

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions.
- CLOSING DATE** : 16 May 2025
- NOTE** : A Skilled And Capable Workforce For An Inclusive Growth "The Full Details For The Adverts Can Be Accessed On DHET Website At www.dhet.gov.za or <https://www.dhet.gov.za/Sitepages/Careers.aspx> And Will Be Placed On The DPSA Circular Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). 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 NSF posts".

MANAGEMENT ECHELON

- POST 14/38** : **CHIEF DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION REF NO: NSF01/04/2025**
 Branch: Skills Development
 Component: National Skills Fund
 Chief Directorate: Skills Development Implementation
 (This post is being re-advertised and candidates who previously applied may re-apply)
- SALARY** : R1 436 022 per annum (Level 14), (All-Inclusive Remuneration Package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education Training and Development/Project Management/ Business Administration/ Management and/ or related qualification. A relevant postgraduate qualification will serve as an added advantage. A minimum of ten (10) years of relevant work experience with at least five (5) years at the senior management level in managing projects or programmes on a national scale in the private or public sector. This senior management position in a core functional area requires a dynamic individual with proven strategic management, leadership, and people management capabilities to lead eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to excellent project and programme management, technical proficiency, monitoring and evaluation, problem solving and analysis, report writing,

preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client-oriented, customer focused and be able to perform in a team environment. Good knowledge of the Post- School Education and Training system will be an added advantage. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally and be committed to meeting deadlines within tight time- frames. A willingness to work irregular hours. A valid driver's license.

DUTIES

: Head the NSF's core function area of skills development implementation consisting of eight directorates; with an estimated staff compliments of +- 70 permanent employees and +- 40 interns; which some will also be located in the regions across the country; To oversee and provide strategic direction to the initiation, monitoring and evaluation of skills development implementation initiatives funded by the NSF. Programme management: Oversee the development and management of a programme management framework for the standardised coordination and management of programmes. Oversee project alignment to their assigned programmes. Oversee the development and implementation of a standardised project management approach and methodology. Oversee the establishment and utilisation of a standard reporting framework and regular reporting is conducted on projects. Oversee the management and monitoring of project activities through quality management and detailed plans and schedules. Initiation and evaluation of projects funded by the NSF: Oversee activities related to the initiation and evaluation of projects and programmes. Oversee the review of operational policy for projects and programmes. Oversee the development and management of the Grants Disbursement Framework. Oversee the engagement of the Evaluation and Adjudication Committees. Regional monitoring of projects funded by the NSF: Oversee activities related to the monitoring of projects. Oversee the effective development and utilisation of monitoring frameworks for projects and programmes. Oversee project performance reporting. Oversee the financial management and performance of projects and programmes. Implementation of strategic business plans: Oversee the allocation of new projects to the Directors in the Skills Development Implementation Chief Directorate to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes by Directors within Chief Directorate. Oversee the effective management of duplications across projects and programmes within Directorates and provision of advice on these. Oversee prioritisation of projects and programmes in line with the broader strategy and objectives of the NSF. Oversee the achievement of strategic objectives and operational excellence of the Chief Directorate. Stakeholder engagement and reporting: Oversee and engage internal and external stakeholders relevant to initiation and evaluation of projects and programmes. Oversight of reports received from Heads regarding Skills Development Initiatives of the NSF and the PSET sector. Develop consolidated reports for the Chief Directorate and provide key insights to the internal and external stakeholders. Manage the resources of the Chief Directorate: Develop the operational plan for the Chief Directorate and oversee its implementation. Lead budgetary planning for the Chief Directorate and account for allocated budget. Oversee adherence to policy and statutory directives relevant to the post school education sector. Oversee the execution of the operational plan for the Chief Directorate, including a budget, performance targets, and measurement metrics and reporting. Oversee the provision of adequate capacity within the Chief Directorate to achieve its objectives. Oversee the management of the performance of employees in accordance with policy. Oversee the provision of necessary information and resources for employees to deliver on the objectives and targets of the Chief Directorate. Lead and motivate employees to create a culture of high performance. Oversee the management of employee-related matters within the Chief Directorate. Participate as an active member of the NSF Executive team and Chief Directorate management team: Operate within delegated authorisation. Always adhere to the values of the NSF. Develop consolidated reports for the Chief Directorate and provide key insights to the NSF Executive team. Actively participate in executive and Chief Directorate meetings. Positively support the implementation of all Executive and Chief Directorate management decisions. Actively participate in internal and external forums and committees.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki
012 943 3161/ Mr T Thabane

POST 14/39 : **DIRECTOR: FUND MANAGEMENT (REF NO: NSF02/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Fund Management
(This post is being re-advertised and candidates who previously applied may re-apply)

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management/Accounting or related qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to ten (10) years' work experience with five (5) years' experience at middle/senior management level in a finance or accounting environment. Candidates with a CA (SA) qualification will have a distinct advantage. Candidates that have experience in fundraising, managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. A good understanding of the post-school education and training system will also be an added advantage. This senior management position in a core functional area requires a dynamic individual with proven management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation, attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A willingness to work irregular hours and travel extensively. A valid driver's license.

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

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012 943 3161/ Mr T Thabane

POST 14/40 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO: NSF03/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Supply Chain Management
(This post is being re-advertised and candidates who previously applied may re-apply)

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Supply Chain Management/Logistics Management or related qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5)

to ten (10) years' work experience with five (5) years' experience at middle/senior management level in supply chain management/ Logistics Management environment. This is a senior management position that requires a dynamic hardworking individual with strong leadership and people management skills to manage the directorate of +- 20 employees. Further skills and competency requirements relate to strategic capability, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of supply chain management and procurement, financial legislation, and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES

: To lead and direct the Supply Chain Management directorate in line with its approved plan and budget. Procurement: Formulate, agree upon, and maintain an appropriate Service Level Management structure for the organisation to include service level agreement's structure. Operational level agreements within the provider organisation. Third-party supplier or contract management relationships to the service level management process. Developing service improvement plans or programmes within the service level management process. Negotiating, agreeing and maintaining the operational level agreements with the third-party service provider. Oversee the creation and development of policies and procedures related to procurement. Supply monitoring: Organise and maintain the regular service level review process with service providers which covers: Reviewing the current performance, Reviewing service levels and targets. Reviewing underpinning agreements and operational level agreements as necessary, agreeing on appropriate actions to maintain or improve service levels. Developing an effective supplier performance management system. Defining key suppliers in the supply database, Ensuring the effective implementation of supply chain management legislation, policies, procedures, and regulations. Reporting and Monitoring: Determine if principles have been consistently observed, and compare monthly, quarterly, and annual performance. Draft and submit annual, quarterly, and monthly reports and reports required. Logistics management: Establish or monitor specific supply chain-based performance measurement systems. Oversee the creation and maintenance of policies or procedures for logistics activities. Manage the resources of the Sub-directorate: Develop the operational plan for the Sub-directorate and ensure its implementation. Conduct budgetary planning for the Sub-directorate and account for the allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the Sub-directorate. Monitor the execution of the operational plan for the Sub-directorate including the budget. performance target, and measurement metrics and reporting. Ensure sufficient capacity to achieve the objectives of the Sub-directorate. Manage the performance of employees in accordance with PMDS policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Sub-directorate. Motivate team members and create a culture of high performance. Manage employees related matters within the Sub-directorate.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/41

: **DIRECTOR: FINANCIAL PLANNING AND REPORTING (REF NO: NSF04/04/2025)**
 Branch: Skills Development
 Component: National Skills Fund
 (This post is being re-advertised and candidates who previously applied may re-apply)

SALARY CENTRE REQUIREMENTS

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
 : Pretoria
 : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management/ Accounting or related qualification. A minimum of five (5) to ten (10) years' work experience in financial management, accounting, or auditing in the private or public sector with five (5) years' experience at

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

DUTIES

: The main purpose of the job is to manage the financial planning, budgeting, financial reporting and payment functions of the NSF. Planning and Budgeting: Forecast the sector's financial conditions in order to inform the Fund's financial stability. Design the strategic financial plan for all departments. Design and provide input into the Annual Performance Plan (APP). Manage the MTEF budgeting process. Provide input into the Medium-Term Expenditure (MTEF). Define the financial operating framework. Oversee the allocation and distribution of NSF budget. Oversee the audit processes. Oversee the ongoing management of the NSF's cash flow. Investments: Manage the SLA with Public Investment Corporation (PIC). Manage the NSF relationship with commercial banks. Develop and maintain the investment strategy of the NSF. Allocate the returns on investment budgets. Reallocate the returns on investments and refunds of disbursed funds. Reporting and manage the NSF's relationship with the Auditor-General of South Africa and the National Treasury. Report accounting and financial information accurately and timeously and in line with the legislative reporting standards. Manage the monthly and annual financial closure activities. Manage all financial operations that relate to the monitoring and controlling of the flow of money through the enterprise, as revenues and expenses and assets and liabilities. Ensure that all transactions are captured/allocated correctly and are up to date. Maintain and balance general ledger and subsidiary accounts. Analyse and report on the variances of the actual's vs the commitment schedule. Provide input into the development and upgrades of the financial and reporting system and processes. Perform and manage the monthly, quarterly, annual and ad-hoc financial reporting functions (both internal management reporting and external reporting). Distribute monthly, quarterly and annual reports to management and other stakeholders. Oversee reporting on the NSF commitment schedule. Manage the resources of the Sub-directorate. Participate as an active member of the Directorate management team: Operate within delegated authorisation. Adhere at all times to the values of the NSF.

