

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

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| <u>POST 05/129</u> | : | <u>DIRECTOR: NATIONAL QUALIFICATIONS FRAMEWORK (NQF) AND PSET PLANNING REF NO: DHET01/02/2026</u> Branch: Planning Policy and Strategy Chief Directorate: Social Inclusion and Quality |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 266 714 per annum (Level 13), (all-inclusive remuneration package) Pretoria |
| | : | An appropriate Bachelor's degree/ Advanced National Diploma (NQF level 7) in Education or related qualification. Demonstrated competency/credential in project Management will be an added advantage. A minimum of five (5) years' relevant experience at the middle/ senior management level in Public Management or a related environment. Experience in managing National Qualification Framework (NOF) related aspects and systems. Sound knowledge and understanding of the NQF supporting systems and related matters, the role and functions of the South African Qualifications Authority (SAQA), Council on Higher Education (CHE), Quality Council for Trades and Occupations (QCTO), and the Quality Council for General and Further Education and Training (UMALUSI); (NQF) Act, 2008; accreditation of institutions and registering of qualifications; and quality assurance. Knowledge and understanding of Recognition of Prior Learning (RPL) and Articulation policies and processes. The incumbent must have expertise in developing concept documents and policies in education and training. Knowledge of the Public Finance Management Act (PFMA) and related policies. Good strategic capability, leadership skills. Change Management and Project Management skills. People Management and Empowerment skills. Stakeholder Management and good verbal and written communication skills. Excellent computer skills and the ability to develop basic online applications for general use. A valid driver's license and willingness to travel. A pre-entry certificate into SMS within the public service. |
| <u>DUTIES</u> | : | Manage the NQF Directorate to fulfil its mandate, which is to coordinate the Department of Higher Education and Training (DHET) responsibilities in terms of the NQF Act. Monitor and support the actions needed to implement the statutory functions assigned to DHET, the SAQA and the three Quality Councils (QCs). Produce annual monitoring and evaluation reports on the performance against the Annual Performance Plan (APP) of SAQA. Initiate discussions and provide correct advice to Legal Services and Research Directorates on the implementation of the NQF. Manage the NQF Directorate to ensure achievement of the deliverables set out in DHET's Strategic Plan and APP. Provide leadership in NQF-related knowledge, information and policy directions within DHET and to external stakeholders including representing the DHET in committees. Managing the functions and outputs of Task Teams, Committees and Working Groups and set up online applications and workflow to manage their work. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates |

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

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| <u>POST 05/130</u> | <u>DIRECTOR: CET INSTITUTIONAL PLANNING AND SUPPORT REF NO: DHET02/02/2026</u> |
| | Branch: Community Education and Training Chief Directorate: Cet System Planning Institutional Development and Support |
| <u>SALARY CENTRE REQUIREMENTS</u> | R1 266 714 per annum (Level 13), (all-inclusive remuneration package) Pretoria |
| | An appropriate Bachelor's Degree (NQF Level 7) in Education Planning and Management/ Education Leadership/ Public Management/ Development Studies or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in strategic planning within the Post-School Education and Training (PSET) system environment. A strong understanding of the PSET system and Community Education and Training (CET) college landscape in South Africa. A sound knowledge of CET policy and legislative frameworks. Vast experience in strategic planning, coordination, and implementation. Have insight into the operations, programmes and qualifications mix, and student enrolments of the CET colleges. This position requires a dynamic person with strategic thinking and planning skills; leadership and people management skills; communication and stakeholder engagement skills; institutional performance monitoring and evaluation skills; project and programme management skills; policy and legislative interpretation skills; decision-making skills, analytical and problem-solving skills, professional writing skills; and research, development and innovation skills. Advanced computer literacy skills. Be prepared to travel nationally and internationally. A valid driver's licence and a pre-entry certificate into SMS within the public service. |
| <u>DUTIES</u> | To provide guidance on the strategic positioning of the Community Education and Training (CET) College sub-system within the broader Post- School Education and Training (PSET) system. Develop, review, and align CET college policies with national education priorities, including the National Development Plan, White Paper for Post-School Education and Training, the National Plan for Post-School Education and Training and other applicable prescripts. Lead the development of strategic plans and annual performance plans for CET colleges. Oversee the setting of performance indicators and targets to ensure alignment with the goals of the Department and the vision of the CET college sector. Provide leadership on the establishment of monitoring and evaluation system for tracking and reporting CET college performance. Develop institutional mapping for current and future Colleges and Community Learning Centres. Coordinate the development of a multi-year student enrolment plan guiding CET colleges in systematically increasing and managing student enrolment. Develop strategies on the advocacy, marketing, rebranding and visibility of the CET colleges. Coordinate assessment of the functionality and viability of Community Learning Centres of CET colleges. Develop guidelines on CET infrastructure development, upgrades and maintenance. Foster collaborative institutional planning and support by working closely with Regional Managers and CET Regional Directors. Guide research, development and innovation in the CET college sector. |
| <u>ENQUIRIES</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |

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| <u>POST 05/131</u> | : | <u>DIRECTOR: INTERNATIONAL SCHOLARSHIPS REF NO: DHET03/02/2026</u> |
| | | Branch: University Education |
| | | Chief Directorate: Teaching Learning And Research Development |
| <u>SALARY</u> | : | R1 266 714 per annum (Level 13), (all-inclusive remuneration package) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree (NQF Level 7) Education/ Public Administration or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in higher education. Experience in working across the sector (e.g chairing or participating in national committees) would be an added advantage. Should be Research expertise. Ability to interpret and critically assess activities and challenges in the higher education sector and to develop strategic responses to these. Ability to collect and manage data and information required to implement and evaluate the impact of a national scholarship programme. Deep knowledge, understanding and ability to support the development and/ or implementation of key policies impacting on the establishment and implementation of a scholarship programme. Project management, organizing and planning skills to enable the development and implementation an international scholarship management programme. Ability to develop and maintain positive relationships with local and international, internal and external stakeholders. Computer application in word processing, tables, spreadsheets, e-mail and internet. A valid driver's licence and a pre-entry certificate into SMS within the public service. |
| <u>DUTIES</u> | : | To develop, implement, monitor and support international scholarship programmes. Facilitate the application process of relevant scholarship programmes and provide support to students. Management, monitoring and reporting on scholarships expenditure and access sources of funding. Support the offer and uptake of an increased number of scholarships and increase |

access to and dissemination of information about opportunities. Develop an overarching strategy on scholarships management and intergovernmental coordination of scholarships. Provide effective management for the International Scholarships Directorate. Planning deadlines and ensuring adherence thereto. Budget management and accurate recordkeeping of relevant expenditure. Staff management. Managing the day-to-day operations. Preparing reports and presentations. Organizing and leading meetings, workshops and events as well as the management of the relevant committees. Representing the International Scholarships Directorate and DHET on relevant internal and external advisory panels and committees.

ENQUIRIES
APPLICATIONS

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POST 05/132

: **DIRECTOR: TEACHER EDUCATION REF NO: DHET04/02/2026**

Branch: University Education
Chief Directorate: Teaching, Learning And Research Development

SALARY
CENTRE
REQUIREMENTS

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
Pretoria
: An appropriate Bachelor's Degree (NQF Level 7) in Education and Training Development /Teaching or related qualification. A minimum of Five (5) years relevant experience at a middle/senior management level in Education Management/ Higher Education environment; Knowledge and understanding of policies and regulatory frameworks governing the basic and higher education sector; Advanced experience in interpretation, development, and implementation of teacher education and development policies; An extensive knowledge of, and insight into initial teacher education (ITE) and continuing professional development (CPD) of early childhood and schooling teachers, community education and technical and vocational lecturer education practices, policies, qualifications, and programmes; Extensive knowledge of

quality assurance processes and mechanisms in higher education; The ability to develop, support and monitor the implementation of policies and programmes; The ability to work in collaboration with other government departments, with quality councils, universities, and other relevant role-players; Good computer skills. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management, and project management is essential. High level of accuracy and analytical capability, including presentation and report writing skills. Good problem-solving skills; client orientation and customer focus. Excellent communication both in writing and verbal and good computer skills. A valid driver's license and a pre-entry certificate into SMS within the public service. A valid driver's license and a pre-entry certificate into SMS within the public service.

