DIRECTOR: AFRICA AND MIDDLE EAST REF NO: DHET53/05/2023</u> Branch: Planning, Policy, and Strategy Chief Directorate: International Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in International Relations, Developmental Studies/ Public Management, or a related qualification. A minimum of least five (5) years of relevant work experience of which at least three (3) to five (5) years' experience at the supervisory level in international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times. Applicants may be required to undergo competency assessment tests. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	The appointee will report to a Deputy Director and be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/56 : **ASSISTANT DIRECTOR TO THE OFFICE OF DIRECTOR-GENERAL REF NO: DHET54/10/2023**
Branch: Office of The Director-General

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Management, Public Management/Public Administration, or a related qualification. A minimum of five (5) years of work experience in an executive office of which three (3) years of relevant supervisory experience should be mainly in the office of a Director-General or Deputy Director-General. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide high-quality administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills, database management, and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. Possess good organisational and administrative skills, excellent analytical skills, events coordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. Willingness to travel and a valid driver's licence.

DUTIES : The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not limited to providing general secretarial and administrative support in the office and to the Director-General such as correspondence, diary management, database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video, and teleconferences, and organising meetings. Logistics in cooperation with the in-house travel agent and external parties if needed for travel and accommodation arrangements will also be part of the work.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

NOTE : All short-listed candidates will be required to undertake writing/computer exercises.

POST 38/57 : **ASSISTANT DIRECTOR: GRIEVANCE, DISPUTE AND MISCONDUCT MANAGEMENT REF NO: DHET55/10/2023 (X3 POSTS)**
Branch: Corporate Management Services
Directorate: Grievance, Dispute and Misconduct Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Labour Relations/Industrial Relations/Labour Law/Human Resources Management or related qualification. A minimum of five (5) years of functional experience in Labour Relations with at least three (3) to five (5) years of supervisory experience level. Knowledge of Labour Relations Act; Basic Conditions of Employment Act; Public Service Act; Employment Equity Act; Public Service Regulations; Human Resources Management Policies; Public Service Co-ordinating Bargaining Council's Resolutions; Collective bargaining agreements; Public Service Commission; Policy/guidelines formulation; Public Finance Management Act. Skills: Management; Problem-solving; Planning and Organising; Leadership; Interpretation of legislations/policies; Budgeting/Financial; Negotiating; Verbal and Written Communication; Presentation; Computer literacy (Microsoft Package); Interpersonal relations; Statistical Analysis and Reporting; Project management. A valid driver's licence.

DUTIES : Responsible for investigating misconduct cases and compiling investigation reports. Management of Discipline, represent the Department during formal disciplinary hearings, 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 on labour relations matters Ensure compliance on capturing of cases on PERSAL.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/58 : **ASSISTANT DIRECTOR: BAS SYSTEM AND FINANCIAL REPORTING**
REF NO: DHET56/10/2023
Branch: Chief Financial Officer
Chief Directorate: Financial Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or a related qualification. A minimum of three (3) to five (5) years of supervisory experience in financial experience. In-depth knowledge of the Basic Accounting System (BAS) and the compilation of financial statements. Other requirements will be in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in clearing accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Skills: Friendly and trustworthy, Accuracy, Confidence, Ability to work under pressure, Ability to work in a team and independently, Assertiveness and Self-starter. A valid driver's licence.

DUTIES : Prepare the Interim and Annual Financial Statements of the Department; Provide training in the section as well as to officials in the Department on aspects of BAS and financial statements; Ensure that the financial system (BAS) is operational and report any discrepancies to National Treasury and the BAS call Centre; Maintaining the BAS code structures and security profiles and to communicate updates on a regular basis to staff in the Department; Ensure that all relevant security checks are done on a regular basis on the BAS system; Identify and institute corrective measures for financial system risk; Monitor proper integration of the financial system; Managing of staff related matters in the section and Requesting of BAS reports when required. Communications with (internal): Colleagues and managers within the Department. Communications with (external): National Treasury and the Auditor-General.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/59 : **EXECUTIVE ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET57/10/2023**
Branch: Corporate Management Services
Office of The Deputy Director-General: Corporate Management Services

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or a related qualification. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases and presentations. An understanding of financial matters would be an advantage.

DUTIES : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type

and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to inquiries received from internal and external stakeholders. Redirect queries that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings, and arranging appointments and meetings with stakeholders. Maintain the professional image of the Deputy Director-General's office.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/60 : **SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: DHET58/10/2023**
Branch: Corporate Management Services
Chief Directorate: Human Resource Management and Development

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Management Services/Production Management /Organisational Development/ Work Study/Human Resource Management or related qualification. A job Evaluation Certificate will be an added advantage. A minimum of two (2) to three (3) years of relevant experience in Organisational Design and Job Evaluation in the Human Resource environment. Exposure to Post-Provisioning Norms (PPN) will be an added advantage. Knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA), etc. and organisational Design principles, procedures, PSCBC resolutions, and DPSA directives applicable. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A driver's licence is essential.