ENQUIRIES

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POST 14/42

: **DIRECTOR: SECURITY AND FACILITIES MANAGEMENT (REF NO: NSF05/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENTS

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Security Management/ Property Management/Project Management/ Operations Management/ Risk Management/ Police Management or related qualification. A minimum of five (5) to ten (10) years' work experience in Security and Facilities Management and with five (5) years' experience at middle/senior management level. Knowledge of Public Service and NSF mandates and strategies. Knowledge of property principles and accommodation. Knowledge of controlling institutions protocols (SAPS/NIA/COMSEC) and State Security Agency. Knowledge of investigations. Knowledge of the Minimum Information Security Standard (MISS). Knowledge of office space and contract management. Knowledge of Protection of information act. Knowledge of criminal procedure act. Knowledge of legislation intelligence act. Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development

		Levies Act, Public Service Act, PFMA and National Treasury Regulations. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Manage and develop NSF security policy development, maintain and upgrade the internal security policy according to the MISS document; MPSS and related government policies on Security Management. Develop and implement Facilities Management Improvement Programme in line with the operational requirements of the NSF and review stakeholders service Level Agreements continuously to improve internal and external relationships with stakeholders. Develop and maintain security awareness and skills training capacity for all official within NSF. Identify all security risks and threats to the security of the NSF, as well as vulnerabilities within NSF 's capacity to counter these threats and risks. Develop, implement and monitor Occupational Health and Safety (OHS) Policy in all premises of NSF and act as a project manager with the implementation of security measures at the private at the private residence of the Minister. Implement an improved problem resolution mechanism with Facilities Management environment to timeously address concerns. Manage Personnel Security Vetting, Clearance and suitability and physical security and access control component and contractors. Contract Management: Oversee the contract management portfolio and implement clear guidelines and specification for execution. Liaise, coordinate, and cooperate with, ensure compliance with security directives issued by and report to controlling Institution (NIA/SAPS/COMSEC). Develop guidelines contract management process utilization and facilitate awareness workshop in the organization and accommodation and space planning: Plan the allocation of accommodation utilization and monitor the compliance pertaining building requirement. Manage service providers appointed to provide security services and contractors.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/43</u>	:	<u>DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION MONITORING: LIMPOPO AND MPUMALANGA REGION (REF NO: NSF06/04/2025)</u> Branch: Skills Development Chief Directorate: National Skills Fund
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
	:	Pretoria
	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in project management with five (5) years' experience at middle/senior management level. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
<u>DUTIES</u>	:	Manage and support business intelligence reporting consolidating of organisational requirements for business intelligence reporting. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Manage business intelligence and organization report development. Manage organisational performance metrics. Work closely with financial and business analysts, integrate competitive reporting and maintain the business data of the NSF. Manage resources of the Directorate, manage the performance of employees in accordance with policy. Participate as an active member of the Directorate team.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/44</u>	:	<u>DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION MONITORING: KWAZULU-NATAL REGION (REF NO: NSF07/04/2025)</u> Branch: Skills Development Chief Directorate: National Skills Fund
<u>SALARY CENTRE</u>	:	R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
	:	Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in project management with five (5) years' experience at middle/senior management level. Valid driver's license. SKILLS: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.

DUTIES

: Programme management and implementation-Collaboratively contribute to the development of project management framework for the standardised coordination and management of projects and programmes in the region. Oversee the effective implementation of the project management framework for projects and programmes in the region. Direct monitoring of the operational performance and funding of projects and programmes in the region. Oversee the allocation of new projects to the Deputy Director: Regional skills Development Monitoring to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes in the region. Oversee the effective management of duplications across projects and programmes in the region and provision of advice on these. Oversee the ongoing training of project service providers in the region using the training material developed by Director: Programme Monitoring. Oversee the development and management of a site Visit schedule for projects and programmes in the region. Oversee the management of change requests related to projects and programmes in the region. Oversee the management of change requests related to the (GTEC)Evaluation Committee and GAC for the region. Oversee the consolidation and submission of relevant reports for projects and programmes in the region and submit to Director: Programme Monitoring for inclusion in Programme reports. Regional monitoring of projects and programmes-Oversee activities related to the monitoring of projects and programmes in the region. Oversee project performance reporting. Oversee effective financial management and performance of projects and programmes in the region. Oversee the consolidation of relevant information for projects and programmes in the region and the development of a regional monitoring report. Ensure that all documents related projects and programmes in the region are submitted for knowledge management purposes. Oversee the consolidation of lessons learned for each project in the region. Manage the regional stakeholders-Manage, engage and build relationships with external stakeholders in the region that the projects implemented in the region. Engage the Director: Programme monitoring on projects implemented in the region. Maintain positive working relationships with project service providers and other regional stakeholders. Manage stakeholder's issues and complaints. Manage the resources of the region. Develop the skills development implementation. Direct budgetary planning for the region and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the post school education sector. Ensure the execution of the skills development implementation plan for the region, including budget, performance targets, measurements metrics and reporting. Ensure the provision of adequate capacity within the region to achieve its objectives. Ensure the management of performance of employees in accordance with policy. Ensure the provision of necessary information and resources to employees to deliver on the objectives and targets of the region. motivate employees to create a culture of high performance. Ensure the management of employees related matters within the region. Participate as an active member of the Directorate management team

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/45

: **DIRECTOR PROGRAMME MONITORING (REF NO: NSF08/04/2025)**
: Directorate: Programme Monitoring
Chief Directorate: Skills Development Implementation
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE

: R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
: Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Public Management/Administration and Project Management or related qualification. A minimum of five (5) to ten (10) years' work experience with five (5) years' experience at middle/senior management level. Experience in managing projects or programmes at a national scale. Public Service and NSF mandates and strategies, Knowledge of the education system and pedagogy, Post school education framework, Government wide legislation, Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations, NSF business strategies and goals, NSF Services, NSF business processes and value chain, NSF policies, procedures and regulations. Customer Service, NSF values, NSF goals and performance requirements, Monitoring and evaluation frameworks including the government wide monitoring and evaluation system, Programme performance management framework, corporate governance principles (king ii and king iii). A valid driver's license Skills: Strategic capability and leadership, Project and programme management, Budgeting and financial management, change management, People management and empowerment, Service Delivery Innovation (SDI), Problem solving and analysis, Knowledge management, Client orientation and customer focus, Communication, Honesty and integrity, Monitoring and evaluation, Negotiation, Quality management, Stakeholder engagement and management, Technical proficiency.

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

ENQUIRIES : Mr D Moyane Tel 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/46 : **DIRECTOR: PUBLIC RELATIONS AND COMMUNICATIONS (REF NO: NSF09/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE : R1 216 824 per annum (Level 13), (All-Inclusive Remuneration Package)
: Pretoria

REQUIREMENT : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Relations, Communications, Journalism, Marketing or related qualifications. A minimum of five (5) to ten (10) years' work experience in public relations and communication in private or public sector with five (5) years' experience at middle/senior management level. Experience in establishing new public relations and communications functions for organisations will be an added advantage. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework. Legislative knowledge and prescripts, further skills and competency requirement relate to strategic capability and leadership, marketing and communication management and people management and empowerment, problem solving and analysis, technical proficiency, quality management, budgeting and financial management. The incumbent must be service delivery oriented, customer focused, maintain high integrity and be able to perform in a team environment. Proven skills and good knowledge of the post school education and training system will be an added advantage. Competencies in publication and writing reports and speeches. Good computer skills and a valid driver's license.

DUTIES : Develop public relations and communications strategy, plans, policies and guidelines for the NSF. Develop and implement public awareness campaigns for the NSF. Oversee advocacy campaigns for the NSF. Oversee the development and maintenance of a stakeholder strategy and stakeholder map. Advise the Executive Officer (EO) and other NSF employees on the media and public relations matters. Oversee media awareness training for NSF employees. Prepare briefing notes and speeches for the EO as required. Ensure NSF success stories through reading skills development projects reports and by engaging project managers. Perform story writing and sharing thereof. Manage content of NSF's website. Manage communication on social media related to the NSF. Manage all activities to improve the image and reputation of the NSF. Build and maintain good partnerships with key stakeholders at multiple levels of interaction. Ensure stakeholder satisfaction and accountability at all times. Perform external and internal communications. Manage the graphic design, proofreading and printing of all NSF external reports. Manage the resources of the Directorate. Participate as an active member of the NSF executive management team.

ENQUIRIES : Mr D Moyane 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

OTHER POSTS

POST 14/47 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT (OFFICE OF THE EXECUTIVE OFFICER) (REF NO: NSF10/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENT : R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration and Project Management. A minimum of five (5) years relevant work experience with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Experience in Project Management and managing resources. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence are a requirement. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.