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| <u>DUTIES</u> | : | Lead and manage the Department of Higher Education and Training's responsibilities with respect to developing, maintaining, supporting, and monitoring the implementation of policies for initial teacher education and continuing professional development of education professionals. Conceptualise and implement programmes and projects to strengthen early childhood, schooling, community education and training (CET) and technical and vocational training (TVET) college lecturers' teacher education programmes and qualifications at universities. Contribute to the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED) and the National Policy Framework for Teacher Education and Development (NPFTED). Provide strategic support to the sector through the Provincial Teacher Education Development Committee (PTEDC). Monitor teacher supply and demand patterns, teacher education enrolments, graduation and graduate employment patterns and using information to inform teacher production planning. Have constant engagements with the Department of Basic Education (DBE) and universities on various matters of interest in the sector. Draft speeches, briefing notes and replies to parliamentary and media questions. Collate inputs for Medium Term Development Plan (MTDP). Prepare and make presentations to different stakeholders. Travel extensively and attend meetings with universities, stakeholders, and partners for various purposes. Manage and monitor the Directorate, the Teaching and Learning Development Capacity Improvement Programme (TLDCIP) and partner- and donor-funded projects' budget and expenditure. Prepare quarterly reports as per annual performance plan (APP) and ensure the compilation of annual report and strategic plan of the Directorate. |
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OTHER POSTS

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| <u>POST 05/133</u> | : | <u>DEPUTY DIRECTOR REF NO: DHET 05/02/2026 (X2 POSTS)</u> |
| | | Branch: University Education |
| | | Directorate: University Capacity Development |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 059 105 per annum (Level 12), (all-inclusive remuneration package) |
| | : | Pretoria |
| | : | An appropriate bachelor's degree/ Advanced National Diploma (NQF Level 7). A postgraduate qualification would be an added advantage. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director in university sector. Knowledge and understanding of policy and regulatory frameworks governing higher education and government. Analytical and information management skills, including the ability to collect, manage, capture and quality check data, interpretation of data and development of meaningful graphs and spreadsheets. Ability to support the development and/or implementation of key policies and programmes for capacity development in university teaching and learning, research, as well as curriculum development/review. Ability to monitor and evaluate the implementation of programmes and projects, writing and presentation skills. Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. Ability to work independently and to work under pressure. Excellent verbal and written communication skills. Ability to relate well and to communicate effectively internally with colleagues as well as with external partners at different levels. Ability to manage and mentor junior staff. A valid driver's licence and willingness to travel. |
| <u>DUTIES</u> | : | The incumbent will be responsible for but not limited to: contributing to the implementation, management and monitoring of the University Capacity Development Programme and Grant and its related programmes at higher education institutions. Provide strategic support and oversight to staff development, student support and curriculum development programmes implemented by universities and partners. Develop and implement policies and strategic guiding documents such as Ministerial Statements and Standard Operating Procedures. Work with local and international partners to develop, conceptualise and mobilise resources for capacity development partnership initiatives; supporting universities in the implementation of the UCDP. Monitoring the implementation of the UCDP. Analysing reports (narrative and financial) submitted by universities and presenting in various platforms. |
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| <u>POST 05/134</u> | : | DEPUTY DIRECTOR: IMPLEMENTATION OVERSIGHT REF NO: DHET06/02/2026 (X2 POSTS) |
| | | Branch: Skills Development |
| | | Chief Directorate: Seta Coordination |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | 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 or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in monitoring and evaluation, strategic planning and corporate governance. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Education and Education, Training and Quality Assurance. Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA, and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures, Client/customer services and Financial Management. Excel, Word, PowerPoint, magic systems and Presentation skills, Planning and facilitation skills, Project management, Business writing skills, Mentoring, and coaching, Quality performance and management, financial management, Statistic development, analytical skills, Report writing. A valid driver's license. |
| <u>DUTIES</u> | : | To facilitate and manage SETA performance to achieve the NSDS goals and objectives. Manage SETA Corporate governance by ensuring compliance will all corporate governance principles as provided by SETA good corporate governance charter and king iv good corporate governance report. Manage SETA Strategic Planning Processes by facilitating engagement with SETAs about the outcomes and priorities of the department and setting of targets. To facilitate and manage collaboration between SETAs, SAQA, QCTO and other departments. To provide support to SETAs in terms of implementation of learning programmes. To manage skills development enquiries from the public and presidential queries. To provide support and build capacity of all SETAs for learning programmes implementation. Analyse and recommend approval of SETAs' Strategic Plans, Annual Performance Plans and Service Level Agreement. |
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POST 05/135

**SALARY
CENTRE
REQUIREMENTS**

DUTIES

**DEPUTY DIRECTOR: SECRETARIAT ADMINISTRATION REF NO:
DHET07/02/2026**

Branch: Skills Development

Chief Directorate: National Skills Authority Secretariat

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

Pretoria

: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Financial Management/ Management Accounting/ Accounting Science or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level. Knowledge requirements: Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act and Treasury Regulations. Knowledge of Logistics and Supply Chain Management, Government Immovable Asset Management Act, Government macro-economic and social policies, Government supply chain management framework, General Accepted Accounting Practices (GAAP)/ General Recognized Accounting Practices (GRAP), Government financial accounting and administration processes and systems, Risk management, corporate governance and internal controls. PERSAL, BAS and LOGIS systems. Competencies needed: Applied strategic thinking, Planning and Organising, Project management, Budgeting and Financial management, Applying Technology, Policy analysis and development. Communication and Information Management, Service delivery innovation, Continuous Improvement, Problem solving, Change management, People management and empowerment, Client orientation and Responsiveness, Stakeholder management, Presentation and facilitation. Attributes: Good interpersonal relations, Ability to work under pressure, Innovative and creative. Ability to work in a team and independently, Adaptability, Emotional intelligence, independent thinker, conscientiously frugal, Honesty and integrity. A valid driver's license.

: Manage the financial planning, budgeting and reporting sub-directorate: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Planning: Ensure that information for planning purposes is collected and analysed properly. Budgeting: Manage, review, analyse and quality assure the budget preparation process. Reporting: Coordinate, review, analyse and quality assure the management accounting

reporting processes. Accounting services: Provide financial administration and accounting services (ledgers/journals, accounting and reporting (interim and annual financial statements). Coordinate the functioning of the NSA's outsourced chief financial officer function (fund manager) Coordinate the processes to appoint a fund manager. Manage and control the supply chain management within the NSA: Develop, maintain and ensure compliance with the approved NSA procurement policies. Manage the SCM functions and activities as they relate to demand management, Acquisition Management (Procurement); Logistics Management: and assets management. Provide financial control and accounting in the organisation. Support the Office of the Executive Officer and oversee the administrative functions related to organisational performance planning. Coordinate the development, implementation and maintenance of the NSA's Strategic Plan, Annual Performance Plan framework and Annual Operational Plans. Analyse and assess strategic and annual performance plans for the correct alignment, thereof. Monitor progress against strategic and annual performance plans of business units and performance assessment action plans. Coordinate the compilation of the NSA's Annual Report. Oversee the coordination of Finance, Risk and Administration Committee of the NSA. Render any administrative and logistical support for the achievement of the organisational goals and objectives.