DUTIES : Provision of Organisational Design and Development Processes. Conducting Job Evaluation (JE) for all posts in the Department (Head Office, Technical Vocational Education and Training (TVET), and Community Education and Training (CET). Facilitate the development of Job Descriptions (JD) for all posts in the Department. Conducting work study investigation and creation of posts for the Department (Head Office, TVET, and CET. Facilitate the implementation of Post-Providing Norms (PPN). Rendering of general support services to the component. Management of all humans, financial, and other resources of the unit. Supervise Interns.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/61 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET59/10/2023**
Branch: Technical and Vocational Education and Training
Directorate: TVET Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/Management/ business administration and/or monitoring and evaluation or related qualification. A minimum of two (2) to three (3) years of relevant experience in rendering administrative functions. Relevant experience in monitoring evaluation and planning in government is an advantage. Applicants must have good interpersonal and communication competencies and be able to write complex reports and submissions. Effective problem-solving and financial management skills, as well as operational knowledge of and data administration skills, are essential. Applicants must be computer literate with working competence in Microsoft Office programmes such as Word, Excel, Power BI (especially), Access, PowerPoint, and Outlook. Experience and competence in general office administration and events management are also required. Knowledge of the PFMA, Public Service Act and Regulations, and corporate services (IT, HR, and finance) is an advantage.

DUTIES : Provide support pertaining to strategic planning and performance reporting by TVET colleges. These include but are not limited to assisting with setting up structures for reporting TVET college performance as well as administering performance reporting, executing analysis and review of reports, and compilation of related correspondence and reports. Assist with the administration of maturity assessment and reporting. Support the implementation of standard operating procedures in terms of student admission, registration, and enrolment management – these may require site visits. Assist with all monitoring and evaluation activities performed by the directorate. Assist and support key functions in the directorate for example enrolment verification and data collection and analysis. Render administrative functions such as monitoring and administration of the budget and finances of the directorate.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/62 : **SAFETY OFFICER: CORPORATE SERVICES REF NO: DHET60/10/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Polokwane
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Safety Management or related qualification. Practical experience in Office Management and Technology/Public management. A minimum of two (2) to three (3) years of relevant experience in an Administration environment. Knowledge of Occupational Health and Safety. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost Centre, budgetary, expenditure, and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act, and any other related legislation.

DUTIES : Identify potential hazards and potential major incidents (conduct comprehensive Hazard Identification and Risk Assessment at the Regional Office on an annual basis, organise Occupation Health and Safety (OHS) compliance audits by appropriate authorities). Develop, implement, and monitor the OHS management system (conduct health and safety risk assessment in the Regional Office's building, develop OHS management system, and ensure effective maintenance and servicing of all fire equipment). Support CET and TVET Colleges by coordinating OHS-related training and continuous educational programs (arrange and provide OHS induction on new employees and continuous awareness and educational programs to all staff members). Support the Regional Directorates in the monitoring of OHS compliance in the Colleges. Develop intervention strategies whenever required. Manage human, financial, and other resources in the unit (manage Human resources in the unit and assess the performance of staff).

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/63 : **LIAISON OFFICER: OFFICE OF THE REGIONAL MANAGER REF NO: DHET61/10/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Polokwane
: An appropriate bachelor's degree/national diploma (NQF 6) in Public Management, Office Management, or Communication /Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience in Office Administration or Liaison Officer or Branch Coordination in the Public or Private sector. Knowledge of public service legislation, regulations, and policies, PFMA, Knowledge of drafting media statements, Knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality, and Code of Ethics, Interpersonal relations skills, Innovative and creative, Project management skills, Report writing skills, Computer Literacy Microsoft Word,