DUTIES : Providing strategic support to the Executive Office within NSF. Advising the Executive Officer on strategic matters. Ensuring effective coordination and oversight of all strategic initiatives within the NSF. Planning and implementing strategic initiatives in the line with the NSF mission and mandate. Conducting

assessment to measure the accomplishment of strategic decisions and initiative. Developing and collate reports on strategic initiatives as required within the directorate. Providing support within the office of the Executive Officer. Scrutinise documents to determine actions or information required. Record minutes or resolutions and communicate to the relevant role players, follow up on progress made and prepare briefing notes as well other documents. Compile the agenda of meetings chaired by the Executive Officer and ensure the circulation of accompanying memoranda. Coordinate branch meetings including overseeing the logistics. Coordinate parliamentary enquiries with the relevant stakeholders. Coordinate the performance agreements/assessments and financial disclosures pertaining to the Office of the Executive Officer. Assist the Executive Officer in formulating policy recommendations and attend Senior management meetings. Managing general support services within the Office of the Executive Officer. Oversee, support and supervise all administrative functions. Implement administrative measures to ensure efficient working of Office of the Executive Officer. Manage the engagements of the Executive Officer. Manage schedules, calendars, presentations, spreadsheets and other related office tasks. Handle all correspondence and queries requiring the attention of the Executive Officer. Set up and maintain the systems in the office that will ensure efficiency in the office. Oversee safe keeping of all documents for the Office of the Executive Officer so as to ensure compliance with archive legislation and to enhance information security. Provide content support with regards to documents (submissions, reports, letters, etc.) to and from the Office of the Executive Office. Preparing monthly reports and make presentations as required. Participating as an active member of the NSF. Undertake policy or line function tasks as required. Compile memoranda, reports, submissions and a variety of other correspondence for the Executive Officer as required. Compile presentations and basic speeches for the Executive Officer and or refer complex matters to the relevant unit for preparation. Draft responses for submission to internal and external stakeholders. Source information and compile memoranda as required. Coordinate, follow up and compile reports of a transverse nature for the Executive Officer and advise/sensitise the Executive Officer on reports to be submitted. Provide support and undertake special projects as directed by the Executive Officer. Monitor unit activities to ensure conformance with goals and objectives. Manage public liaison services within the NSF. Manage public liaison services within the NSF. Oversee the logging of public complaints or queries regarding the NSF's service. Oversee the monitoring of progress of the resolution of the public's complaints or queries escalate with the relevant directorates to ensure complaints or queries are attended to timeously and efficiently. Review monthly reports reflecting complaints or queries received and resolved. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Always adhere to the values of NSF.

- ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
- POST 14/48** : **DEPUTY DIRECTOR: INITIATION AND EVALUATION (REF NO: NSF11/04/2025)**
Branch: Skills Development
Chief Directorate: National Skills Fund
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree / Advanced Diploma (NQF 7) in Public Management or Administration, Project Management or related qualification. A minimum of five (5) work experience in project management with at least three (3) to five (5) years' proven work experience at an Assistant Director level. The ideal candidate should have good project management skills and be able to do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance

Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should be able to apply strategic thinking with good knowledge and understanding of budgeting and financial management, communication and information management, continuous improvement, citizen focus and responsiveness, be able to develop others and make an impact and influence. Be able to manage interpersonal conflict and resolve problems. Must also be able to network and build bonds, plan and organize with excellent problem solving and decision-making skills. Good understanding and knowledge of programme and project management and be able to lead, monitor and evaluate a team and engage and manage relationships with Stakeholders. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.

DUTIES : Implement the project initiation process by managing the Request for Proposal (RFP) processes for solicited projects, manage the receipt, logging and evaluation of applications for unsolicited projects, report on bid applications in the various stages of the project initiation process, prepare draft Memorandum of Understanding (MoU) for service providers, develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Perform due diligence by reviewing research conducted on bidders for solicited and unsolicited projects and validate the accuracy of the information received from bidders. Manage preparation for the Grant Disbursement Committees by supporting the evaluation of bid applications for submission to the PGC, preparing recommendations for the GAC on which bid applications to support, co-ordinate the preparation of committee meetings and oversee the administrative duties to the GAC including the taking of meeting minutes. Engage with stakeholders relevant to the initiation and evaluation of projects, receive progress reports from the various middle management members and liaise with service providers. Implement the project evaluation process by reviewing the impact and effectiveness of projects, conduct final close-out site visits, conduct an independent review of the funded project, prepare post-implementation review report, facilitate the close-out of the project and ensure that all documentation related to project evaluation is submitted for knowledge management purposes. Participate as an active member of the Directorate.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/49 : **DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION LIMPOPO & MPUMALANGA REGION (REF NO: NSF12/04/2025)**
 Branch: Skills Development
 Component: National Skills Fund (NSF)
 Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R1 059 105 per annum (Level 12), (All-Inclusive Remuneration Package)
 : Pretoria.
 : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/ Administration, Project Management or related qualification. A minimum of five (5) years' work experience in project management with at least there (3) to five (5) years' proven work experience at an Assistant Director level. Candidates that have experience or proven track record in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform

DUTIES

in a team environment. A valid driver's license. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight timeframes.

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

ENQUIRIES

- : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/50

- : **DEPUTY DIRECTOR: FINANCIAL PLANNING AND TREASURY (REF NO: NSF13/04/2025)**
(This post is being re-advertised and candidates who had previously applied may re-apply)
Branch: Skills Development
Component: National Skills Fund (NSF)
Directorate: Financial Planning and Reporting

**SALARY
CENTRE
REQUIREMENTS**

- : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
- : Pretoria
- : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Financial Management and/or Accounting, or related qualification. A minimum of five (5) to ten (10) years' work experience in in budgeting, financial accounting, exposure to Standard of General Recognized Accounting Practices (GRAP standards), accrual accounting principles and/or financial management or auditing in the private or public sector with at least three (3) to five (5) years proven work experience at an Assistant Director level. Candidates with a CA (SA) and/or CIMA qualification will have a distinct advantage. This is a junior management position that requires a dynamic individual with technical expertise in financial planning and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem-solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. A valid driver's license. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight time frames.

DUTIES

- : Perform financial planning, budgeting and reporting; Manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, the Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee; Perform investment management and cash flow management functions; Manage budgets for Annual Performance Plans(APPs) ,Strategic Plans and Operational Plans; Manage cost centre budgets for NSF; Manage the allocation and distribution of NSF's budget; Perform financial forecasting of NSF revenue and expenditure; Perform ongoing financial analysis, budget trend analysis and ability to provide recommendations; Perform financial reporting functions, including drafting NSF's annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Evaluate changes in financial reporting frameworks and

legislation for possible impact on NSF's financial reporting; Report accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Perform financial presentations; Manage daily, weekly, monthly and annual accounting and recordkeeping functions including processing of financial information and transactions on accounting financial systems; Manage monthly and annual financial closure processes; Develop and maintain financial planning and reporting policies and procedures; Manage external and internal auditors and serve as central coordination point for audit information; Manage the resources of the Directorate; Participate as active member of NSF finance team.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/51

: **DEPUTY DIRECTOR: INNOVATION (REF NO: NSF14/04/2025)**
 Branch: Skills Development
 Component: National Skills Fund
 Chief Directorate: Strategy, Innovation and Organisational Performance
 Directorate: Strategy, Innovation, And Partnerships

SALARY CENTRE REQUIREMENTS

: R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
 : Pretoria
 : An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration or Business Management or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) years' work experience in innovation and managing innovation projects with at least three (3) to five (5) years' proven work experience at an Assistant Director level. This is a middle management position that requires a dynamic individual with proven strategic management, leadership, and people management capabilities who can strategically lead the organisation towards achieving its innovation goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, especially on a strategic level, must be innovative and abreast of trends in the world on new innovations to drive business forward. Further skills requirements relate to excellent project management, utilisation of ICT and business intelligence for innovation, problem solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight timeframes. A valid driver's license.

DUTIES

: To develop and update NSF's strategy and partnerships and keep abreast of innovations and leading practices in skills development through research and evaluation. Establish and manage the NSF Innovation Hub. Manage and enable innovation within NSF by conducting external trends analysis on skills development delivery approach; Provide leadership and insight around innovation focus areas. Champion the organizational innovation and evaluate and improve the organisations innovation capacity; collaborate with executive leadership to identify key areas for innovation and establish measurable objectives. Develop Innovative ideas in project and program management to enable the NSF to optimize resource allocation, streamline processes, and enhance project outcomes. Facilitate innovation in NSF; Manage Innovation; Implement innovation. Facilitate collaboration across departments to encourage the exchange of ideas and knowledge; Establish and nurture relationships with key stakeholders to ensure alignment with organizational innovation goals; Foster culture of creativity, experimentation, and continuous learning; develop, review and conduct capacity building sessions on NSF Innovation Strategy. Implement the NSF Benchmarking framework in line with the NSF value chain and Business processes; manage the Benchmarking literature review processes in line with the NSF literature review guidelines.