ENQUIRIES
APPLICATIONS

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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>

CLOSING DATE
NOTE

: 27 February 2026
DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/136

: **DEPUTY DIRECTOR: CET INSTITUTIONAL PLANNING AND SUPPORT**
REF NO: DHET08/02/2026

Branch: Community Educational and Training

Chief Directorate: Cet System Planning Institutional Development and Support

SALARY

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

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| <u>CENTRE REQUIREMENTS</u> | : | Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education Planning and Management/ Education Leadership/ Public Management/ Project Management or related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in Strategic Planning or project management within the PSET environment. Excellent knowledge, interpretation and application of Community Education and Training (CET) policies and legislative frameworks. Strong technical skills for designing and monitoring implementation of strategic plans and annual performance plans by CET colleges, as well as for applying strategic planning tools. This position requires a person with analytical thinking skills; leadership and people management skills; problem-solving and decision-making skills; communication and professional report-writing skills; strategic branding and marketing skills; stakeholder engagement skills; data analysis and forecasting skills; infrastructure needs assessment skills; monitoring, evaluation and reporting skills; Intergovernmental coordination skills; and advanced computer skills. The candidate must have a valid driver's license and be prepared to travel extensively. A valid driver's license. |
| <u>DUTIES</u> | : | Assist in coordinating strategic planning processes for Community Education and Training (CET) colleges. Support the development, review, and implementation of policies aligned with the National Development Plan, White Paper for Post-School Education and Training (PSET), National Plan for PSET and CET. Drive development and maintenance of monitoring and evaluation systems to track CET college performance and report progress on key performance indicators and targets. Support the formulation and tracking of multi-year student enrolment plans and ensure integration with programme offerings and resource availability. Monitor enrolment trends and make recommendations for improvement. Provide technical support to CET colleges on planning, reporting, and compliance. Contribute to the design and execution of strategies to enhance advocacy, visibility, marketing, and rebranding of CET colleges. Assist in developing campaigns and communication tools for repositioning CET colleges in the PSET landscape. Participate in the development and implementation of guidelines and frameworks for infrastructure development, maintenance, and upgrades in CET colleges. Track infrastructure projects and conduct audit of CET sector infrastructure. Assist in evaluating the functionality and viability of Community Learning Centres. Make recommendations for rationalisation, expansion, or support of centres based on functionality and viability data. Liaise with regional offices, principals and other directorates to ensure integrated institutional support. Coordinate institutional planning research initiatives to inform decision-making and innovation in the CET sector. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The |

candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/137</u> | : | <u>DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (X2 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | Gauteng And Free State Regional Office Directorate: Curriculum and Institutional Support |
| <u>REQUIREMENTS</u> | : | R1 059 105 per annum (Level 12), (all-inclusive remuneration package) Gauteng and Free State Regional Office Johannesburg Regional Office Ref No: DHET09/02/2026 Bloemfontein Regional Office Ref No: DHET10/02/2026 |
| <u>DUTIES</u> | : | An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director in Community Education and Training or PSET Sector environment. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence. |
| <u>ENQUIRIES APPLICATIONS</u> | : | The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function. |
| <u>CLOSING DATE NOTE</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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 |
| | : | 27 February 2026 |
| | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a |

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POST 05/138

DEPUTY PRINCIPAL: FINANCE REF NO: DHET11/02/2026

Branch: Community Education and Training
KwaZulu Natal CET College

**SALARY
CENTRE
REQUIREMENTS**

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
This post is based in Community Education and Training (CET) Colleges
An appropriate bachelor's degree (NQF Level 7) in Commerce/ Accounting/ Financial Management/ Auditing or related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in finance or budgeting environment. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support, and monitor the implementation of policies; the ability to work in a team environment; good computer skills; This is a management position that requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing, and communication skills. The incumbent should be able to perform in a team environment. A willingness to work irregular hours and travel extensively. A valid driver's licence. Added advantages: An appropriate post-graduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as 3 years in the Post-School Education and Training (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations.

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| <u>DUTIES</u> | : To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognised Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; Coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimise the utilisation of electronic financial, logistics and management information systems. Manage the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college. |
| <u>ENQUIRIES</u> | : |
| <u>APPLICATIONS</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| | : 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>CLOSING DATE</u> | : 27 February 2026 |
| <u>NOTE</u> | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and |

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| <u>POST 05/139</u> | : | <u>DEPUTY DIRECTOR: NORMS AND STANDARDS FOR INFRASTRUCTURE</u> <u>FUNDING REF NO: DHET12/02/2026</u> Branch: Technical And Vocational Education and Training Directorate: TVET Colleges Institutional Funding |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : | R1 059 105 per annum (Level 12), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Accounting/ Economics or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in finance, policy development or built environment. Extensive knowledge and insight into the education policies and legislation for public colleges. Experience in built environment will be an added advantage. Experience in policy development, implementation, analysis, and monitoring implementation and reporting. Knowledge and understanding of the Public Finance Management Act. Good financial, analytical research skills including Budget determination and allocation. Knowledge of legislation governing infrastructure including CIDB Regulations. Financial management and reporting. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Advanced computer skills with extensive knowledge of MS Word and MS Excel. A valid driver's license. |
| <u>DUTIES</u> | : | Develop the infrastructure funding policy in support of education and training delivery in TVET Colleges and monitor its implementation. Research and analysis of emerging issues to inform development and the review of infrastructure funding norms and standards. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Benchmarking against other financing policies globally. Gather, analyse and utilise data for the development of National Norms and Standards for funding TVET Colleges infrastructure. Determine the TVET College Infrastructure Grant Budget allocations using various funding models Determine the required infrastructure needs in relation to teaching and learning delivery. Monitor the implementation of the infrastructure funding norms and standards to identify areas for improvement as well as to update, improve and ensure optimal infrastructure delivery. Report on the implementation of the infrastructure funding norms. Perform administrative and financial management tasks related to the post as well as other related functions as negotiated with the Director. Monitor and analyse spending and to ensure effective and efficient utilisation of funds. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>POST 05/140</u> | <u>DEPUTY PRINCIPAL: FINANCE REF NO. DHET13/02/2025</u> Branch: Technical And Vocational Education and Training |
| <u>SALARY CENTRE</u> | R1 059 105 per annum (Level 12), (all-inclusive remuneration package) This post is based on Technical and Vocational Education and Training (TVET) Colleges (College of Cape Town) |
| <u>REQUIREMENTS</u> | An appropriate bachelor's degree (NQF Level 7) in Commerce Accounting/ Accounting or related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in finance or budgeting environment. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing as well as the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills. This management position requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET staff, College management and Council as well as problem-solving and report-writing and communication skills are mandatory. The incumbent should be able to perform in a team environment, Willingness to travel and be in possession of valid driver's licence. |
| <u>DUTIES</u> | To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognised Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; Coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the |

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| <u>ENQUIRIES</u> | college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimise the utilisation of electronic financial, logistics and management information systems. Manage the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/141</u> | <u>DEPUTY DIRECTOR: DATA ANALYST REF NO: DHET14/02/2026</u> Branch: Planning Policy and Strategy Directorate: Management Information System |
| <u>SALARY</u> | R896 436 per annum (Level 11), (all-inclusive remuneration package) |
| <u>CENTRE</u> | Pretoria |
| <u>REQUIREMENTS</u> | An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Statistics /Information Management/ Economics or a related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in data analysis and writing statistical reports. Experience in using at least one statistical package (e.g. STATA/SAS) to analyse large datasets, data mining, data quality assurance and error detection, report writing and ability to present complex information in an understandable manner. The candidate must have an understanding of the statistical value chain, have advanced data analysis, report writing, problem solving, project management, knowledge and understanding of standards related to Statistics (e.g. SASQAF and MISS) and analytical skills. Excellent written and oral communication skills, proficiency in MS Word, Excel, Access, |

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| <u>DUTIES</u> | Power BI and PowerPoint, presentation skills and ability to write submissions and memos are required for this position. A valid driver's license. Management Information System and be responsible for the management of the Sub-Directorate: Information Management and Reporting. The candidate will be required to process, analyse, store, retrieve and disseminate data and information relating to the Post-School Education and Training sector (i.e. private and public Higher Education Institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges and Sector Education and Training Authorities); quality assure all acquired data; develop and implement information standards; support branches on the implementation of Management Information Systems; respond to international data requests; supervise and mentor staff in the Sub-Directorate, and provide support to the Directorate when required. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> <u>NOTE</u> | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/142</u> | DEPUTY DIRECTOR (BRANCH COORDINATOR) REF NO: DHET15/02/2026 Branch: Skills Development Office of The Deputy Director-General: Skills Development |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | R896 436 per annum (Level 11), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/ advanced national diploma (NQF level 7) in Public Management/ Administration or related qualification. A minimum of three (3) years' appropriate experience in Junior Management/ Assistant Director level in Administration. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Conflict management skills. An understanding of DHET's |