		Excel, PowerPoint, and Outlook and be prepared to work extended hours. A valid driver's licence.
<u>DUTIES</u>		Overall coordination of the Regional Office with all relevant Departments (National, Provincial, and Local), entities, and stakeholders. Liaise with all the relevant stakeholders to ensure effective communication and collaboration with the Regional Office. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and support with the establishment and implementation of Partnerships. Provide general administrative support in the office of the Regional Manager. Consolidate and prepare all relevant reports, submissions, and memoranda. Record minutes/resolutions and communicate/disseminate to relevant role players, follow up on progress made, and prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the Regional Manager and ensure circulation. Provide professional support to the Region regarding media-related matters. Facilitate and coordinate the design of publication and production material for the Region, Review and analyse policies. Perform all other duties as and when requested by the Regional Manager.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/64</u>	:	<u>LIAISON OFFICER: OFFICE OF REGIONAL MANAGER REF NO: DHET62/10/2023</u> Branch: Technical and Vocational Education and Training Component: Western/Northern Cape Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Cape Town An appropriate bachelor's degree/national diploma (NQF 6) in Public Management, Office Management, or Communication /Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience in Office Administration or Liaison Officer or Branch Coordination in the Public or Private sector. Knowledge of public service legislation, regulations, and policies, PFMA, Knowledge of drafting media statements, Knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality, and Code of Ethics, Interpersonal relations skills, Innovative and creative, Project management skills, Report writing skills, Computer Literacy Microsoft Word, Excel, PowerPoint, and Outlook and be prepared to work extended hours, valid driver's licence.
<u>DUTIES</u>	:	Overall coordination of the Regional Office with all relevant Departments (National, Provincial, and Local), entities, and stakeholders. Liaise with all the relevant stakeholders to ensure effective communication and collaboration with the Regional Office. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and support with the establishment and implementation of Partnerships. Provide general administrative support in the office of the Regional Manager. Consolidate and prepare all relevant reports, submissions, and memoranda. Record minutes/resolutions and communicate/disseminate to relevant role players, follow up on progress made, and prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the Regional Manager and ensure circulation. Provide professional support to the Region regarding media-related matters. Facilitate and coordinate the design of publication and production material for the Region, Review and analyse policies. Perform all other duties as and when requested by the Regional Manager.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/65</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION) MANAGEMENT) REF NO: DHET63/10/2023</u> Branch: Chief Financial Office Directorate: Supply Chain Management
<u>SALARY CENTRE</u>	:	R359 517 per annum (Level 08) Pretoria

- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management or related qualification. A minimum of three (2) to three (3) years of work experience in Demand and Acquisition Management. 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 organizing skills. A valid driver's licence.
- DUTIES** : Assist end users with the timely development of the specifications/ terms of reference for sourcing quotes and bids. Assist end users with the compilation of Demand Management Plans and Procurement Plans. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. 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. Coordinate bid-related matters with end users. Compile contract files stemming from departmental bids; ensure safe storing of documents and information for record and audit purposes. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/66** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET64/10/2023**
Branch: Planning, Policy, and Strategy
Chief Directorate: Policy, Planning, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or related qualification. A minimum of two (2) to three (3) of experience in administration and secretarial support services. Knowledge of financial management systems. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Computer literacy (MS Word, MS Excel, and MS PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing and time management, and presentation skills. Willingness to travel, when necessary. A valid driver's licence.
- DUTIES** : Responsible for overall general administration in the Chief Directorate including coordination of meetings. Provide office administration support, including filing, tracking, and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, and typing correspondence such as reports, letters, and internal memos. Provide clerical support in the development of strategic plans and annual performance plans. Provide clerical duties and support, File copies of all documentation. Logistic arrangements as required.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/67** : **PRINCIPAL COMMUNICATION OFFICER REF NO.: DHET65/10/2023**
Branch: Corporate Management Services
Directorate: Marketing and Public Relations
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication/Marketing/Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience in a marketing/communication environment. Knowledge of social media practices and channels. Understanding of the importance of brand guidelines and

applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of digital marketing. Excellent written and verbal communication skills with a keen eye for detail. A good understanding of National government administrative policies, procedures, and planning. Graphic Design Knowledge will be an added advantage. Skills: Administrative, Planning and organizing, Report writing, Communication and interpersonal, Problem-solving, Computer literacy, Analytical, Planning and organising, and People management. A valid driver's licence.

DUTIES

: Develop and implement comprehensive communication plans to promote the Department's programs, policies, and events. Coordinating and planning all marketing and communication strategies, budgets, projects, and events in line with National government administrative policies, procedures, and planning. Create engaging and informative content for press releases, articles, social media, website updates, and other communication platforms. Manage media relations, including cultivating relationships with journalists, responding to media inquiries, and organizing press conferences. Monitor media coverage and provide regular reports and analysis to management. Manage social media pages and generate reports for senior management. Coordinate public awareness campaigns and outreach activities to increase public understanding of higher education and training initiatives. Support internal communication efforts to ensure consistent messaging and alignment with organizational goals. Ensure the provisioning of public relations and media liaison services. Manage all events including exhibition participation, official functions, and special marketing events. Ensure the provision of photographic services at events and drafting of articles. Manage the marketing of the department through branding at these events. Maintain the Department's social media channels. Stay up to date with industry trends, best practices, and emerging communication technologies to continually enhance the Department's communication strategies.