Coordinate all benchmarking processes from start to end (inclusive of Planning, Pre-benchmarking, benchmarking visits, post-benchmarking visits). Link the benchmarking findings to the innovation hub for incubation of ideas and develop an implementation plan. Leverage on the 4IR technologies to enable the NSF to automate processes, enhance transparency and improve decision-making; lead initiatives to streamline operations through the adoption of innovative technologies and methodologies. Operate within delegated authorisation; Always adhere to the values of the NSF; Prepare monthly reports and make presentations as required; provide and submit monthly and quarterly reports on all innovations incubated in the innovation hub, track and report on the implementation of approved innovative initiatives; submit proposals to governing structures for approval of all innovative initiatives.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/52 : **DEPUTY DIRECTOR: ORGANISATIONAL PERFORMANCE AND REPORTING (REF NO: NSF15/04/2025)**
Branch: Skills Development
Chief Directorate: National Skills Fund

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Management/Administration or related qualification. A relevant postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years' work experience in organisational performance and reporting, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resource with least three (3) to five (5) years' proven work experience at an Assistant Director level. A Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.

DUTIES : Manage and support business intelligence reporting consolidating of organisational requirements for business intelligence reporting. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Manage business intelligence and organization report development. Manage organisational performance metrics. Work closely with financial and business analysts, integrate competitive reporting and maintain the business data of the NSF. Manage resources of the Directorate, manage the performance of employees in accordance with policy. Participate as an active member of the Directorate team.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/53 : **DEPUTY DIRECTOR: BURSARIES MONITORING (REF NO: NSF16/04/2025)**
Branch: Skills Development
Chief Directorate: National Skills Fund

SALARY CENTRE REQUIREMENT : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and

- communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence is a requirement. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
- DUTIES** : Managing and monitoring bursaries within NSF. Managing the co-ordination of site visits by Assistant Director within directorate. Assigning bursar recipients to Assistant Director: Bursaries Monitoring and Managing the collection of information by Assistant Director: Bursary monitoring for monitoring and reporting purposes. Managing the implementation of the monitoring and evaluation log frame within NSF. Managing the monitoring of bursary agency sites and student performance against the monitoring and evaluation log frame. Defining directorate performance indicators. Updating the monitoring and evaluation framework with monthly indicators. Managing bursary monitoring reporting within NSF. Reviewing monthly reports from monitoring officers to monitor and report on the status and progress of bursaries funded by NSF and adherence to agreements by bursary agencies. Developing lessons learned based on information collected from Assistant Director within the directorate. Ensuring that all documents related to bursary monitoring are submitted for knowledge management purposes and in accordance with knowledge management policy and process. Managing stakeholders within NSF. Engaging and maintaining relationship with institutions and bursary agency sites. Engaging with internal stakeholders within NSF on the progress and impact of bursaries funded by the NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Adhere at all times to the values of NSF. Preparing monthly reports and make presentations as required. Participating as an active member of the NSF.
- ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
- POST 14/54** : **DEPUTY DIRECTOR: BURSARIES INITIATION AND EVALUATION (REF NO: NSF17/04/2025)**
Branch: Skills Development
Component: National Skills Fund
- SALARY CENTRE REQUIREMENT** : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. A valid driver's license. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
- DUTIES** : Managing the bursaries initiation process within NSF. Developing the marketing and sourcing strategy for the Outreach Programme within NSF. Developing a monitoring and evaluation log frame for bursaries funded by the NSF. overseeing the handover of bursary recipient names as a Deputy Director. Developing stakeholders' agreements with bursary agencies and community partners within NSF. Managing the bursaries evaluation process. Managing activities related to the evaluation of bursary agencies and students through the outreach programme. Managing the performance of bursary agencies and the output of the outreach programme. Managing bursary agency's

performance reporting and outputs of the outreach programme. Review the results of impact assessments conducted on bursary recipients. Facilitating lessons learned consolidation for bursary agencies and the outreach programme. Engaging with stakeholders within NSF. Initiating and maintaining community partnerships. Maintaining relationships with bursary agencies and strategic partners within NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Always adhere to the values of NSF. Managing employees related matters within the directorate. Participating as an active member of the NSF.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/55 : **DEPUTY DIRECTOR: RISK AND COMPLIANCE MANAGEMENT (REF NO: NSF18/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Chief Directorate: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Risk Management and Compliance or related qualification. A minimum of five (5) years' work experience in risk management and compliance with at least three (3) to five (5) years proven work experience at an Assistant Director level. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's licence.

DUTIES : To mitigate the level of risk in the National Skills Fund by monitoring and reporting on governance and compliance and creating an environment that supports governance, risk and compliance. Develop and maintain the risk control framework. Implement and maintain the risk assessment process and risk profile of National Skills Fund. Investigate and analyse root causes, patterns or trends of the risk assessment. Develop and maintain National Skills Fund risk register. Consult with department heads to establish, maintain and improve risk management capabilities. Review key business activities to ensure compliance with standards, policies and regulations. Ensure compliance to risk management policies, procedures and systems. Ensure high risk compliance and governance areas are proactively identified and mitigated. Manage education and awareness campaigns. Ensure policies and procedures are understood throughout the National Skills Fund. Communicate new or revised policies and procedures. Collate reporting requirements from each of the other departments. Prepare monthly and quarterly reports. Customize presentations for different audiences. Ensure sufficient capacity to achieve the objective of the directorate. Manage the performance of employees in accordance with PMDS policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the directorate. Motivate team members and create a culture of high performance. Manage leave and relate administration for direct reports. Operate within delegated authorizations. Adhere to all times to the values of the National Skills Fund. Prepare monthly reports and make presentations as required. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/56 : **DEPUTY DIRECTOR: GOVERNANCE SECRETARIAT (REF NO: NSF19/04/2025)**

(Twelve (12) Months Contract)
Branch: Skills Development
Chief Directorate: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
: Pretoria

: An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Office Management/ Public Management/Administration or related qualification. Qualification in Law will be an added advantage. A minimum of five (5) years' work experience as an Executive and/or Board Level Secretariat; Taking minutes at Executive Level, Office Management and Computer Literacy. A minimum of three (3) to five (5) years' work experience at an Assistant Director level. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Provide effective administration for all the NSF meetings. Draft and review of the committees Terms of Reference/Charters. Ensure Terms of Reference / Charters for all committees are distributed to committee members. Ensure Terms of Reference/Charters for all the committees are updated. Effective facilitation of the committees' processes. Contribute to the organization secretariat efforts to enhance the effectiveness and functioning of the committees. Provide the organization with advice and guidance on compliance with the relevant prescripts and the committee charters. Draft reports to Management and Committees. Provide effective administration for all meetings. Draft agendas, in consultation with Management and Chairperson/s, and liaise with Directors /Committee members and other role players. Ensure the timeous collation the committee information to distribute meeting packs timeously to ensure compliance with the relevant guidelines/policies and procedures. Attend meetings and record accurate and professional minutes. Distribute minutes and decision matrix within the stipulated timeframes. Electronic recording and preservation/ safeguard of all proceedings of the committees' meetings. Keep and manage proper record of all minutes, recordings, attendance registers and declaration of interests' forms. Prepare extracts of resolution and minutes for all the committees' proceedings. Prepare and track action items from the committees and ensuring decisions made are communicated to the relevant stakeholders for noting and/or actioning. Manage secretariat team. Undertake any ad hoc duties as guided by the Director: Legal, Governance, Risk and Compliance.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/57 : **DEPUTY DIRECTOR: INFORMATION OFFICER (REF NO: NSF20/04/2025)**

Branch: Skills Development
Chief Directorate: National Skills Fund
Directorate: Legal, Governance, Risk and Compliance

SALARY CENTRE REQUIREMENTS : R896 436 per annum (Level 11), (All-Inclusive Remuneration Package)
: Pretoria

: An appropriate Bachelor's Degree/ Advanced Diploma (NQF Level 7) in Public Management/ LLB/ or related qualification. Qualification in Compliance will be an added advantage. 5 years' experience including compliance in public or private sector. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. A minimum of three (3) to five (5) years' experience at an Assistant Director level Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public

		Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. A valid driver's licence.
<u>DUTIES</u>	:	Encouragement of compliance, by the organization, with the conditions for the lawful processing of personal information; dealing with requests made to the organization pursuant to the Protection of Personal Information Act (POPI Act); working with the Regulator in relation to investigations conducted pursuant to Chapter 6 of the POPI Act in relation to the organization; otherwise ensuring compliance by the organization with the provisions of the POPI Act; and as may be prescribed. Ensure overall compliance with POPI; encourage compliance with conditions for the lawful processing of personal information; deal with requests made by the Information Regulator or data subjects (individuals); work with the Regulator in relation to investigations conducted in accordance with the relevant provisions of POPI; develop, implement and monitor a compliance framework; ensure that a personal information impact/risk assessment is performed to ensure that adequate measures and standards exist within the organization; develop, monitor, maintain and make available a PAIA manual; develop internal measures and adequate systems to process requests for access to information; ensure that internal awareness sessions are conducted regarding the provisions of POPI, the regulations and any codes of conduct or information obtained from the Regulator.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/58</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING: KWAZULU-NATAL REGION (REF NO: NSF21/04/2025)</u> Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10)
	:	Durban
	:	An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Public Administration, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management. Successful candidate must be willing to relocate to Durban as the Centre of operation will be within Durban, KwaZulu-Natal Province. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's license.
<u>DUTIES</u>	:	Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the KwaZulu-Natal Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site

facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and adhering at all times to the values of the NSF.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/59 : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (WESTERN CAPE AND NORTHERN CAPE REGION) (REF NO: NSF22/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENTS : R582 444 per annum (Level 10)
: Cape Town
: An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Public Administration/ Management, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Successful candidate must be willing to relocate to Cape Town as the Centre of operation will be within Cape Town. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's licence and willingness to travel.