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| <u>DUTIES</u> | strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's license. |
| | Provide administrative support within the office of the Deputy Director-General (DDG), Skills Development Branch : By Scrutinising documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with relevant units. Manage general support services in the office of the DDG. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under- spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. scrutinize documents to determine actions/ information/documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers. |
| <u>ENQUIRIES</u> | |
| <u>APPLICATIONS</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
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| <u>CLOSING DATE</u> | : 27 February 2026 |
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be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/143</u> | <u>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: DHET16/02/2026</u> |
| | Branch: Corporate Services Directorate: Organisational Development, HR Planning, Employment Equity Policy and Strategy |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R896 436 per annum (Level 11), (all-inclusive remuneration package) : Pretoria : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Management Services/ Organization and Work Study/ Work Study/ Industrial Engineering/ Operations Management/ Production Management/ Industrial and Organizational Psychology/Human Resource management. Valid driver's license. Five (5) years' experience of which two (2) at Assistant Director Level and three (3) years functional experience in Organizational development. Knowledge: Basic understanding of policies, Public Service Regulations, prescripts and legislation, Understanding of information analysis, Research processes and procedures, Organisational Behaviour/ Design Tools, Job profile design and Job evaluation, Basic knowledge of Public Financial Management Act. Skills: Organization design, Business process management, Problem solving and solution development, Project management, Facilitation and problem solving, Computer literacy, Communication and interpersonal, People management. Integrity, accountability, collaboration, and commitment values. |
| <u>DUTIES</u> | : Develop, align, and review departmental structure to meet strategic objectives and service delivery models. Manage the evaluation of all jobs to ensure accurate grading, develop job profiles, and maintain job descriptions to ensure they are up to date. Conduct, manage, and facilitate business process mapping and redesign to improve efficiency, productivity, and service delivery. Assist in developing and monitoring human resource plans and aligning them with the organizational structure. Support the Director in managing the directorate, including assisting with planning, budgeting and management of staff within the line function. |
| <u>ENQUIRIES APPLICATIONS</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 : 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>CLOSING DATE</u> <u>NOTE</u> | : 27 February 2026 : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 |

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| <u>POST 05/144</u> | : | <u>ASSISTANT DIRECTOR: HIGHER EDUCATION MANAGEMENT INFORMATION SYSTEMS REF NO: DHET17/02/2026</u> |
| | | Branch: University Education |
| | | Chief Directorate: University Planning And Institutional Funding |
| | | Directorate: Higher Education Management Information Systems |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R582 444 per annum (Level 10) |
| | : | Pretoria |
| | : | An appropriate Bachelor's Degree or National Diploma (NQF Level 6) in Statistics/ Information Technology or a related qualification; A minimum of three (3) years relevant supervisory experience in data extraction and analysis. Experience in data manipulation tools, data collection, data processing, and data storage. A successful candidate should have strong administrative, analytical, and relational database (SQL, MS Access) skills. Good problem-solving skills and client orientation. Excellent communication both in written and verbally and good computer skills. High level of accuracy and analytical capability is necessary. Knowledge of data regulations acts and guidelines such as POPI act, and SAQAF is vital. A valid driver's licence. |
| <u>DUTIES</u> | : | Co-ordinate and monitor data submissions from all higher education institutions and load to the Higher Education Management Information System. Generate reports and provide reliable, relevant, and accurate information to users within the Department. Compile and disseminate reports on student enrolments and graduates, staff, space and post-doctoral to stakeholders. Liaise with and provide support to universities in facilitating their data submissions to the Department. Draft submissions. Quality assures the data submissions received from universities and ensure they conform to the audit guidelines and HEMIS documentations. Analyse data and audit reports submitted by institutions as part of their HEMIS submission. Provide administrative support to the directorate. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| | : | 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>CLOSING DATE NOTE</u> | : | 27 February 2026 |
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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/145</u> | : | <u>ASSISTANT DIRECTOR: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET18/02/2026</u> Branch: University Education Chief Directorate: University Planning and Institutional Funding |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R582 444 per annum (Level 10) Pretoria |
| | : | An appropriate bachelor's degree/ diploma (NQF Level 6) in Public/ Business Administration or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) years' experience at the Supervisory level in the Higher Education and Training sector. Experience and knowledge of the higher education sector with specific reference to institutional planning; academic planning and quality assurance. Knowledge of the higher education policy environment. Good communication skills, including proposal and report writing. Good computer skills: Knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an added advantage. A valid driver's licence. |
| <u>DUTIES</u> | : | Facilitate and coordinate the administrative and operational processes relating to applications received from universities for academic qualifications and programmes; Processing the Programme Qualification Mix (PQM) applications, extended curriculum programme applications for inclusion on the PQM database of public Higher Education Institutions (HEI); Maintain the PQM applications database and institutional applications progress reports; Liaising with universities and higher education stakeholders regarding their PQM applications and developments and their PQM; Monitor each HEI PQM and update as and when qualifications are accredited by the Council on Higher Education and registered on the National Qualifications Framework; Prepare submissions, documentation, briefing notes and arrange meetings related to the PQM processes; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions; and carry out any other relevant task as delegated by Management. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>POST 05/146</u> | : | ASSISTANT DIRECTOR: GOVERNANCE SUPPORT REF NO: |
| | | DHET19/02/2026 |
| | | Branch: University Education |
| | | Chief Directorate: Institutional Governance and Management Support |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R582 444 per annum (Level 10) |
| | : | Pretoria |
| | : | An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Management/ Public Administration/ Governance or related qualification. A relevant postgraduate will be an added advantage. A minimum of three (3) years relevant supervisory experience in higher education environment. Sound knowledge and understanding of policy and regulatory frameworks governing higher education. Understanding of key stakeholders in the higher education sector. Knowledge of King reports and codes on good governance principles. Proficient in Microsoft Office (Outlook, Word, Advanced Excel, and Power Point) and Adobe Acrobat. Excellent verbal and written communication skills. Analytical and problem solving skills. Research and report-writing skills. Good interpersonal skills and ability to liaise with internal and external stakeholders. Ability to work independently without direct supervision as well as in a team. Ability to work under pressure. Ability to work to agreed deadlines, targets with limited supervision. Must be A good team player who can support, contribute and actively participate in the work of the Directorate. Good attention to detail and driven to deliver work of high quality and accuracy. A valid driver's licence and willingness to travel. |
| <u>DUTIES</u> | : | Providing regulatory support to ensure compliance of public HEIs with the Act. Compile submissions for appointment of members to public higher education institutions councils. Assess the annual performance of Ministerial appointees on boards and councils, in terms of attendance and participation; and advise the Minister. Assist in the reviewing of Statutes and draft submissions for their approval by the Minister. Assist in the analysis of institutional annual reports and governance scorecards and compile an annual report on governance. Assist in activities related to the establishment and disestablishment of new higher education institutions and institute, mergers and incorporation. Facilitating Ministerial interventions in higher education institutions. Assist the Deputy Director in work related to the appointment of independent assessors and administrators to higher education institutions, institutes and relevant public entities. To provide support to enhance the capacity of governance and statutory structures of public higher education institutions. Assist in the development, implementation, evaluation and reporting on capacity building programmes for councils and Institutional Forums. Draft presentations for and Participate in induction programmes of councils and Institutional Forums. Providing overall support to the Directorate to ensure efficient delivery on goals and targets. Draft responses to parliamentary and media enquiries on governance matters. Compile submissions, reports, presentations, briefing and speaking notes, letters, concept documents and position papers as required. Participate in relevant committees. Coordinate meetings with external stakeholders, take accurate minutes of external meetings and ensure their timeous distribution. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |

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| <u>POST 05/147</u> | : | <u>ASSISTANT DIRECTOR: SCHOLARSHIP STUDENT SUPPORT REF NO: DHET20/02/2026</u> Branch: University Education Directorate: International Scholarships |
| <u>SALARY</u> | : | R582 444 per annum (Level 10) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate undergraduate Degree/ National Diploma (NQF 6) in Psychology/ Education/ Counselling/ Public Administration or relevant qualifications. A minimum of three (3) years' supervisory experience in higher education and training sector. Knowledge of database management. Prior experience in working with a scholarship programme in the higher education environment. Excellent communication skills and good interpersonal relations, particularly in dealing with the public. Above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. Willingness to travel domestically and internationally. A valid driver's license. |
| <u>DUTIES</u> | : | Establishing and maintaining a fit-for-purpose database to assist with the effective administration of scholarships. Developing and implementing support mechanisms for scholarship recipients before, during and after completing their studies. Developing and updating appropriate policy instruments and protocols, e.g. contractual obligations of scholarship recipients. Generally support the work of the Scholarships Management Directorate, including drafting reports, presentations and correspondence. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |

NOTE : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/148 : **ASSISTANT DIRECTOR: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET21/02/2026**
Branch: University Education
Directorate: University Academic Planning, Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R582 444 per annum (Level 10)
Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public/ Business Administration or related qualification. A minimum of three (3) years supervisory experience in the Higher Education and Training sector. Experience and knowledge of the higher education sector with specific reference to institutional planning; academic planning and quality assurance. Knowledge of the higher education policy environment. Good communication skills, including proposal and report writing. Good computer skills: Knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an added advantage. A valid driver's licence.