ENQUIRIES

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/68

: **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT AND IT PROCUREMENT REF NO: DHET66/10/2023**
Branch: Technical and Vocation Education and Training
Directorate: National Examinations and Assessment

SALARY CENTRE REQUIREMENTS

: R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of working experience rendering administrative functions. Relevant administrative 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 filling skills, good knowledge of budget, good knowledge of 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 licence.

DUTIES

: Responsible for administrative support with respect to 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.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/69</u>		<u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT REF NO: DHET 67/10/2023</u> Branch: Technical Vocational Training and Education Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of working experience in the administrative field. Relevant experience in examinations is required. The applicant must also have the following skills: Good interpersonal and communication skills – liaising with college officials, General correspondence, extracting, compiling, recording data and responding to queries, Computer literacy, especially the use of MS Word and Excel, Excellent organizational, record keeping and electronic and manual filing skills, Must be able to work independently as well as in a team; as well as being willing to work extra hours and under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Facilitation and coordination of procurement and provisioning of goods and services within the Directorate. Facilitation and Coordination of the processing of invoices for transversal contracts i.e. courier speed services and Minolta, rendering 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's GG vehicles, 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 regard 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 Resource Management and Leave controls. The applicant will be responsible for the administrative support in respect of all National examinations of all TVET Colleges for the Public, Private and Correctional Services centres to achieve the following goals.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/70</u>		<u>SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATION COORDINATION AND COMMUNICATION REF NO: DHET68/10/2023</u> Branch: Corporate Management Services Chief Directorate: Human Resource Development Council (HRDC)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of relevant work experience in providing effective administrative and logistical support for the provision of administration, coordination, and communication services. Competencies required: Office administration, communication skills, stakeholder management, general logistics and procurement skills event coordination, and computer literacy. Good (verbal and written) communication skills.
<u>DUTIES</u>	:	The Senior Administration Officer: Administration, Coordination and Communication Services will assist in the following duties: Prepare and manage correspondence, reports, and documents. Organise and coordinate meetings, conferences, and travel arrangements. Assist with the day-to-day

work of the Programme. Organise internal and external events. Handle incoming mail and other material. Keep an accurate record of the correspondence. Process Subsistence and transport claims and cell phone claims on behalf of the Programme officials. Communicate verbally and in writing to answer inquiries and provide information. Liaison with internal and external contacts. Effectively operate office equipment and manage office space. Follow up on messages on behalf of the Director and make sure that people respond. Manage the leave register of the Directorate. Copy and distribute documents as requested. Ensure the smooth running of the Directorate.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/71 : **SENIOR ADMINISTRATION OFFICER: PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DHET69/10/2023**
Branch: Corporate Management Services
Chief Directorate: Human Resource Development Council Secretariat

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of relevant work experience in executing the planning, monitoring, evaluation, and reporting. Competencies required: planning and organisational skills, project management and report writing, ability to conduct desktop research and write reports, good interpersonal skills, computer skills, and must have understanding and knowledge of monitoring and evaluation issues in the country, knowledge of public sector regulations, systems and processes and ability to interact professionally and work as a team. Good oral and written communication skills.

DUTIES : To provide support in determination of HRDC-related monitoring and evaluation; To provide support in overlooking the work of HRDC and producing quarterly and annual reports; to participate in planning, reporting, monitoring and evaluation system; To liaise with various Standing Committees on issues of planning, reporting, monitoring and evaluation; To perform administrative duties; To provide support in monitoring and works of the Standing Committees and other programmes within the HRDC Secretariat; To liaise with various institutions departments and other organisations dealing with monitoring and evaluation issues; To liaise in providing inputs on monitoring and reporting value chain including planning and reporting; To provide support in the development of reports for human resources and skills required in priority and emerging sector.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/72 : **EXECUTIVE ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET70/10/2023**
Branch: Planning, Policy, and Strategy

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or related qualification. A minimum of two (2) to three (3) years of employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Ability to create and manage databases and presentations. An understanding of financial matters would be an advantage.

DUTIES : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to enquiries received from internal and external stakeholders. Redirect queries

that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Maintain the professional image of the Deputy Director-General's office.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / mk Ms N Liwane Tel No: (012) 312 6365

POST 38/73 : **CHIEF ADMINISTRATIVE CLERK REF NO: DHET71/10/2023**
Branch: Planning, Policy, and Strategy
Chief Directorate: Strategic Planning and Reporting

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
Pretoria
: An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma in Public Administration/management or a related qualification will be an added advantage. A minimum of three (3) to five (5) years of work experience in administration. Strong administrative and organizational skills and computer literacy. Research skills. Report writing skills. Ability to work independently, as well as in a team, Good interpersonal skills, good verbal and written communication skills, attention to detail, initiative, and self-motivation. Knowledge of relevant legislation/policies/prescripts and procedures e.g., PFMA, Batho Pele. Basic knowledge of financial administration.