DUTIES : Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the Western Cape and Northern Cape Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and adhering at all times to the values of the NSF.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki
012 943 3161

POST 14/60 : **ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT
MONITORING (GAUTENG AND FREE STATE REGION) (REF NO:
NSF23/04/2025)**

Branch: Skills Development
Component: National Skills Fund

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Public Administration/ Management, Project Management, Auditing and Risk/Financial Management and/or Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in Public Service Delivery environment, project management and management of resources. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's license.

DUTIES : Responsible for the monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the KwaZulu-Natal Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by service provider/s meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoicing and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regard project financials. Participate as an active member of the regional team by operating within delegated authorisations, preparing monthly reports and presentations as required and always adhering to the values of the NSF.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki
012 943 3161

POST 14/61 : **ASSISTANT DIRECTOR: PROGRAMME MONITORING (REF NO:
NSF24/04/2025)**

Branch: Skills Development
Component: National Skills Fund
Directorate: Regional Skills Development Implementation

SALARY : R582 444 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Public Administration/Management, Project Management or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level

in a project management. Knowledge and experience in assisting the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Monitor the implementation of projects in the national and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Programme Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Attend to all the projects audit matters. Escalate the issue to Deputy Director: Programme Monitoring and other relevant stakeholders. Conduct due diligence regarding all project's activities including, but not limited to new projects, complete change request documentation and submit to the Deputy Director: National Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management systems available to NSF. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team in all relevant structures of the NSF.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/62 : **ASSISTANT DIRECTOR: FINANCE (EXPENDITURE) (REF NO: NSF25/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 9)
: Pretoria
: An appropriate Diploma/Bachelor's Degree (NQF level 6) in Financial Management/ Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in financial management. Skills required: Financial management, Data processing and records management, Quality management, Security management, technical proficiency, Decision Making, Diversity Citizenship, Problem Analysis, Self-Management and Team Membership. Good Computer literate. A valid driver's license.

DUTIES : Review invoices captured for payment on the financial system for validity, accuracy, correct approval, and correct classification against correct expense items and against correct creditors daily. Ensure that the safety-web check has been performed and corresponds with payment captured. Act as second approval of payments captured. Run payments batch and uploads payment batch onto online banking platform. Follow-up and resolve rejected payments. Ensure that safety-web check has been performed and corresponds with payment captured. Act as second approval of payments captured. Run

payments batch and uploads payment batch onto online banking platform. Follow-up and resolve rejected payments. Capture banking details for new creditors onto financial system and onto online banking platform. Capture amendments to existing banking details of existing creditors on financial system and onto online banking platform. (The Financial Manager (1st Approval) and Head: Financial Management and Administration must approve new banking details and amendments to existing banking details). Review and approve payment packs prepared by Finance: DHET admin payment packs, travel office payment packs, AGSA invoice payment packs and SARS payment packs. Backup for Finance Assistant Manager (Revenue). Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Operate within delegated authorizations. Always adhere to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/63 : **ASSISTANT DIRECTOR: ACCOUNTING (REF NO: NSF26/04/2025)**

Branch: Skills Development
Component: National Skills Fund
Chief Financial Office

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 9)
: Pretoria

: An appropriate Diploma/Bachelor's Degree (NQF Level 6) in Financial Management/ Accounting or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory level in budgeting, financial accounting and/ or financial management reporting. Further skills and competency requirements related to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. This is a junior management position that requires a dynamic individual, who is service delivery oriented, customer focused, maintains high integrity and be able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license.

DUTIES : Assist in performing financial planning, budgeting and reporting. Assist in managing key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee, Assist to perform investment management and cash flow management functions.; Assist with budgets for Annual Performance Plans (APPs), Strategic Plans, and Operational Plans; Assist with cost centre budgets for NSF; Assist with managing of the allocation and distribution of NSF's budget; Assist with financial forecasting of NSF revenue and expenditure; Assist to perform financial reporting functions including drafting components that form part of NSF's annual financial statements' quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Reporting accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Assist financial presentations; Perform daily, weekly, monthly and annual accounting and recording keeping functions, including processing of financial information and transactions on accounting financial systems; Prepare relevant financial workbooks; Perform monthly and annual financial closure processes; Assist in managing of external and internal auditors.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/64 : **ASSISTANT DIRECTOR: PUBLIC RELATIONS AND COMMUNICATION (REF NO: NSF27/04/2025)**

Branch: Skills Development
Component: National Skills Fund
Directorate: Public Relations and Communication

<u>SALARY</u>	:	R468 459 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma/Bachelor's Degree (NQF level 6) in Communication/Media Studies/Journalism/Marketing/Brand Management. A minimum of three (3) to five (5) years' work experience at a supervisory level in public relations and communication. Proven skills and good knowledge of the post-school education and training system will be an added advantage. This is a generalist communication position that requires an allrounder. Competencies in writing for internal and external audiences/platforms, editing and proofreading, internal communication, media relations and publication production are essential. Good computer skills. Candidates must be willing to travel extensively, work irregular hours and be committed to meet communication requirements within tight timeframes. A valid driver's license.
<u>DUTIES</u>	:	Content development for internal and external stakeholders/platforms including proactively searching for story ideas and content to highlight the work of the NSF, conducting research and interviews. Contribute towards the development and implementation of public awareness and advocacy campaigns in support of various operational areas of the NSF. Conceptualise and implement internal communication campaigns for the NSF. Ongoing review and periodic update of content for a wide range of public awareness material such as the NSF website and social media platforms. Build and sustain a positive media profile of the NSF by maintaining a professional relationship with key media contacts; updating the media contact database regularly; and drafting media statements, advisories, opinion pieces and letters to the editor. Ongoing management of media enquiries and interview requests for the NSF and ensuring that correct information is available and provided to the media. Identify and verify communication needs by engaging key internal stakeholders.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/65</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT (REF NO: NSF28/04/2025)</u> Branch: Skills Development Component: National Skills Fund Directorate: NSF Legal, Governance, Risk and Compliance
<u>SALARY</u>	:	R468 459 per annum (Level 9)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma (NQF Level 6) in Public Administration or related qualification. A minimum of three (3) to five (5) years' work experience at a supervisory which includes identifying, monitoring governance, risk and compliance matters for medium to large organisation. Advanced experience in legal government and compliance in the government or private sector. Experience in the management of resources and of a legal and compliance department. Knowledge of the education system and pedagogy, the Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. A valid driver's licence.
<u>DUTIES</u>	:	Manage and maintain official committees of the NSF. Administrative support to the secretariate. Plans the logistical arrangements of committee meetings including venues, travel and accommodation and meals where necessary. Distributes meetings minutes and documents to the appropriate stakeholders in a timely manner. Collect and collates information from stakeholders. Ensure office equipment is available and in working order. Performs any additional requests that may be received from the Secretarial Manager. Ensures that

committee packs are prepared in advance and are up to date for all members. Compile committee submissions and distribute accordingly. Take meeting minutes and distribute to committee members. Answer telephone calls and reroutes calls where necessary. Ensure sufficient capacity to achieve the objectives of the directorate. Manage the performance of employees in accordance with policies and procedures. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the directorate. Motivate team members and create a culture of high performance. Manage leave and related administration for direct reports. Operate within delegated authorisations. Adhere to all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/66 : **ASSISTANT DIRECTOR: BUSINESS INFORMATION ANALYTICS (REF NO: NSF29/04/2025)**
 Branch: Skills Development
 Component: National Skills Fund
 Chief Directorate: Strategy, Innovation and Organisational Performance
 Directorate: Organisational Performance and Reporting

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 9)
 : Pretoria
 : An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Computer Science/ Business Intelligence/Information Technology, Finance, Statistics, Economics/econometrics. A minimum of three (3) to five (5) years' work experience at a supervisory level in a business intelligence or Data Scientist role. Knowledge of data analytics, dashboards, with the ability to understand and find appropriate applications for data and analysis results. Ability to read work on and support applications, reports and processes. Excellent analytical and problem- solving skills. Ability to contribute both independently and as part of a team. Excellent knowledge and experience in strategic planning, annual performance planning and reporting including financial reporting. Excellent listening, communication, interpersonal, people-engagement and presentation skills. Strong ability to develop rapport and manage stakeholder experience. Background in data warehouse design (e.g. dimensional modelling) and data mining. In-depth understanding of database management systems, online analytical processing (OLAP) and ETL (Extract, transform, load) framework, familiarity with BI technologies (e.g. Microsoft Power BI, SharePoint, Oracle BI).