DUTIES : Facilitate and coordinate the administrative and operational processes relating to applications received from universities for academic qualifications and programmes; Processing the Programme Qualification Mix (PQM) applications, extended curriculum programme applications for inclusion on the PQM database of public Higher Education Institutions (HEI); Maintain the PQM applications database and institutional applications progress reports; Liaising with universities and higher education stakeholders regarding their PQM applications and developments and their PQM; Monitor each HEI PQM and update as and when qualifications are accredited by the Council on Higher Education and registered on the National Qualifications Framework; Prepare submissions, documentation, briefing notes and arrange meetings related to the PQM processes; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions; and carry out any other relevant task as delegated by Management.

ENQUIRIES : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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| <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>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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 (SAQQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/149</u> | : | <u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT POLICY RESEARCH</u> <u>REF NO: DHET22/02/2026</u> Branch: Skills Development Directorate: Seta Support and Learnerships |
| <u>SALARY</u> | : | R582 444 per annum (Level 10) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor Degree/ National Diploma (NQF level 6) in Social Science/ Development Studies/ Public Administration or related qualification. A minimum of three (3) years' supervisory experience in Research, Monitoring and Evaluation environment. An in-depth knowledge of Skills Development legislation/prescripts such as Skills Development Act, Skills Development Levies Act, Public Finance Management Act. key South African labour market issues and partners; skills supply and demand in South Africa, Good understanding of the work of Education and Training Sector and in particular Sector Education and Training Authorities (SETAs). Good understanding and applicable knowledge of research methodology. Demonstrable ability to present and to coordinate multiple stakeholder meetings and workshops. Demonstrable ability to review documents and produce reports. Excellent oral and written communication skills. Experience in project management, computer literacy and conflict resolution. A valid driver's license. |
| <u>DUTIES</u> | : | Together with the Manager, support skills planning activities and processes of SETAs; Contribute to appraisal and review of Skills Strategy and Legislative Provision; Assist in managing, coordinating and supporting SETAs Research and Development and ensure SETAs' compliance with the legislative framework for Sector Skills Planning; Consolidate 21 SETAs Sectoral Priority Occupations and Interventions list (SPOI list) and contribute in ensuring dissemination of the list to DHET branches; Assist in managing, coordinating |

and supporting Sector Skills Planning and its implementation; Evaluation of the SETAs Sector Skills Plans to ensure alignment to the Sector Skills Plan Framework of the Department of Higher Education and Training; Assist in providing skills development capacity building support to SETAs to implement the NSDS and legislation; Support the development of a credible skills planning mechanism for SETAs and manage all relevant human resources of the unit; Together with the manager, annually develop, implement and manage work plan/business plan applicable to function of the sub-directorate Skills Development Policy Research. Manage performance agreement and performance assessments of staff.

ENQUIRIES
APPLICATIONS

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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POST 05/150

: **ASSISTANT DIRECTOR: CAPACITY BUILDING, BOARD SERVICES AND
LEGAL SUPPORT REF NO: DHET23/02/2026**

Branch: Skills Development

Chief Directorate: National Skills Authority (NSA) Secretariat

SALARY
CENTRE
REQUIREMENTS

: R582 444 per annum (Level 10)

: Pretoria

: An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Legal/ Law or related qualification. A minimum of three (3) years relevant supervisory experience in the relevant environment. Sound knowledge of financial management, strategic management, project management and research methodology. Must have good communication skills, interpersonal skills, human relations skills, auditing skills as well as strategic planning skills with change management skills. Must be reliable, and enthusiastic. A valid driver's licence.

DUTIES

: Facilitate capacity building programmes for the NSA. Implement and monitor the NSA capacity building strategy. implement and monitor investigation

protocol and framework. Capacity Building, Board Services and Legal Support and will be responsible to facilitate capacity building programmes, provide board secretariat services, legal support and co-ordinate investigation initiatives for the NSA. Implement and monitor the NSA capacity building strategy. Coordinate process in liaison with the DHET legal unit in matters involving the NSA. Assist the Deputy Director in developing, implementing and reviewing NSA Board policies. Provide Board services, Secretariat and Committee support for the NSA. Attend to Governance and Risk Matters for the NSA. Operationalise projects related to NSA/ Minister's priorities. Coordinate framework for social partners and stakeholders of skills. Facilitate partnerships and stakeholders for the enhancement of skills development implementation. Coordinate defined constituencies and public input into skills development planning, implementation, feedback and evaluation. Facilitate the branch management of queries, parliamentary questions and general public consultation and submissions. Coordinate and provide legal, administrative support and secretariat services to NSA meetings with stakeholders. Implement and monitor the NSA capacity building strategy. Co-ordinate and monitor investigation protocol and framework. Liaison with the DHET legal unit in matters involving the NSA; Assist the Deputy Director in developing, implementing and reviewing NSA Board policies; Assist in operationalising projects related to NSA/Minister's priorities. Coordinate framework for social partners and stakeholders of skills. Facilitate partnerships between stakeholders for the enhancement of skills development implementation. Coordinate defined constituencies and public input into skills development planning, implementation, feedback and evaluation; Facilitate the branch management of queries, parliamentary questions, and general public consultations and submissions. Coordinate and provide legal, administrative support and secretariat services to NSA meetings with stakeholders. Coordinate and maintain communication and reporting systems between the NSA and other stakeholders. Provide administration support services for the Secretariat. Provide Legal Support to the NSA, Secretariat and Committees.