DUTIES : The successful candidate will be expected to render general administrative support for the Directorate, minute taking, recording, organizing, capturing, and retrieving correspondence and data. Draft letter submissions and other documents. Handle outgoing and incoming correspondence. Update schedules, registers, and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the Directorate and ensure an effective information system.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/74 : **LABOUR RELATIONS OFFICER: GRIEVANCE, DISPUTE AND MISCONDUCT MANAGEMENT REF NO: DHET72/10/2023 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Grievance, Disputes and Misconduct Management

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
Pretoria
: Appropriate bachelor's degree/national diploma (NQF Level 6) in Labour Relations/Industrial Relations/Labour Law/Human Resource Management or a related qualification. A minimum of one (1) to two (2) to functional experience in the Labour Relations portfolio. Knowledge of labour legislation and prescripts within the TVET or Public sector domain. Demonstrable experience in project management and LR processes. Willingness to work beyond the normal working hours when the need arises. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as a valid light vehicle driver's licence.

DUTIES : Facilitate workplace relations in the Department by developing, implementing, and maintaining policies, labour relations prescripts, guidance, and clear procedure manuals. - Interpreting and ensuring compliance with Department policies, prescripts guidelines and provisions of the collective bargaining agreements. Investigate misconduct cases. Coordinate departmental disciplinary hearings. Represent the Department in dispute resolution processes e.g., at Bargaining Council or CCMA. Advise line managers and employees on labour relations matters. Compile submissions and or reports on disciplinary, appeals, precautionary suspensions, and dispute matters. Administer the case management system. Compile the Labour Relations statistical report and submit it to DPSA and or OPSC and management. Arranging meetings and taking minutes during the meetings. Arrange Labour Relations workshops and assist in conducting training.

- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- NOTE** : Shortlisted candidates will undergo a computer test.
- POST 38/75** : **PERSONNEL PRACTITIONER: HRM&D CORPORATE SERVICES REF NO: DHET73/10/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Polokwane
: An appropriate bachelor's degree/national diploma (NQF 6) in Human Resource Management/Human Resource Development/Administration or equivalent qualification. The Personnel Administration PERSAL Certificate is essential. A minimum of one (1) to two (2) years of experience in a Human Resource Management environment. Knowledge of Human Resource Management Legislation, Regulations, and Policies. Personnel Administration PERSAL system. Good facilitation skills, organizational, coordination, presentation, and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts, and the PERSAL system. Good communication skills (verbal and non-verbal), negotiation, team building, problem-solving, conflict resolution, and the ability to work under pressure. Computer Literacy in Ms. Office (MS Word, Excel, PowerPoint, and Outlook). Willingness to travel and a valid driver's license.
- DUTIES** : Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative services and ensure compliance with applicable legislation. Implementation and monitoring of appointments, transfers, translations, allowances GEHS, and Terminations. Perform other duties requested by supervisor.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/76** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR (EXECUTIVE OFFICER) REF NO: DHET74/10/2023**
Branch: Skills Development
Component: National Skills Authority
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration or a related qualification. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. Sound knowledge of the Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, and National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Willingness to travel and a valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following duties: Perform scheduling activities coordinate the Executive Officer's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Executive Officer's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Executive Officer including venues and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise, and distribute meeting minutes to the required people. Provide and distribute documentation packs to meetings with the Executive Officer. Answer all telephone calls courteously and with speed,

performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Executive Officer. Maintain a database of any individuals and their contact details that the Executive Officer may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register, and track all documentation. Prioritise all correspondence timeously and finalise memos and letters before acquiring a signature from the Executive Officer. Maintain an efficient filing and document control system for the Office of the Executive Officer. Collect and coordinate the documents that relate to the Office of the Executive Officer's budget. Participate as an active member of the NSA. Act professionally as the contact person of the Office of the Executive Officer.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/77 : **CHIEF SECURITY OFFICER REF NO: DHET75/10/2023**
Branch: Skills Development
Chief Directorate: National Artisan Development

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Olifantsfontein
: The requirements for Chief Security Officer: An appropriate national senior certificate/grade 12 certificate plus a national diploma in Security Management. The candidate must have a PSIRA. Certificate Grade C and a valid driver's license. A minimum of three years of supervisory experience in security. Knowledge of legislation relevant to the post, Departmental Policies and procedures, Batho Pele Principles. and good knowledge of MISS and MPSS. Good knowledge of administration and report writing skills. Good knowledge of the control of the Access to Public Premises and Vehicle Act. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills, and problem-solving skills. Administrative skills.

