

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 38/39</u>	:	<u>CHIEF DIRECTOR: CORPORATE COMMUNICATION REF NO: DHET 01/10/2025</u> Branch: Corporate Services Chief Directorate: Corporate Communication Re-advertisement and applicants who previously applied need not re-apply as applications will be considered.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
	:	Pretoria
	:	An appropriate NQF level 7 in the field of Communication/ Journalism/ Public Relations or any relevant qualifications. A minimum of five (5) years 'relevant work experience at the Senior Managerial level. Knowledge of Ministerial protocol, communication legislations, Website related software's, and understanding of stakeholder management, Media operations. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Understanding of marketing and research acquired in theory and practice. Planning, policy development and information management. Understanding of government communication system services as an advantage. Further requirements are Strategic Leadership and Capability, Excellent and proven Project Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Ability to work under pressure and willingness to work extended hours. Good management and financial management skills, conflict management and decision-making skills, time and people's management skills, good communication skills, presentation and facilitation skills. A valid driver's license.
<u>DUTIES</u>	:	To ensure effective management of Strategic Communication, Media, Public Relations and Events support to all branches of the Department to promote collaborative partnerships, branding, public awareness and sustainable, achievable of Department objectives. Oversee the management, development, implementation of strategic communication and media policies. Oversee the management, planning and coordination of the effective flow of relevant information from the Department to external stakeholders and positioning Department of Higher Education and Training through marketing, communicating its policies and institutions programmes. Oversee the management, planning, coordination and management of DHET brand, identity and effective shared communication service including publications, layout and design, production of documents, language editing and proofreading, photographic services to promote Departmental coordination and stakeholder relations. Oversee the management, development and introduction of new systems and forums for Internal Communication between the department and its entities and institutions. Oversee the provision of efficient and effective Departmental Call Centre Services. Oversee the management, development and maintain a relevant, modern library and information resource Centre for the Department and ensure compliance with the National Language Policy upon approval. Oversee Media monitoring analysis and research on public perceptions and opinion on the department's programmes, services and facilitate efficient and cost-effective events management and conferences services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Mangena Tel No: (012) 213 5498
	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or

before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/40</u>	:	<u>CHIEF DIRECTOR: NATIONAL EXAMINATION AND ASSESSMENT REF NO 01/10/2025</u> Branch: Technical Vocational Education and Training Chief Directorate: National Examination and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package) Pretoria An appropriate NQF level 7 in the field of Education, Education Management, Public Management or equivalent qualification. A minimum of 5 years at senior managerial level and ten (10) years' work experience in Post-School Education and Training. A postgraduate degree in Education will serve as an added advantage. Proven senior management experience within the Technical and Vocational Education and Training (TVET), Community Education, Training (CET) as well as University environments will be prioritized. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors. Further requirements are Strategic Leadership and Capability, Excellent and proven Project Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Ability to work under pressure and willingness to work extended hours., Advance Financial Management Skills, Excellent Communication Skills and ability to communicate to the audience in a tactful and influential manner. Ability to collaborate and enhance stakeholder relations. Ethical leadership and Integrity.
<u>DUTIES</u>	:	Ensure strategic leadership, efficient management, excellent governance of the national examination and assessment within the department. Manage and administer national examination in TVET and CET. Oversee the management of examinations assessments and marking services in TVET and CET colleges. Liaise with industry and other government institutions to create a conducive environment for credible examinations and to ensure collaborative partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Facilitate the monitoring and evaluation of examination systems in colleges. Oversee the provision of resulting and certification Services, Oversee the provision of item development and marking services, Oversee the provision Examinations Management services, Administration and Monitoring, Manager resources in the Chief Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Mangena Tel No: (012) 213 5498 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply

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<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/41</u>	:	<u>CHIEF DIRECTOR: POLICY, PLANNING, MONITORING AND EVALUATION</u> <u>REF NO: 02/10/2025</u> Branch: Policy, Planning, Monitoring and Evaluation Chief Directorate: Policy, Planning Monitoring and Evaluation
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 qualification in Public Management, Public Administration, Public Policy, Developmental Studies or equivalent qualification as recognized by SAQA. A minimum of 5 years at senior managerial level and ten (10) years' work experience in strategic management, public policy and monitoring & evaluation. Proven senior management experience within a strategic planning, monitoring and evaluation environment will be an added advantage. Experience in government policy development, strategic and operational planning, and performance monitoring and evaluation environment. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth knowledge of Public Service Act, Public Service Regulations, Public Policy, PFMA Government operations, Monitoring and Evaluation (M&E) Frameworks, Research and Evaluation Methodologies. understanding of stakeholder management. Planning, Policy Development, and Information Management. Strategic Leadership and Capability, Excellent Project Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Further requirements are excellent and proven Management skills. Decision making. Financial management. Conflict management. Data Analysis and Reporting. Time and people management. Good analytical communication. Presentation and facilitation. Advanced computer literacy. Ability to work under pressure and manage multiple tasks.
<u>DUTIES</u>	:	Oversee the development of integrated planning frameworks and policies to align organizational goals with national mandates. Oversee the facilitation of Strategic Plan and Annual Performance Plan in the Department. Oversee the monitoring of performance against strategic plans, measuring progress

towards targets and outcomes. Coordinate government-wide policies, systems, and guidelines for effective planning, monitoring, and evaluation. Oversee the management of data analysis and report on key statistics and indicators on Post-School Education and Training. Management of resources in the Chief Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms M Mailula Tel No: (012) 213 5843
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NOTE

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CLOSING DATE

: 31 October 2025

POST 38/42

: **DIRECTOR: EXAMINATION MANAGEMENT AND MONITORING REF NO:
DHET 03/10/2025**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examination and Assessment

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate NQF level 7 qualification in the field of Education/Education Management /Public Management qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level in an examination environment within an educational setting. In-depth knowledge and working experience in national examinations. Proven senior or middle management experience in examination within the Post-School Education Training sector will be prioritized. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Act, Understanding of the Higher Education sector, Policies and governance environment of TVET colleges including knowledge of annual reporting requirements by the Higher Education institutions, Understanding of TVET administration, Understanding of the Higher Education sector. Strategic capability and Leadership, People management and Empowerment, Programme and Project management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysing, Client orientation, Excellent verbal and written communication. Ability to pay attention to details and work through high volume of data. Provide strategic

leadership and direction on examination management and monitoring. Develop and implement systems to administer examination management and monitoring. Manage the printing, packing and distribution of question papers, Manage the administration, registration and monitoring of exam centres, Manage institutional support and irregularities, Manage and control the Directorate.

ENQUIRIES : Ms M Mailula Tel No: (012) 312 5843
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE : Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE : 31 October 2025

POST 38/43 : **PRINCIPAL REF NO: DHET 04/10/2025**
 Branch: Technical and Vocational Education and Training

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Umfolozi TVET College
REQUIREMENTS : An appropriate NQF level 7 in the field of Education or related qualification as recognized by SAQA. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of 5 years' experience at the middle/ senior managerial level and 8 years' working experience in a Post School Education and Training environment. Extensive experience in any of the following general management spheres; college education institution management, strategy management, education management, human resource management and development. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and project. Ability to design internal systems and controls to ensure sound organizational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organizational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report

writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To strategically manage the College and to support the College Council and Department of Higher Education and Training in accordance with the Further Education and Training Colleges Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfill the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES APPLICATIONS

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NOTE

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CLOSING DATE : 31 October 2025

OTHER POSTS

POST 38/44 : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: DHET 05/10/2025**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examination and Assessment

SALARY : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An appropriate NQF Level 7 qualification in the field of Information and Communication Technology (ICT) as recognized by SAQA. A minimum of 3 years' experience at junior managerial level in Information and Communication Technology (ICT) environment. Knowledge of system design, Data management, large data manipulation using SQL, statistical analysis system and ability to interpret data according to departmental standards, Knowledge of Education Information collection processes, Extensive knowledge and understanding of Examination Administration along with registration of candidates for examination and resulting thereof. Effective planning, organizing, and people management skills, Analytical, communication (written and verbal), report writing, and interpersonal skills, Advanced computer literacy, including MS Word, MS Excel and MS PowerPoint, Programme and Project Management, Ability to work under pressure and manage multiple tasks, Advanced skill in data mining and statistical analysis.