ENQUIRIES
APPLICATIONS

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Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/151</u> | : | <u>ASSISTANT DIRECTOR: MAINTENANCE SUPPORT SERVICES REF NO: DHET24/02/2026</u> |
| | | Branch: Skills Development |
| | | Directorate: Indlela |
| <u>SALARY</u> | : | R582 444 per annum (Level 10) |
| <u>CENTRE</u> | : | Olifantsfontein |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Civil Construction/ Mechanical/ Electrical or related qualification. Qualified as an Artisan in the related engineering field. A minimum of three (3) years supervisory experience in coordination of maintenance of Government buildings. Experience in people management. Knowledge of Occupational Health and Safety Act, Knowledge of PFMA and National Building Regulation. Knowledge of Government Procurement systems in the general built environment, technical knowledge of key functions related to the best practice within the integrated Facilities Management. Knowledge of Supply Chain Management Framework and Government budget procedure Skills. Computer Literacy in MS Package (MS Word, MS Excel, MS Power-point and MS Outlook). Report writing skills, planning, and organizing, project management skills, leadership skills, problem solving, facilitation skills, effective communication skills. Be patient, understanding, trustworthy, dependable, innovative, hardworking, and analytical thinking. Ability to work under pressure, Self-Motivated, and be able to work in a team environment. A valid driver's licence. |
| <u>DUTIES</u> | : | Overall management of Maintenance support services which includes day to day maintenance of the Institution. Liaison with both internal and external stakeholders). Keep track of all maintenance projects and processes which includes preparation of the sectional procurement plans, budget inputs and management of related registers. To ensure the effective and sufficient use of Government buildings, equipment, tools, facilities and gardens. Compile and submit prescribed monthly, quarterly, and annual reports for internal maintenance and repairs as required. Manage day to day maintenance through monitoring of call registers. Monitor and oversee construction, maintenance, repairs and servicing work being conducted by Department of Public Works and external contractors. Ensure undertaking of emergency repairs and maintenance. Ensure implementation of statutory maintenance and diesel fuel provision to standby generators. Ensure accurate specifications for minor renovations. Management of FMU budget utilization which includes procurement of goods and services, stock control and capital and day to day expenditure registers. Ensure the implementation of all FMU practices, guidelines and policies. Responsible for the implementation of Occupational Health and Safety Act. Participate in the development, monitoring and review of operational plans of the unit. Manage staff development and performance (PMDS) against departmental objectives in line with Strategic, Operational and Turnaround plans. Compile and submit prescribed monthly, quarterly, and annual reports. Responsible for management and the administration of External Cleaning, Garden and grounds, Waste Management, Horticulture services. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |
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| <u>POST 05/152</u> | : | <u>ASSISTANT DIRECTOR: TOP UP TRAINING REF NO: DHET25/02/2026</u> |
| <u>SALARY</u> | : | Branch: Skills Development |
| <u>CENTRE</u> | : | Directorate: Indlela |
| <u>REQUIREMENTS</u> | : | R582 444 per annum (Level 10) Olifantsfontein |
| | : | An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Mechanical/ Civil Engineering or related qualification. A recognized South African Trade Qualification. An Assessor/ moderator certificate / teacher diploma would be an added advantage. A minimum of three (3) years supervisory experience in artisan education, training and development (Training, ARPL and Trade Testing) environment. Knowledge of assessment principles, knowledge of Training and trade test environments. Knowledge of Batho Pele principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations. Understanding of the criteria and guidelines for the implementation of ARPL. Knowledge of artisan related policy and regulatory frameworks. Ability to plan, organize, manage and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilities skills. Skills to interpret and understand the policy. Skills to develop standard operating procedure and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's licence. |
| <u>DUTIES</u> | : | Maintaining accreditation status ARPL Gap Closure and trade test documentation. Provide credible ARPL gap closure and training to all candidates. Implement and maintain Quality Assurance and Monitoring. Effective Planning and Control of Equipment, tools and consumables. Effective Management of Infrastructure and Resources. Provide Guidance and Support on ARPL implementation and processes to accredited Trade Test Centre. Plan, Prepare and Schedule for support training and evaluation activities. Liaising with stakeholders regarding Artisan Recognition of Prior resources. Develop and pilot and implement assessment practitioner training. Implement ARPL according to the SoP for GAP Closure. Provide oversight support for ARPL Gap Closure functions. Coordinate special planning and logistics for Gap Closure workshops. Manage the needs assessment and procurement of LTSM, materials, goods, tools, equipment and consumables for GAP Closure workshop in line with SCM and PFMA. Manage compliance of OHS and accreditation of the Gap Closure workshops. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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 |
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supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/153

ASSISTANT DIRECTOR: IMPLEMENTATION OVERSIGHT CLUSTER 3

REF NO: DHET26/02/2026

Branch: Skills Development

Directorate: Seta Implementation Oversight

SALARY

: R582 444 per annum (Level 10)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Public Management/ Administration, Monitoring and Evaluations, Business/ Office Management/ Organizational Development or related qualification. A minimum of three (3) years relevant supervisory experience in financial management, communication and stakeholder engagement, monitoring and evaluation of strategic planning. Knowledge of Departmental policies and procedures, public service processes and procedures, Monitoring and Evaluation, Presentation skills, Report writing skills and Project management skills. Computer skills, Knowledge of the following legislations: Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levies Act (NSDS), Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) and Batho Pele Principles. A valid driver's license.

DUTIES

: Perform SETA Implementation oversight, Validations and SETMIS tools and mechanisms, Prepare quarterly performance reports on the implementation of National Skills Development plan (NSDP), Support implementation of NSDP outcomes, Support SETA in the development of strategic plans, annual performance plans, and service level agreements, Ensure improvement of the SETA Governance, Coordinate written responses to Parliamentary, Presidential hotline and Public queries and complaints within the Chief Directorate SETA Coordination, Provide coordination and secretariat support to performance strategy development and implementation. To analyse and recommend approval of SETA Strategic plans and Service Level Agreements. Support SETAs to deliver their obligations in terms of National Skills Development Plan. Scrutinize/analyse incoming correspondence, management of staff within the Cluster, management of the office budget. Coordinate the Special Projects (Provincial, Ministerial and Rural Development

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| <u>ENQUIRIES</u> | Projects). Writing of MEMOs, Letters, Submissions and Speeches for the office of the Deputy Director General. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 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>POST 05/154</u> | <p><u>ASSISTANT DIRECTOR: EXAMINATION MANAGEMENT</u></p> <p><u>ADMINISTRATION AND MONITORING REF NO: DHET36/02/2026</u></p> <p>Branch: Technical and Vocational Education and Training Directorate: Examination Management Administration and Monitoring</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>R582 444 per annum (Level 10) Pretoria</p> <p>An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Management or related qualification. A minimum of three (3) years relevant supervisory experience in administration environment. Monitoring and administration of examination of examination and assessment in TVET colleges. Sound knowledge of development of training and monitoring of examinations. Must be acceptable, disciplined, self-confident, be able to work independently, willing to work overtime and willing to travel. Good writing interpersonal and communication skills include compilation of national reports. Good training and communication skills. Research and coordination skills. Computer literate word, excel, access, PowerPoint and outlook. Analytical and problem solving skills. A valid driver's License.</p> |
| <u>DUTIES</u> | Ensure and manage the compilation of schedules colleges to be visited per province for monitoring at least 9 times a year. Manage appointments and reporting by external monitors. Scheduling and conducting of monitoring of the conduct of examinations and site visits to public and registered private colleges. Must be able to travel and train officials on the conduct and policy prescripts of examinations in colleges at least twice a year. Design and develop registration, state of readiness and monitoring tools. Collating and writing of |

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| <u>ENQUIRIES</u> | national conduct of examinations reports, letters and submissions relevant to monitoring and state of readiness examinations. Oversee registration of examination centres and keeping an updates data base. Create and maintain an efficient filling and tracking system for sub-directorate, statistics- compile weekly/ monthly operational statistics and reports. Manage applications for concessions as per policy directive. Liaison with regions and DHET officials regarding registration, monitoring and conduct of state of readiness and examination centres. Manage performance of staff/ human resources. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/155</u> | <p><u>ASSISTANT DIRECTOR: CERTIFICATION SERVICES REF NO:</u> <u>DHET37/02/2026</u></p> <p>Branch: Technical Vocational Education and Training Chief Directorate: National Examinations and Assessment Directorate: Resulting and Certification</p> |
| <u>SALARY</u> | R582 444 per annum (Level 10) |
| <u>CENTRE</u> | Pretoria |
| <u>REQUIREMENTS</u> | An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Administration/ Development Studies or related qualification. A minimum of three (3) years relevant supervisory experience in TVET examinations and related services. The candidate must possess extensive knowledge and experience of examination administration along with registration of candidates for examination and resulting thereof, IT system. Knowledge of Public Service and Regulations. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, and MS Outlook). Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Ability to interpret policies and draft official reports pertaining to resulting |

process. Values and attitudes: client-oriented focused; ability to work overtime, Integrity and loyalty are essential. The successful candidate must be adaptable, self –disciplined and able to work independently and under pressure in a diverse team. A valid driver's licence.

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| <u>DUTIES</u> | : The successful candidate will be responsible to manage and audit processes with respect to certification (processing of replacement Teacher/Tertiary qualification, issuing of NND. Data archival and subject credit transfers. Management and maintenance of Historical records (NTC). Implement and oversee operational security measures relevant to issuing of National N Diplomas process as mandated by QCTO. Create credit transfer record documentation for examination centres on the examination IT system, organize the printing and coordinate the credits report, receipt, processing of credits requests thereof. Verification of TVET College qualifications, former teacher qualifications and National Technical Certificate qualifications as mandated by SAQA. Maintain implement and audit operational security measures relevant to certification and data archival processes. Incident/Query Management of Certificate and Historical Records, coordinate, deal with and follow-up on responses to queries regarding the diplomas, credits transfers etc. Interpret and apply policies and quality council directives relevant to National N Diplomas (REPORT 191), credits transfers (REPORT 190). |
| <u>ENQUIRIES</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : 27 February 2026 |
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| <u>POST 05/156</u> | : <u>ASSISTANT DIRECTOR: TVET COLLEGES FINANCIAL MANAGEMENT AND COMPLIANCE REF NO: DHET38/02/2026</u> Branch: Technical and Vocational Education and Training Directorate: Research, Costing and Financial Management System |
| <u>SALARY</u> | : R582 444 per annum (Level 10) |
| <u>CENTRE</u> | : Pretoria |