DUTIES : Provide effective and efficient security services, Manage and ensure effective implementation of access control procedures, Manage and provide effective security services to business units and management support services, Manage and control client services to visitors and stakeholders, Control and manage the leave policy of the Department, Compile monthly report and submit to the Manager of the section, Perform administrative tasks, attend meetings of Occupational and Safety, Manage all assets and consumables, Conduct investigations and produce a preliminary report on all incidents.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/78 : **STATE ACCOUNTANT: CORPORATE SERVICES REF NO: DHET76/10/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Polokwane
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting or a related qualification. A minimum of one (1) to two (2) years of 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. Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be responsible for compiling and monitoring the of budget the Limpopo 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 by setting policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocation is committed in the relevant items and corrected where needed. Provide technical support and advice to

		Limpopo 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>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/79</u>	:	<u>STATE ACCOUNTANT: SALARY PAYMENTS AND DEDUCTIONS REF NO: DHET77/10/2023</u> Branch: Chief Financial Officer Chief Directorate: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or related qualification. A minimum of one (1) to two (2) years of appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
<u>DUTIES</u>	:	Check and authorize salary related transactions on PERSAL and BAS for Departmental officials, Control the payment of supplementary claims such as overtime, sessional allowances and advances, Control the instating of maintenance orders, Control the cancellation of deductions such as insurance policies, Check and authorise Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, Control leave and lump sum payments, Control the compilation of the Monthly BAS/PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Manage and respond to enquiries related to this function and Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required Filing of claim-related documents. Communications with (internal): Colleagues and officials of the department (both permanent and on contract). Communications with (external): Insurance companies, the pension fund, medical aid schemes, and the Auditor-General.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/80</u>	:	<u>STATE ACCOUNTANT: INSPECTORATE REF NO: DHET78/10/2023</u> Branch: Chief Financial Officer Chief Directorate: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or related qualification. A minimum of one (1) to two (2) years of appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills;

- analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
- DUTIES** : Assist in the provision of financial training to officials of the Department; Check transactions of the Department; Update and review all financial policies and procedures; Ensure the implementation of policies and procedures; Liaise with regional offices on financial matters; Assist in the performance of regular inspections to various sites of the Department; Requesting of BAS reports when required and Filing of claim related documents, communications with (internal): Colleagues and officials of the department (both permanent and on contract). Communications with (external) Auditor-General.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/81** : **GENERAL ADMINISTRATION CLERK REF NO: DHET79/10/2023**
Branch: Office of Director-General
Chief Directorate: Executive Support and Coordination
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: An appropriate National Certificate/ Senior Certificate/Grade 12 certificate (Vocational) (NCV) level 4 certificate. A minimum of one (1) to two (2) years of relevant Clerical/ Administrative work experience is required. An appropriate national diploma in Public Management or Public Administration will be an added advantage. Knowledge of administrative and/or clerical duties in the Deputy Director-General's office or higher office; ability to capture data; operating a computer; collecting statistics. Knowledge of procedure in terms of the working environment and the legislative framework governing the Public Service; Computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook. Planning and organizing; Good verbal and written communication; client orientation and customer focus, working independently or with limited supervision, accountability, ethical conduct, and professional writing and report writing skills.
- DUTIES** : The incumbent will be responsible for rendering general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function); update registers statistics; handle routine enquiries; make photocopies and receive or send facsimiles; distribute documents/ packages to various stakeholders as required; keep and maintain the filing system for the component; type letters and/or other correspondence when required; keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component; liaise with the external and internal stakeholders in relation to the procurement of goods and services; obtain quotations, and complete procurement forms for the purchasing of standard office items; stock control of office stationery. Keep and maintain an asset register of the component: maintain a leave register; keep and maintain personnel records; keep and maintain an attendance register; arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component; check the correctness of substance and travel claims of the officials and submit for approval; handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/82** : **GENERAL ADMINISTRATION CLERK: PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DHET80/10/2023**
Branch: Skills Development
Component: Human Resources Development Council (HRDC)
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/ Grade 12 and/or NCV certificate (Level 4). A minimum of one (1) year to two years of relevant work experience in rendering administrative functions. An appropriate bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. An understanding of planning,

reporting, monitoring, and evaluation of programmes. competencies required: planning and organisational skills, report writing, good interpersonal skills, computer skills; knowledge of monitoring and evaluation issues in the country, knowledge of public service regulations, systems and processes, good communication skills, and ability to interact professionally and work as a team. Good oral and written communication skills.