DUTIES : Manage requirements for business reporting by engaging with the respective NSF stakeholders to understand reporting requirements of the NSF. Collect and consolidate business reporting requirements. Align NSF reporting requirements with NSF strategy and organisation plans. Develop and consistently improve reporting standards and templates and plans while aligning and integrating in the NSF reporting systems manually and electronically. Communicate reporting plans to relevant stakeholders. Ensure good practice regarding business reporting. Support stakeholders with handling, processing or receiving reports to identify gaps and areas for improvement. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Develop business intelligence reports by collecting and consolidating reporting data. Conduct data analysis using advanced data analytics. Develop report framework and content. Validate completeness and correctness of business intelligence reports. Capacitate stakeholders and employees on the format to provide reports and properly utilise reporting data. Propose and develop appropriate metrics to enhance efficiency as the business needs change. Interpret the performance metrics for the NSF. Create deliverable templates and prepares written materials for the NSF (including but not limited to: National Skills Development Strategy, Education, Development and Training Statistics, Parliamentary and Portfolio committee reports). Work closely with financial and business analysts to develop and support reporting solutions. Integrate competitive reporting when required. Maintain the business data of the NSF. Identify development needs to improve and streamline operations and performance in line with the Strategic Plan and Annual Performance Plan and

Annual Operational Plan. Develop, evaluate and improve existing BI systems. Collaborate with teams to integrate systems. Develop and execute database queries and conduct analyses by creating visualizations and reports for requested projects. To provide research scenario modelling analysis and insights on change and effect that supports business decision-making processes, ensuring continuous improvement and insights in collaboration with research unit. Develop reporting and scenario models to gather actual/current, historic and projected data to facilitate business decision making. Manage the accuracy and completeness of master data structure and information by reviewing the master data for updates and information monthly to ensure accurate reporting and information/scenario modelling. Implementation of knowledge management policy and solutions. Participate as an active member of the directorate team. Operate within delegated authorisation. Always adhere to the values of the National Skills Fund. Prepare monthly reports and make presentations as required.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/67 : **ASSISTANT DIRECTOR: ENTERPRISE DOCUMENT MANAGEMENT AND REGISTRY (REF NO: NSF30/04/2025)**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Financial Management and Administration

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 9)
 : Pretoria
 : An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Financial Management/ Accounting or an equivalent qualification. A minimum of three (3) to five (5) years' work experience at supervisory level in document management and registry is essential. Sound knowledge in Public Financial Management Act (PFMA), Skills required: Data processing and records management. Quality management. Security management. Strategic thinking. Technical proficiency. Decision Making. Diversity Citizenship. Organisational Communication. Effectiveness. Problem Analysis. Self-Management. Team Membership. Stakeholder engagement and management. This post requires a dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and can perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes.

DUTIES : Manages the document management and registry office. Develops data management and record archiving collation guidelines and communicates these to the business. Maintains documents as per required compliance guidelines. Develops and maintains proper procedures for filing system, disposal of documents, opening and closing of files, proper filing of documents. Develop and review policies for the NSF in accordance with the National Archiving Act. Liaise with business to ensure that there is proper management of records. Ensure that effective security clearance standards are developed and adhered to regarding information retrieval. Manages the provision of driver and messenger services to support the NSF's day-to-day operations. Operate within delegated authorizations. Always adhere to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/68 : **ASSISTANT DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE (REF NO: NSF31/04/2025)**
 (Twelve (12) Months Contract)
 Branch: Skills Development
 Chief Directorate: National Skills Fund
 Directorate: Legal, Governance, Risk and Compliance

SALARY CENTRE : R468 459 per annum (Level 9)
 : Pretoria

<u>REQUIREMENTS</u>	:	An LLB Degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (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, law of evidence law of delict, commercial transactions law, post-school education and training laws. Experience in governance, risk and/or compliance in the private or public sector. Excellent knowledge and understanding of the law and Government prescripts in the PSET sector. 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; Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, problem-solving, Computer literacy and Report writing. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	Assist the National Skills Fund with drafting submissions for approval by the Senior Management, the Director-General, and the Minister. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures compliance with risk management policies, procedures, and systems. Ensures high-risk compliance and governance areas are proactively identified and mitigated. Develop an internal control register to mitigate possible risks and create awareness. Examine, evaluate, report and recommends improvements in the effectiveness of risk processes. Compile reports on the results of the internal audit process and report to the audit committee on audit findings and recommendations to ensure informed decision-making in audit-related matters. Provision of legal services support. Provide the evidence to formulate a defense or to initiate legal actions. Prepare legal opinions for committee consideration. Conducting legal research and providing legal advice including drafting legal opinions. Attending to enquiries and/or correspondence. Providing written and verbal opinions on a variety of matters pertaining to the NSF. Coordinate the management of litigation between legal advisors, external attorneys, and advocates to ensure high standards of representation of legal matters. Conduct an analysis of the legal framework to stipulate the requirements of the contract. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Assist colleagues as required. This position requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to applied strategic thinking, applying technology, budgeting and financial management, excellent written and verbal communication, information management, continuous improvement, diversity management, managing interpersonal conflict and resolving problems, good planning and organizing, problem-solving and decision making, project management, team player, creative thinking, decision making, problem analysis, negotiation, quality management, computer skills; research and policy formulation skills; presentation skills; analytical. The incumbent must be service delivery orientated, customer-focused, maintain integrity and be able to work in a team environment. Good knowledge of the post-school education and training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meeting deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, and must have integrity. The successful candidate will have to annually disclose his/her financial interests.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
<u>POST 14/69</u>	:	<u>ASSISTANT DIRECTOR: DEMAND, ACQUISITION AND CONTRACTS – (REF NO: NSF32/04/2025)</u> (Twelve (12) Months Contract) Branch: Skills Development Component: National Skills Fund Directorate: Supply Chain Management
<u>SALARY CENTRE</u>	:	R468 459 per annum (Level 9) Pretoria

- REQUIREMENTS** : An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Supply Chain Management (SCM) or related qualification in the related field. A minimum of three (3) to five (5) years' work experience at a supervisory level (SL7/8) in Supply Chain Management. Knowledge of procurement and business practices. Ability to establish and manage demand systems and controls. Knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of Human Resources (HR) management practices, legal issues, negotiations and dealing with conflict. Assist in career planning and effective deployment of personnel. Ability to control and manage the acquisition of services and demand plan of the department. Sufficient knowledge of specific computer software packages and efficient use of associated hardware. Perform in-house training for subordinates. Skills and competencies: advanced skills in policy formulation; advanced negotiation skills; adequate skills in computer use; advanced skills in financial; advanced skills in respect of formal presentation and public speaking; negotiation skills. Management and project management. Good interpersonal relations; relationship management; stakeholder engagement; public relations; research; strategic capability and leadership. Programme and project management; financial management; change management; knowledge management; service delivery innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus.
- DUTIES** : Participate in the research and needs analysis for the department. Update and provide report on the procurement plan. Ensure an effective SCM performance management system is developed and implemented in accordance with departmental policies and procedures and applicable legislative. Develop and review the Departmental Preferential Procurement Regulation and when required. Report on supply chain management information as required to internal and external stakeholders. Enhance the database and align it to National Treasury circulars and practice notes. Facilitate Acquisition Management in compliance with SCM legislations, prescripts and sound corporate governance. Ensure that all bids received and awarded are published on DHET/NSF website, Government Tender Bulletin and media. Monitor the opening and closing of bid box. Ensure proper recording of bid proposals received. Ensuring that checking of compliancy of every bid received is correct. Ensure that project managers are informed timeously to arrange BEC meetings. Ensure the correctness of the goods and services in order to mitigate DFFE procurement risk and audit exposure. Confirm the procurement of bids above R1,000,000.00 within 120 days. Provide monthly B-BBEE status report on bids awarded. Confirm the procurement of bids below R1,000,000.00 within 40 days. Submit all mandatory reports to the Deputy Director (DD), tender register, bids implementation register, contract report etc. Timely and relevant supply chain information reported to relevant stakeholders in compliance with departmental policies and procedures and applicable legislative requirements. Manage contracts irrespective of the value.
- ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
- POST 14/70** : **ASSISTANT DIRECTOR: INTERNAL AUDIT (REF NO: NSF33/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Internal Audit
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum (Level 9)
: Pretoria
: An appropriate Diploma/ Bachelor's Degree (NQF Level 6) in Internal Auditing or related qualification. Registration with a professional body, designation such as Internal Audit Technician or Professional Internal Auditor will be an added advantage. A minimum of four (4) years' experience in internal audit. Minimum of three (3) to five (5) years' experience at a supervisory level. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Sound knowledge of International Standards for Professional Practice of Internal Auditing, Internal Audit Methodology, Risk Management principles, Public Finance Management Act (PFMA) and National Treasury Regulations, National Treasury Internal Audit Framework, Public Service Regulations (PSR) Public Service Act (PSA),

Labour Relation Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA), Occupational Health and Safety standards and Generally Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Project Management and ability to meet deadlines. Good verbal and written communication skills, problem solving skills, analytical skills and attention to detail. Good interpersonal skills and ability to interact at all levels and ability to work in a team. Computer literacy, including experience with Microsoft Office. Administration, planning and organising skills. Supervision, coaching, training and motivation of team members. Ability to work under pressure. A valid driver's licence and willingness to travel.