DUTIES : Administration, management of examinations for TVET College and adult education. Compilation of examination performance report and deal with internal or external data/information queries. Testing of examination data file for TVET and CET resulting. Lead unit testing and user acceptance. Query management of examinations systems and maintain all relevant projects. Coordinate quarterly audit reports on the system and user access reviews. Management of resources in the sub-directorate.

ENQUIRIES : Ms D Pholo Tel No: (012) 312 5027
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

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<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/45</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DHET 06/10/2025</u> Branch: Policy, Planning, Monitoring and Evaluation Chief Directorate: Policy, Planning, Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package) Pretoria An appropriate NQF level 7 qualification in the field of Public Management, Public Administration, Business Administration, Development Studies as recognized by SAQA. A minimum of 3 years of experience at junior managerial level in a strategic planning, performance monitoring, environment. Advance Knowledge of Public Service transformation and management issues. Public Service Regulations and relevant prescripts. Government Frameworks, Strong knowledge of government planning, reporting, monitoring, and evaluation processes is crucial. Understanding of strategic management and service delivery improvement frameworks is essential. Competency in project management and financial management. Public Finance Management Act (PFMA). Excellent skills in strategic planning, organizing, and people management skills. Analytical, communication (written and verbal), report writing, and interpersonal skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Programme and Project Management. Ability to work under pressure and manage multiple tasks.
<u>DUTIES</u>	:	Manage the creation and ongoing refinement of departmental and organizational strategic plans and annual performance plans. Ensure the departments projects align with the overall strategy, driving consistent execution of plans. Monitor and report on the implementation of the Strategic Plan and Annual Performance Plan against pre-determined objectives. Conduct periodic capacity building sessions on performance monitoring frameworks and guidelines to promote compliance on reporting requirements. Management of resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare Tel No: (012) 312 5442 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record

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<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/46</u>	:	<u>DEPUTY DIRECTOR: PHYSICAL SECURITY SERVICES REF NO: DHET 07/10/2025</u> Branch: Planning, Monitoring and Evaluation Directorate: Security Management
<u>SALARY</u>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate undergraduate NQF level qualification in the field of Security Management as recognised by SAQA. A minimum of 3 years at junior managerial level in the Security or Policing environment. Excellent Knowledge of Physical security systems and procedures. Public Service Regulations and relevant prescripts and legislation (MISS, PSIRA Act, OHS Act, PFMA). Departmental policies and procedures. Advance skills in Strategic leadership and people management, Risk assessment and analytical skills, Policy development and implementation, Communication, negotiation, and stakeholder management skills, Problem-solving and decision-making abilities. Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Self-disciplined and able to work under pressure with minimum supervision, Communication and interpersonal, Policy Development and Research. Problem Solving, Presentation, Project Management, Team Leadership, Planning and organizing.
<u>DUTIES</u>	:	Manage physical security services, Provide advice and guidance on security matters, Ensure compliance with security legislation, policies, and regulations (e.g., MISS, PFMA, OHS Act, MPSS), Conduct security risk assessments and vulnerability analyses of facilities and operations, Conduct investigations on security breaches, Coordinate all departmental events, Manage security administration of the component, Manage all resources of the Sub-Directorate in line with departmental policies.
<u>ENQUIRIES</u>	:	Mr T Lekalakala Tel No: (012) 312 5092
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous

employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/47</u>	:	<u>DEPUTY DIRECTOR: INTERNAL COMMUNICATIONS AND CLIENT SERVICES REF NO: DHET 08/10/2025</u> Branch: Corporate Services Chief Directorate: Corporate Communications
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (Level 11), (all-inclusive Remuneration Package) Pretoria An appropriate NQF Level 7 Qualification in the field of Communications, Communication Science, Public Relations as recognized by SAQA. A minimum of 3 years of experience at junior managerial level in Communications or Client Services environment. Advance Knowledge of Communications Strategy. Knowledge of Marketing and Promotions. Public Finance Management Act (PFMA), Public Service Regulations and Public Service Act, South Africa's National Communication Strategy Framework and Government communication policies. Effective planning, organizing, and people management skills. Analytical, communication (written and verbal), report writing, and interpersonal skills. Advanced computer literacy, including MS Word, MS Excel and MS PowerPoint. Programme and Project Management. Strong client orientation, problem-solving, and conflict management skills. Ability to work under pressure and manage multiple tasks.
<u>DUTIES</u>	:	Develop and drive the implementation of both Internal Communication and Client Services Strategies, aligning with organizational objectives and plans. Manage Internal Communication platforms, including the intranet, newsletters, and social media, Produce and disseminate content for internal audiences, ensuring clear and engaging messaging. Provide comprehensive communication and support services to internal clients. Management of resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Lekalakala Tel No: (012) 312 5092 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or http://z83.ngnscan.co.za/apply
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to complete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. Note: All shortlisted candidates will be required to undertake

writing test. "DHET is committed to providing equal opportunities and affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	31 October 2025
<u>POST 38/48</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: UMF69/10/2025</u> (PERSAL Appointment)
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	UMfolozi TVET College, Central Office
<u>REQUIREMENTS</u>	:	Appropriate Bachelor's Degree (NQF7) in Psychology or BA in Social Work (Major in Psychology) or equivalent qualification. 3–5 years' relevant experience in an educational institution. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Knowledge of PSET and CET Act; Teaching and Learning, Skills Development Act, National Student Financial Aid Scheme and related legislation, Public Service Regulations and Public Service Act, Labour Relation Act. Knowledge of the Ethical regulatory and legislative framework; The following skills are required: Administrative; planning and organizing; financial management; report writing; communication and interpersonal; problem solving; client oriented; analytical; project management; team leadership; and people management. Sound financial planning and management competencies. Excellent report writing skills and processing skills. Advantageous: Registration with Health Professions Council of South Africa as either Registered Counsellor (Career Counselling or School Counselling) or psychometric (Independent Practice). Previous experience of at least 2 years in the TVET Sector.
<u>DUTIES</u>	:	Oversee administration of the students support services unit; Manage students counselling across the college; Provide student with career guidance, counselling and academic support; Oversee and maintain the sport, recreation, arts and culture activities for student; Facilitate student governance and student leadership development; Manage mainstreaming of gender and disability within students; Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms ZH Mngoma Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All application should be emailed to Applications.central@umfolozi.edu.za . The name of the post and reference number must be indicated in the email subject line. Applications should be send as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not

		been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	30 October 2025 at 16:00
<u>POST 38/49</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT</u> <u>SYSTEM REF NO: UMF70/10/2025</u> (PERSAL Appointment)
<u>SALARY</u>	:	R468 459 per annum (Level 09), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	UMfolozi TVET College, Central Office
<u>REQUIREMENTS</u>	:	Degree in Internal Audit (NQF7) or related qualification/Appropriate National Diploma (NQF6) in Internal Audit or related qualification. 3–5 years' relevant experience in Internal Audit. Experience in the development of policies/implementation strategies. A valid driver's license. Computer Literacy (MS Word, MS Excel, MS PowerPoint). Knowledge of relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. The following skills are required: Planning and organizing; financial management; report writing; communication and interpersonal; problem solving; analytical; client oriented; project management; team leadership; and people management. Client service focus; integrity; committed; proactive; loyal.
<u>DUTIES</u>	:	The preparation and execution of the internal audit plan; The provision of secretarial support services to the audit committee; Ensure that processes needed for quality management systems are established, implemented and maintained; Oversee the development, implementation and monitoring of policies; Management of staff development.
<u>ENQUIRIES</u>	:	Ms ZH Mngoma Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All application should be emailed to Applications.central@umfolozi.edu.za . The name of the post and reference number must be indicated in the email subject line. Applications should be send as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	Applications must be submitted on a New Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late application (received after closing date and time) and incomplete applications will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	30 October 2025 at 16:00