DUTIES : Provide administration, logistical, and operational support to the smooth functioning of the HRDC Strategic planning and review sessions. Assist in managing the reporting function of the HRDC Secretariat. Participate in preparation to produce the annual performance and operational plans. Assist in the management activities and functions of, Monitoring and Evaluation of the work of HRDC.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/83 : **SECRETARY TO THE DIRECTOR CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET81/10/2023**
Branch: Community Education Training
Component: Limpopo Regional Office

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Polokwane
: An appropriate national senior certificate/grade 12 and/or / NCV certificate (Level 4). A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support services. An appropriate bachelor's Degree/National Diploma (NQF Level 6) in Secretarial, Administration, or equivalent qualification in secretarial functions will be an added advantage. Knowledge of relevant legislation, prescripts, policies, and procedures, Basic Financial Management, and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organizational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

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

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/84 : **SECRETARY TO THE DIRECTOR: SKILLS AND CORPORATE MATTERS REF NO: DHET82/10/2023**
Branch: Planning, Policy, and Strategy
Chief Directorate: Legislative and Legal Services

SALARY : R202 233 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree national diploma (NQF Level 6) in Secretarial, Administration, or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies, and procedures, Basic Financial Management, and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organizational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to inquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including records, safekeeping, and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow, and petty cash.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/85</u>	:	<u>GENERAL ADMINISTRATION CLERK REF NO: DHET83/10/2023</u> Branch: Technical and Vocational Education and Training Directorate: TVET Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05)
	:	Pretoria
	:	An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF level 6) in Office or Public Administration or equivalent qualifications will be an added advantage. A minimum of one (1) to two (2) employment experience in monitoring, evaluation, and planning in government as well as performance reporting by TVET colleges is an advantage. Applicants must have good interpersonal and communication competencies and be able to write minutes, reports, and submissions. Effective problem-solving skills and operational knowledge of data administration skills are essential. Applicants must be computer literate with working competence in Microsoft Office 365 programmes such as Word, Excel (especially), Access, PowerPoint, and Outlook. Experience and competence in general office administration and events management are also required.
<u>DUTIES</u>	:	Provide administrative support pertaining to strategic planning and performance reporting by TVET colleges. Provide administrative support pertaining to the implementation of the maturity model for TVET colleges. Administratively support student admission, registration, and enrolment management at TVET colleges, and deploying for site visits may be required. Administratively support all monitoring and evaluation activities performed by the directorate. These include but are not limited to data and information management; receiving and tracking of performance report submissions within

		the current systems and data surveys; generating and communicating reports, executing analysis and review of reports and compilation of related correspondence and reports. Execute general office administration duties.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/86</u>	:	<u>SECRETARY TO THE DIRECTOR TO TVET MONITORING AND EVALUATION REF NO: DHET84/10/2023</u> Branch: Technical and Vocational Education and Training Directorate: TVET Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/ Grade 12 and/or NCV certificate (Level 4. An appropriate bachelor's degree/national diploma in public or business administration or a related qualification will be an added advantage. A minimum of one (1) to two (2) employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organizational and basic events management skills. The capability to create systems to manage data and information, presentations, and financial matters, will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Provide administrative support in the Director's office. Manage and administer the Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Director in line with the relevant legislation and policies. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the Director. Respond to inquiries received from internal and external stakeholders. Obtain inputs, collate, and compile reports and minutes. Clarify instructions and notes on behalf of the Director. Perform routine duties in the office of the Director, including telephone, travel arrangements, accommodation bookings, arranging appointments and meetings with stakeholders and procurement. Interface with internal and external clients. Support key functions of the directorate and participate in related activities.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/87</u>	:	<u>GENERAL ADMINISTRATION CLERKS (ADMINISTRATION SUPPORT AND REGISTRATIONS OF CENTRES, AND CLAIMS REF NO: DHET85/10/2023 (X2 POSTS)</u> Branch: Technical Vocational Training and Education Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF level 6) in Office or Public Administration or equivalent qualifications will be an added advantage. A minimum of one (1) to two (2) employment experience in Administration. Relevant experience in examinations will be an added advantage. The applicants must also have the following skills: Good interpersonal and communication skills – liaising with college officials. General correspondence – extracting, compiling, recording data and responding to queries. Computer literacy, especially the use of MS Word and Excel. Excellent organizational, record-keeping and electronic and manual filing skills. Good Financial skills, and analytical thinking. Knowledge of the Public Financial Management Act (PFMA). General Public service procurement frameworks and policies will be required. Must be able to work independently as well as in a team; as well as being willing to work extra hours.
<u>DUTIES</u>	:	Facilitation and Coordination of IT procurement and provisioning of goods and services within the Directorate. Facilitate and coordinate the processing of invoices for transversal contracts i.e. courier and photocopying services. Render administrative support with regard to bookings of flights, accommodation, and Shuttle for the Directorate. Checking and finalization of the S&T Claims, and telephone account. Administration of the Chief