DUTIES : Provide input in the development of the annual internal audit plan and rolling three (3) year plan. Perform and/or review planning, execution, and reporting of internal audits as per the approved Internal Audit Plan and in accordance with the Institute of Internal Auditors (IIA) standards and best practice. Complete and/or review audit working papers of high quality in accordance with the Internal Audit methodology of the NSF. Draft and/or review internal audit findings. Drafting of internal audit reports. Obtaining management comments and finalize the report within agreed timelines. Perform follow up audits on internal audit and/or external audits. Assist with queries of fraud, compliance or performance put forward to the internal audit directorate, and assist with compiling of fraud, compliance and performance audits where required. Compile and/or review an indexed and audit file for each audit conducted, according to quality procedure and policy requirements. Meet deadlines for submissions. Examine and execute the effectiveness and efficient use of resources. Review current audit systems and processes to recommend improvements to enhance effectiveness. Flag audit risks and breakdowns in the internal control environment. Contribute to raising awareness of the internal audit directorate unit by engaging with stakeholders. Compile and review regular time sheets. Supervision, coaching, training and motivation of team members. Prepare progress and audit reports for management. Assists the supervisor in the performance of internal audit reviews. Monitor time and progress on projects and report to Deputy Director. Provide administrative support to the Internal Audit Directorate, including secretariat support to the Audit Committee, when assistance is required. Keep abreast with global trends and best practice. Adhere at all times to the values of the National Skills Fund. Operate within the policies, procedures and rules of the National Skills Fund.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/71 : **SENIOR GRAPHIC DESIGNER (REF NO: NSF34/04/2025)**
(Twelve (12) Months Contract)
Branch: Skills Development
Component: National Skills Fund – PR & COMMS

SALARY : R397 116 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Diploma (NQF level 6) in the field of Graphic Design from a reputable and recognized tertiary institution. A minimum of three (3) years relevant experience in the field of advertising and Graphic Design. Agency experience will be advantageous. Knowledge of the Adobe Creative Suite (Photoshop, Illustrator, InDesign etc.). Portfolio submitted demonstrating relevant experience in designing marketing collateral (i.e. posters/flyers, brochures, banners, newsletters etc.), artwork for digital platforms (social media and website), and/or corporate publications. Advanced understanding of how to keep visual consistency across different mediums. Strong business acumen with excellent communication skills, highly organised and meticulous. Strong administrative and time management skills. Attention to detail. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills to be able to deal with people from a wide range of backgrounds and levels of seniority. The incumbent must be willing to undergo screening for a security clearance. Shortlisted candidates must be prepared to present their portfolio of evidence.

DUTIES : The position forms of the Directorate: Public Relations and Communication based in Pretoria. The scope of the work of the successful candidate will include, but not be limited to conceptualising and developing visual concepts

and designs that align with the NSF's objectives, brand identity and project requirements. This involves brainstorming ideas, sketching concepts and using design software to produce high-quality designs. Taking ownership of design projects from start to finish. This includes collaborating with business units to understand their requirements, establishing project timelines, managing resources and ensuring timely delivery of design solutions. Maintaining the brand identity for NSF and developing guidelines for funded projects/internal campaigns. Maintaining and ensuring appropriate use of logos, typography, colour schemes and other visual elements. Working closely with other marketing and communication professionals, and NSF business units to ensure effective communication and collaboration throughout the design process. Ensuring that final designs meet high standards of quality and accuracy. Reviewing and proofreading designs, preparing design files for print or digital publication and conducting quality checks to ensure designs are visually appealing and error-free.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/72 : **PRACTITIONER: FINANCE (PAYMENTS) (REF NO: NSF35/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENT : R325 101 per annum (Level 7)
: Pretoria
: An appropriate Diploma (NQF Level 6) in Financial Management/ Accounting or related qualification. A minimum of one (1) to two (2) years' work experience in financial management. Knowledge of Public Service and NSF mandates and strategies. Knowledge of Government wide legislation. Legislative Knowledge and prescripts, knowledge of NSF services. Knowledge of NSF policies, procedures and regulations. Knowledge of customer services values, NSF goals and performance requirements. Skills required: processing and records management, quality management, technical proficiency, excellent communication, interpersonal and writing skills, computer literate, Microsoft office proficient, strong administrative, organisational and general office management skills, time management skills, Planning and organising skills.

DUTIES : Receive all creditor invoices (centrally), scan and log invoices received against order raised on the system and check whether budget is available for payment (daily). Perform preliminary safety-web check daily. Notify creditor and/or responsible NSF manager daily where invoice does not contain an order number or where there is no budget available or with regards to incorrect banking details because of safety-web. Prepare payment requisitions and notify and follow-up with responsible NSF managers for approval, adjustment or rejection of creditor invoices as per payment requisition daily. Notify SCM on the rejection of creditor invoices to resolve the matter with responsible NSF managers and creditors daily. Perform final safety-web check prior to capturing payment daily. Capture approved invoices for payment on the financial system against correct expense items and against correct creditors daily. Back-up for other Junior Finance Officer(s). Receive all project creditor invoices (quarterly or monthly reports) (centrally) via the system daily. Perform safety-web check daily. Notify creditor and / or responsible NSF manager with regards to incorrect banking details because of safety-web on a daily basis. Participate as an active member of the Directorate Adhere at all times to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/73 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE (REF NO: NSF36/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 7)
: Pretoria
: An appropriate Diploma (NQF Level 6) in office management, secretarial or related qualification. A minimum of three (3) years' work experience in

rendering administrative and secretarial support. The ideal candidate should have good telephone etiquette, be computer literate, be able to do research and do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should have basic knowledge of financial administration. Language skills, and written and verbal communication skills, Organization and Prioritization Skills. Good people skills, Reliable, Tact and discretion, well- groomed and self- motivated. Confidentiality Attention to detail, work well under pressure, Analytical, Be proactive, Excellent Communication and Minute-taking presentations. Special requirements: willing to work overtime, as and when needs arise or deemed necessary. Willing and able to assist in the office of other senior managers as and when arise or deemed necessary. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, and general office management. Time Management, Planning and Organizing, Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.

DUTIES

: Provide a secretarial and administrative support service to the Manager. Arranging meetings, manage diary, logistical arrangements as required. Type letter, submissions, memorandums, reports, and open mail (performs advanced typing work). Answering and screening all calls, directing, or attending to those not required to be attended to by the Manager. Check in/out-tray on daily basis and make sure the Manager attends to urgent issues. Tracking of Submissions/Memorandums routed from/via the manager's office. Render a general secretarial and office auxiliary service that includes arranging air, rail and road bookings and accommodation for the Manager. Provides Support to the Manager with the administration of the Manager's Budget. Provides support to the manager regarding meetings. Monitor resolutions taken at management meetings and inform the manager on progress made. Operates and ensures that office equipment, e.g. Fax Machines and photocopiers are om good working order. Records the engagements of the Senior Manager. Coordinates with and sensitizes/advises the Senior Manager regarding meetings engagements. Compiles realistic schedules of appointments, Ensures the effective flow of information and documents to and from the office of the Senior Managers. Ensures the safekeeping of all documentation in the office of the Senior Manager in line with relevant legislation and policies. Obtain inputs, collates, and compiles reports, e.g. Progress reports/Monthly Reports/ Managements Reports. Scrutinize routine submissions/reports and make notes and or recommendations for the Director. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the Senior Manager and the unit where required. Collects, analyses and collates information requested by the Manager. Clarifies notes and instructions on behalf of the Manager. Ensures the travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the attendance, leave register and telephone accounts for the unit. Handles the procurements standard of items like stationery, refreshments etc. for activities for the Manager and the unit. Obtains the necessary signatures on documents like procurements advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for the meeting. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Records munities/decisions and communicates them to relevant role-players, follows ups on progress made. Coordinates logistical arrangements for the meetings when required. Collects and coordinates all the documents that relate to the manager's budget. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure an efficient and effective support to the Senior Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/74 : **ADMINISTRATIVE ASSISTANT: REGIONAL SDI KZN (REF NO: NSF37/04/2025)**
Branch: Skills Development
Component: National Skills Fund

SALARY CENTRE REQUIREMENTS : R325 101 per annum (Level 7)
: Pretoria
: An appropriate Diploma (NQF Level 6) in office management, secretarial or related qualification. A minimum of three (3) years' work experience in rendering administrative and secretarial support. The ideal candidate should have good telephone etiquette, be computer literate, be able to do research and do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should have basic knowledge of financial administration. Language skills, and written and verbal communication skills, Organization and Prioritization Skills. Good people skills, Reliable, Tact and discretion, well-groomed and self-motivated. Confidentiality Attention to detail, work well under pressure, Analytical, Be proactive, Excellent Communication and Minute-taking presentations. Special requirements: willing to work overtime, as and when needs arise or deemed necessary. Willing and able to assist in the office of other senior managers as and when arise or deemed necessary. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, and general office management. Time Management, Planning and Organizing, Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.

DUTIES : Provide a secretarial and administrative support service to the Manager. Arranging meetings, manage diary, logistical arrangements as required. Type letter, submissions, memorandums, reports, and open mail (performs advanced typing work). Answering and screening all calls, directing, or attending to those not required to be attended to by the Manager. Check in/out-tray on daily basis and make sure the Manager attends to urgent issues. Tracking of Submissions/Memorandums routed from/via the manager's office. Render a general secretarial and office auxiliary service that includes arranging air, rail and road bookings and accommodation for the Manager. Provides Support to the Manager with the administration of the Manager's Budget. Provides support to the manager regarding meetings. Monitor resolutions taken at management meetings and inform the manager on progress made. Operates and ensures that office equipment, e.g. Fax Machines and photocopiers are on good working order. Records the engagements of the Senior Manager. Coordinates with and sensitizes/advises the Senior Manager regarding meetings engagements. Compiles realistic schedules of appointments, Ensures the effective flow of information and documents to and from the office of the Senior Managers. Ensures the safekeeping of all documentation in the office of the Senior Manager in line with relevant legislation and policies. Obtain inputs, collates, and compiles reports, e.g. Progress reports/Monthly Reports/ Managements Reports. Scrutinize routine submissions/reports and make notes and or recommendations for the Director. Responds to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the Senior Manager and the unit where required. Collects, analyses and collates information requested by the Manager. Clarifies notes and instructions on behalf of the Manager. Ensures the travel arrangements are well coordinated. Prioritizes issues in the office of the Manager. Manages the attendance, leave register and telephone accounts for the unit. Handles the procurements standard of items like stationery, refreshments etc. for activities for the Manager and the unit. Obtains the necessary signatures on documents like procurements advice and monthly salary reports. Provides support to the Manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for the meeting. Collect and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates them to relevant role-players, follows ups on progress made. Coordinates logistical arrangements for the meetings when required. Collects and coordinates all the documents that relate to the manager's budget.

- Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure an efficient and effective support to the Senior Manager. Remains abreast with the procedures and processes that apply in the office of the Manager.
- ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
- POST 14/75** : **ADMINISTRATIVE OFFICER: FACILITIES MANAGEMENT (REF NO: NSF38/04/2025)**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Financial Management and Administration
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 7)
 : Pretoria
 : An appropriate Diploma (NQF Level 6) in Public Management/Administration, Office Management and Technology or related qualification. A minimum of two (2) years' work experience in providing messenger, facilities, maintenance, assets and general administration support. The prospective candidate should be pro-active, effective, and self-confident and be able to work in a diverse team. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, problem-solving and analysis, report writing, quality management, budgeting and financial management, and stakeholder engagement/management. The incumbent must be client orientated, customer-focused, responsive, and be able to perform in a team environment. Good computer skills are required. Candidates must be willing to travel when required. Candidates must also be committed to meeting deadlines within tight timeframes and A valid driver's licence.
- DUTIES** : To provide messenger services and facilities management support to the NSF. Collect and deliver documents in line with requests required destinations. Ensure proof of delivery is obtained. Collect registered and other mail from the post office or the department daily. Ensure that collected documents are distributed in the NSF daily. Ensure authorisation of travel costs by departmental head. Adhere to internal policies and procedures. Deliver and collect legal documents are delivered on time. Record proof of delivery of legal documents. Collect and drive delegations from other countries to the required destinations. Operate both light and heavy motor vehicle. Update the logbook of vehicle used daily for proper recording of mileage. Coordinate boardroom bookings and arrange for the provision of tea and coffee. Assist in planning and setting up meetings and teleconferences. Complete facilities workbooks. Cleaning services workbooks. Hygiene services workbooks. Security services and system workbooks. Facilities and maintenance workbooks. Parking rental workbooks. Telephone and fax workbooks. Monitor cleaning and hygiene service provided for facilities. Monitor security services provided by facilities. Monitor parking facilities. Assist to all requests, queries and complaints related to facilities, security and parking. Perform routine facilities repairs and maintenance checks. Perform routine facilities security services and system checks. Perform routine facilities cleaning and hygiene checks. Monitor facilities usage across the NSF. Perform routine facilities checks related to Occupational Health and Safety requirement. Perform first aid when required. Ensure that evacuation drills are performed on a regular basis. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF.
- ENQUIRIES** : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161
- POST 14/76** : **ADMINISTRATIVE ASSISTANT BURSARIES (REF NO: NSF39/04/2025)**
 Branch: Skills Development
 Component: National Skills Fund
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum (Level 7)
 : Pretoria
 : An appropriate Diploma (NQF Level 6) in Public Administration or related qualification. A minimum of three (3) years relevant work experience. Knowledge of Public Service and NSF mandates and strategies. Skills required: Excellent communication, interpersonal and writing skills. Computer

literate, Microsoft office proficient, strong administrative, organizational and general office management, time management, planning and organizing. Ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.

DUTIES

: Schedule appointments and maintain an electronic diary. Ensure that legislative dates are documented on the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey promptly to Chief Directorate or Directorate. Prioritise work received from the Chief Directorate or Directorate. Type correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or handwritten notes. This involves working on Word, Excel and PowerPoint. Plan, prepare for and record proceedings of meetings. Prepare documents and distribute information/documents as requested by the Chief Directorate or Directorate in hard copy or electronically e.g. prepare distribution packs for meetings. Source information as requested by the Chief Directorate or Directorate. Receive and register incoming mail and documents and distribute within the Chief Directorate or Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan documents, file documents electronically in a logical order and receive or send facsimiles. Maintain an appropriate filing system (manual and computerised) for the Chief Directorate or Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that is entering or leaving the offices of the Chief Directorate or Directorate. Track and follow up on documents that were sent from the Chief Directorate or Directorate that requires action or approval. Perform other administrative support functions. Always adhere to the values of the NSF. Act professionally as the contact person of the Chief Directorate or Directorate. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF. Guide, teach, and provide transfer of skills to equip interns to perform the administrative assistant duties.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/77

: **SECRETARY (REF NO: NSF40/04/2025)**
Branch: Skills Development
Component: National Skills Fund
Directorate: Human Resources Management and Development

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 annum (Level 5)
: Pretoria
: An appropriate National Senior Certificate (Grade 12) / National Certificate (Vocational) NQF Level 4 certificate. An appropriate Diploma/Bachelor's Degree in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years of relevant experience in office management and administration within a Human Resource Management and Development environment. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel).

DUTIES

: The successful candidate will perform the following duties: Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Prioritise work received from the Human Resources Directorate. Type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. Prepare documents and distribute information/ documents as requested by the Human Resources Directorate in hard copy or electronically e.g., prepare distribution packs for

meetings. Source information as requested by the Human Resources Directorate. Receive and register incoming mail and documents and distribute them within the Human Resources Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan, documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that were sent from the Directorate that require action or approval. Perform other administrative support functions.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/78 : **SENIOR ADMINISTRATION CLERK: LEGAL (REF NO: NSF41/04/2025)**
 (Twelve (12) Months Contract)
 Branch: Skills Development
 Component: National Skills Fund – Pr & Comms
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Legal, Governance, Risk and Compliance

SALARY : R228 321 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12) or National Certificate (Vocational) NQF Level 4. An appropriate Diploma/Bachelor's Degree in law will be an added advantage. The incumbent must have at least 2 (two) years relevant work experience. The incumbent should be creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint.

DUTIES : The scope of the work of the successful candidate will include, assisting legal officers with admin work relating to legal and risk management. Draft agreements, service level agreement, legal opinions, legal advice. Conduct research. Prepare reports. Prepare S&T and cell phones claims. Prepare travel documents. Assisting with updating the risk management documentation.

ENQUIRIES : Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161

POST 14/79 : **RECEPTIONIST (REF NO: NSF42/04/2025)**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Financial Management and Administration

SALARY : R193 359 per annum (Level 4)
CENTRE : Pretoria
REQUIREMENTS : A National Senior Certificate (Grade 12) / National Certificate (Vocational) NQF Level 4 certificate. An appropriate Diploma/Bachelor's Degree in Public Administration/Management or a related qualification will be an added advantage. A minimum of one (1) to 2 (two) years relevant work experience as a receptionist or switchboard operator. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Client-orientation focus and customer care skills. Good computer literacy (MS Word and Excel).

DUTIES : Monitor NSF telephone and direct callers and answer telephone calls in an appropriate and professional manner. Keep the NSF internal directory up to date. Direct calls to appropriate staff members or departments. Take messages and relay them to the appropriate staff member. Respond to enquiries and queries. Ensure that complex queries are referred to the back office and other relevant staff members to deal with. Ensure visitors are directed correctly. Monitor entry access into premises. Receive, attend to and direct visitors to the appropriate office or staff member they are visiting. Ensure visitors have signed in and issue them with a visitor's sticker. Ensure that relevant staff members

are informed of visitors. Act and respond in a presentable manner, being the face of the entry. Monitor and ensure reception areas and meeting areas are kept neat and quiet. Ensure that pamphlets, brochures, and other relevant information is available for visitors (including removal of outdated information from public spaces). Coordinate the booking of boardrooms/ meeting rooms and parking. Assist with escalating complex queries from the website and social media pages (including tracking of queries up to resolution) Assist with ad hoc office admin duties, sending faxes, photocopying, and filing. Provide first aid when required.

ENQUIRIES

: Mr D Moyane Tel No: 012 943 3105 / Ms C Els 012 943 3250 / Ms B Setuki 012 943 3161