Directorate's GG vehicles, registry, and other support services. Compiling weekly statistics and maintaining an electronic database. Processing of examination concessions for colleges in provinces. Registration of examination centres. Provide administrative support to colleges with regard to examination concession, registration and monitoring of examinations. Liaising with Provincial Officials and College officials with regard to registration and concessions. Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Council Assurors. Perform administrative duties to ensure that payment for moderation and marking processes are efficient and proceed within stipulated timeframes for the NCV, Report 190/191, and CET examinations per year. Ensure correctness of claims that were processed/quality control of claims. Maintain claims control register. Interact with moderators, markers and marking centre managers to ensure that claims for marking of answer books are submitted within stipulated timeframes and regulations.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/88 : **SECRETARY TO THE DIRECTOR: HUMAN RESOURCE MANAGEMENT ADMINISTRATION AND SYSTEMS CONTROL REF NO: DHET86/10/2023**
Branch: Corporate Services
Component: Human Resource Management Administration and Systems Control

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree national diploma (NQF Level 6) in Secretarial, Administration, or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies, and procedures, Basic Financial Management, and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organizational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

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

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

<u>POST 38/89</u>	:	<u>HUMAN RESOURCE CLERK: HRM SUPPORT REF NO: DHET87/10/2023</u> Branch: Skills Development Chief Directorate: National Artisan Development
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resources Management/Public Administration/Management or related qualification will be an advantage. A minimum of one (1) to two (2) years of work experience in rendering HR administrative functions. Knowledge of the PERSAL System and understanding of HR prescripts and policies. Experience in human resource management in the recruitment and conditions of service in the Public Service. Skills: Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing, and time management skills.
<u>DUTIES</u>	:	Coordinate training of all staff within Chief Directorate: INDLELA. Management of Internship Programme for the Chief Directorate: INDLELA. Implementation of the Performance Management Development System (PMDS). Verify employee information on the PERSAL System. Maintain staff records.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/90</u>	:	<u>HUMAN RESOURCE AUXILIARY SERVICE CLERK: CORPORATE SERVICES REF NO: DHET88/10/2023</u> Branch: Technical and Vocational Education and Training Component: KwaZulu-Natal Regional Office
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Pietermaritzburg
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/grade 12 (Vocational) (NCV) certificate (Level 4) certificate. An appropriate bachelor's degree/national diploma in Human Resource Management/ Public Management will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well as the ability to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer-orientated and client-focused. Be able to conduct him/herself ethically and accountably. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.
<u>DUTIES</u>	:	Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and to assist on Pillar processes. Render registry services. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/91</u>	:	<u>TRADESMAN AIDS: ASSESSMENT REF NO.: DHET89/10/2023 (X3 POSTS)</u> Branch: Skills Development Chief Directorate: Indlela
<u>SALARY</u>	:	R147 036 per annum (Level 03)
<u>CENTRE</u>	:	Olifantsfontein

- REQUIREMENTS** : An appropriate national senior certificate/grade 12 and/or NCV certificate (Level 4) or a related qualification. Six (6) months of trade-related experience. Knowledge of the Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Communication, reading, and writing skills. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge of performing minor maintenance and repairs on assessment aids and machinery.
- DUTIES** : Provide candidates with necessary tools, materials, and/or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safeguard workshop/assessment area, machines, tools, and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery and carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from the workshop to asset management when required.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/92** : **PHOTOCOPIER OPERATOR REF NO: DHET90/10/2023**
Branch: Corporate Management Services
Directorate: Information Knowledge Management and Records Management
(This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : An appropriate national senior/grade 12/ NCV Certificate (Level 4). Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge of equipment; Planning and organising. Basic level knowledge of repetitive tasks and knowledge of facilities policies. Basic level of organisational and time management skills. Communication (Verbal and written), people management, office management and administration, analytical, computer literacy, problem-solving, and discipline. Basic level of interpersonal relations, administration, and communication skills. Computer literacy. Filing and recordkeeping.
- DUTIES** : Responsible for making copies of documents, Duplicate documents, and operating high-volume photocopier machines; Binding and sorting of documents; performing minor maintenance and reporting malfunctioning of the photocopier; Making requisitions for photocopier material and keeping stationery for copies; providing counter services.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365