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| <u>REQUIREMENTS</u> | : An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Finance/ Management Accounting/ Internal Audit/ Accounting or related qualification. A minimum of three (3) years relevant supervisory experience in financial accounting environment. Extensive knowledge and insight into the Post-school Education and Training (PSET), legislation and policies of state funded education institutions, policy development and implementation. Knowledge of the legislative framework for technical and vocational education training (TVET), Public Finance Management Act (PFMA) and Treasury Regulations, Interpretation and application of General Recognised Accounting Practices (GRAP). Must be computer literate. Extensive knowledge of Microsoft Word and Excel with strong communication skills both oral and written. Good financial analytical and research skills, interpersonal skills and report writing skills. Policy development and implementation skills. Ability to develop and maintain positive relations with stakeholders both internal and external. Client orientation and work independently. Ability to work in a team and to work under pressure. Meet deadlines and be target driven. High level of reliability, commitment, pro-active, loyalty, self-management, honesty and integrity. Ability to act with tact and discretion. A valid driver's licence. |
| <u>DUTIES</u> | : Coordinate financial reporting, development of financial policies and financial systems in TVET Colleges. Monitor the submission compliance of annual financial statements. Analyse and interpret audited annual financial statement (AFS) of TVET Colleges. Provide Generally Recognized Accounting Practices (GRAP) technical and financial management support to TVET Colleges. Maintain and administer the Business Management System developed for TVET Colleges and perform any adhoc task as may be required from time to time. |
| <u>ENQUIRIES</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |
| <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 |
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| <u>NOTE</u> | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |

POST 05/157**ASSISTANT DIRECTOR: MARKING SERVICES REF NO: DHET39/02/2026**

Branch: Technical And Vocational Education and Training

Chief Directorate: National Examinations and Assessment

Direktorate: Assessment, Item Development and Marking Services

SALARY

: R582 444 per annum (Level 10)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree/ national diploma (NQF Level 6). A minimum of three (3) years relevant supervisory experience in the Technical and Vocational Education and Training (TVET) examination environment, Experience working in the Directorate: Assessment, Item Development and Marking Services is an advantage. Good interpersonal, organisational and communication skills are additional requirements. Knowledge and experience in marking processes and Internal Continuous Assessments (ICASS) and Integrated Summative Assessment Tasks (ISAT) are also an advantage. The applicant must have extensive knowledge experience of MS Office which include MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. A valid driver's licence.

DUTIES

: Source and recommend sites for the establishment of national marking centres. Advertise for and shortlist markers per national examination cycle. Coordinate and monitor the training of marking officials, marking and moderation of scripts at TVET and CET Colleges and national marking centres. Interact and engage with marking centres on marking and quality assurance matters during the marking and moderation of examination answer scripts. Perform administrative duties regarding marking. Oversee the co-ordination of the marking guideline discussion meetings to enhance the standardisation of marking. Prepare weekly, monthly or quarterly reports relating to Annual Performance Plan. Oversee and manage all aspects of the marking process for TVET and CET examinations. Additional responsibilities include providing guidance in meetings relating to examination processes and policy development.

ENQUIRIES

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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>

CLOSING DATE

: 27 February 2026

NOTE

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representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/158</u> | <u>ASSISTANT DIRECTOR: CERTIFICATION SERVICES REF NO:</u> |
| | <u>DHET40/02/2026</u> |
| | Branch: Technical and Vocational Education and Training |
| | Chief Directorate: National Examinations and Assessment |
| | Directorate: Resulting and Certification |
| <u>SALARY CENTRE REQUIREMENTS</u> | R582 444 per annum (Level 10) Pretoria |
| | An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Public Management/Administration/ Development Studies or related qualification. A minimum of three (3) years relevant supervisory experience in the in TVET examinations and related services. The candidate must possess extensive knowledge and experience of examination administration along with registration of candidates for examination and resulting thereof, IT system. Knowledge of Public Service and Regulations. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, and MS Outlook). Must have leadership abilities, interpersonal relations and conflict management skills regarding people management. Ability to interpret policies and draft official reports pertaining to resulting process. Values and attitudes: client-oriented focused; ability to work overtime, Integrity and loyalty are essential. The successful candidate must be adaptable, self – disciplined and able to work independently and under pressure in a diverse team. A valid driver's licence. |
| <u>DUTIES</u> | The successful candidate will be responsible to manage the and audit processes with respect to certification (processing of replacement Teacher/Tertiary qualification, issuing of NND. Data archival and subject credit transfers. Management and maintenance of Historical records (NTC). Implement and oversee operational security measures relevant to issuing of National N Diplomas process as mandated by QCTO. Create credit transfer record documentation for examination centers on the examination IT system, organize the printing and coordinate the credits report, receipt, processing of credits requests thereof. Verification of TVET College qualifications, former teacher qualifications and National Technical Certificate qualifications as mandated by SAQA. Maintain implement and audit operational security measures relevant to certification and data archival processes. Incident/Query Management of Certificate and Historical Records, coordinate, deal with and follow-up on responses to queries regarding the diplomas, credits transfers etc. Interpret and apply policies and quality council directives relevant to National N Diplomas (REPORT 191), credits transfers (REPORT 190). |
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will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/159</u> | : | <u>ASSISTANT DIRECTOR: CET COLLEGES MONITORING AND EVALUATION REF NO: DHET41/02/2026</u> Branch: Community Education and Training Directorate: Cet Monitoring and Evaluation |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R582 444 per annum (Level 10) Pretoria |
| | : | An appropriate bachelor's degree/ national diploma (NQF Level 6) in Evaluation/ Research/ Education/ Policy Management studies or related qualification. A higher degree in public policy development, evaluation research (monitoring and evaluation), research in education will be an added advantage. A minimum of three (3) years relevant supervisory experience. Proven experience and technical skills in data management, excellent project management and communication skills. Understanding and ability to interpret Government policies and governance environment related to performance information. Ability to design, develop, support, and monitor policies. Advanced computer skills in MS Office (Word, PowerPoint, Excel, and Outlook). Experience in carrying out qualitative and quantitative research and producing intelligible reports. Proven experience in planning, reporting through presentations and performance information use. Excellent written and verbal communication skills. Proven ability to produce quality assured work under pressure and management of deadlines as well as a willingness to work irregular hours and travel extensively. The ability to work in a team environment. Problem-solving skills; excellent organisational and innovation skills. A valid driver's license. |
| <u>DUTIES</u> | : | Design and plan data collection instruments in accordance with prescribed standards. Develop, manage, coordinate, analyse and verify performance information. Develop frameworks and standard operating procedures for monitoring. Conduct monitoring, collect and collate data, produce and present reports. Conduct Community Education and Training (CET) sector-wide performance monitoring. Establish a project matrix with colleagues across the branch in order to conduct integrated monitoring activities. Receive and analyse reports from sub-programmes within the branch CET. Conduct the audit of student enrolments through verifications of student listings at the colleges. Participate in the dissemination of research findings in the sector and wider audiences through the drafting and delivery of presentations, reports, updates, and progress reports using research information. Conduct quality assurance on data received from CET colleges. Provide support to colleges with regards to performance information. Attend the project and other stakeholder meetings to represent either the Department or CET Branch as and when required. Manage human and physical resources of the sub-directorate. Perform any other functions as deemed appropriate by the manager within the ambit of labour law. Conduct refresher training programmes for regional and college officials. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>POST 05/160</u> | : | <u>CHIEF ARTISAN B MOTOR MECHANIC REF NO: DHET27/02/2026</u> |
| | | Branch: Skills Development |
| | | Directorate: Indlela |
| <u>SALARY</u> | : | R578 712 per annum, (OSD Salary Scale) |
| <u>CENTRE</u> | : | Olifantsfontein |
| <u>REQUIREMENTS</u> | : | An appropriate National Diploma in Mechanical Engineering or related qualification. A Trade Test Certificate in Motor Mechanic Trade. Assessor and Moderator Certificates. A minimum of three (3) years supervisory experience as a Motor Mechanic. Skills Development Act of 1998. Must be able to conduct moderate trade tests in motor mechanic and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skills. Manage resources that include human, assessment equipment and material. Effective record keeping. A valid driver's license. |
| <u>DUTIES</u> | : | Conduct and moderate trade testing in the Motor Mechanic and related trades as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested. Supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment and material. Maintain safety in the workshop. Assess performance of staff in the unit. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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 |
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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/161</u> | : | <u>CHIEF ARTISAN B AUTOMOTIVE REF NO: DHET28/02/2026</u> Branch: Skills Development Directorate: Indlela |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R578 712 per annum, (OSD Salary Scale) Olifantsfontein An appropriate National Diploma in Mechanical Engineering or related qualification. A Trade Test Certificate in Spray Painter/Panel beater Trades. Assessor and Moderator Certificates. A minimum of three (3) years supervisory experience as a Motor Mechanic. Skills Development Act of 1998. Must be able to conduct moderate trade tests in motor mechanic and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skills. Manage resources that include human, assessment equipment and material. Effective record keeping. A valid driver's license. |
| <u>DUTIES</u> | : | Conduct and moderate trade testing in the Spray Painting /Panel beater related trades as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested. Supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment and material. Maintain safety in the workshop. Assess performance of staff in the unit. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the |

supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/162

CHIEF ARTISAN GRADE B: PHYSICAL PLANNING AND CONSTRUCTION

REF NO: DHET29/02/2026

Branch: Skills Development

Directorate: Indlela

**SALARY
CENTRE
REQUIREMENTS**

- : R578 712 per annum, (OSD Salary Scale)
- : Olifantsfontein
- : An appropriate National Diploma in Civil Engineering or related qualification. Bricklaying and related Civil engineering Trade Test Certificate. Assessor and Moderator Certificates. A minimum of three (3) years supervisory experience preferably in an Artisan Training or Assessment environment or technical facilitator/instructor experience post apprenticeship. Skills Development Act of 1998. Must be able to conduct and moderate trade tests in Civil and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skill. Manage resources that include human, assessment equipment and material. Effective record keeping. A valid driver's license.

DUTIES

- : Conduct and moderate trade testing in the Bricklaying or relevant construction Trade as well as implement and maintain ARPL. Conduct moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when required and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment and material.

**ENQUIRIES
APPLICATIONS**

- : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
- : 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>NOTE</u> | : <p>DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.</p> |
| <u>CLOSING DATE</u> | : <p>27 February 2026</p> |
| <u>POST 05/163</u> | : <p><u>CHIEF ARTISAN A AUTOMOTIVE REF NO: DHET30/02/2026</u> Branch: Skills Development Directorate: Indlela</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : <p>R578 712 per annum, (OSD Salary Scale) Olifantsfontein An appropriate National Technical Certificate (NTC 3) in Motor Bodywork. A Trade Test Certificate in Spray Painter/ Panel beater. An Assessor certificate will be an added advantage. A minimum of three (3) years' experience after qualification as an artisan. Artisan training or assessment experience. Knowledge of skills Development Act of 1998. Must be able to conduct and moderate trade tests in Spray painter and Panel beater trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem solving skill. Manage resources that include human, assessment equipment and material. Effective record keeping. Valid Driving License</p> |
| <u>DUTIES</u> | : <p>Conduct trade testing in Spray Painter and Panel Beater trades as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessments records. Supervise Trade Assistants. Procure assessment equipment and material. Assess performance of staff in the unit.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : <p>Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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</p> |
| <u>NOTE</u> | : <p>DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the</p> |

supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/164</u> | : | <u>CHIEF ARTISAN A DIESEL MECHANIC REF NO: DHET31/02/2026</u> Branch: Skills Development Directorate: Indlela |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R480 261 per annum, (OSD Salary Scale) Olifantsfontein |
| | : | An appropriate National Technical Certificate (NTC 3) in Diesel Mechanic qualification. A Trade Test Certificate in Diesel Mechanic. Assessor certificate will be an added advantage. A minimum of three (3) years experience after qualification as an artisan. Artisan training or assessment experience. Knowledge of skills Development Act of 1998. Must be able to conduct moderate trade tests in the Diesel Mechanic and related trade. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Good planning and organizing skills. Good report writing. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem solving skill. Manage resources that include human, assessment equipment and material. Effective record keeping. Valid Driving License. |
| <u>DUTIES</u> | : | Conduct trade testing in Diesel Mechanic trade, as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessments records. Supervise Trade Assistants. Procure assessment equipment and material. Assess performance of staff in the unit. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a |

detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/165</u> | : | <u>CHIEF ARTISAN A CARPENTER/ JOINER REF NO: DHET32/02/2026</u> Branch: Skills Development Directorate: Indlela |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R480 261 per annum, (OSD Salary Scale) Olifantsfontein An appropriate National Training Certificate (NTC 3) in Engineering or related qualification. A Trade Test Certificate Carpentry with Joiner or Shopfitter. Assessor certificate. A minimum of three (3) years experience in artisan training or assessment experience. Skills Development Act of 1998. Must be able to conduct trade tests in Carpentry and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organising skills. Good report writing skills. Good verbal and written communication skills. Must be computer literate (MS Word, Excel, and power point.) Supervisory and problem solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping. A valid Driving License. |
| <u>DUTIES</u> | : | Conduct trade testing in Carpentry trade as well as implement and maintain ARPL. Maintain and ensure safekeeping of assessments records. Supervise Trade Assistants. Procure assessment equipment and material. Assess performance of staff in the unit. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/166</u> | : | CHIEF ARTISAN A REFRIGERATION MECHANIC REF NO: DHET33/02/2026 Branch: Skills Development Directorate: Indlela |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R480 261 per annum, (OSD Salary Scale) Olifantsfontein An appropriate National Technical Certificate (NTC3) in Refrigeration Engineering or related qualification. A Trade Test Certificate in Refrigeration Mechanic. Registration with SARACCA as a Refrigerant gas installer for Air Conditioning and Refrigeration will be an added advantage. An Assessor Certificate. A minimum of three (3) years trade related experience after qualifying as an Artisan. Two years artisan training or assessment. Knowledge of skills Development Act of 1998. Must be able to conduct trade tests in Refrigeration Mechanic and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem- solving skill. Good supervisory skills. A valid driver's license. |
| <u>DUTIES</u> | : | Conduct assessment in the Refrigeration Mechanic trade and implement ARPL. Conduct audits of external Trade Test Centre's. Maintain and ensure safekeeping of assessment records. Supervise Trade Assistants. Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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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digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/167</u> | : | <u>CHIEF ARTISAN A MILLWRIGHT (ELECTROMECHANICAL) REF NO: DHET34/02/2026</u> |
| | | Branch: Skills Development Directorate: Indlela |
| <u>SALARY</u> | : | R480 261 per annum, (OSD Salary Scale) |
| <u>CENTRE</u> | : | Olifantsfontein |
| <u>REQUIREMENTS</u> | : | An appropriate National Technical Certificate (NTC 3) in Electrical/ Mechanical qualification. A minimum of three (3) years technical training experience after qualifying as an artisan. Trade Test Certificate in Millwright (Electromechanical). An Assessor certificate will be an added advantage. Two (2) years artisan training or assessment experience. Knowledge of Trade test regulations, ARPL criterion guidelines, Namb and QCTO criterion guidelines. Skills Development Act, 1998. Must be able to assess candidates in Millwright (Electromechanical). Skills: Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills. Valid driver's license. |
| <u>DUTIES</u> | : | Conduct assessment of candidates in Millwright (Electromechanical). Maintain assessment equipment and facilities. Maintain and ensure safekeeping of assessment records. Supervise the Tradesman Aids. Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Assist in accreditation audits, external moderation and monitoring and evaluation. Maintain safety in the workshop. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/168</u> | : | CHIEF ARTISAN GRADE A: MECHANICAL FITTER REF NO: DHET35/02/2026 (X2 POSTS) Branch: Skills Development Directorate: Indlela |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R480 261 per annum, (OSD Salary Scale) Olifantsfontein An appropriate National Technical Certificate (NTC 3) in Mechanical Engineering. Trade Test Certificate in Mechanical Fitter/ Fitter and Turner. An Assessor certificate will be an added advantage. A minimum of three (3) years trade related experience after qualifying as an artisan. Two (2) years Artisan training or assessment experience. Knowledge of Skills Development Act of 1998. Occupational Health and Safety Act and Trade Test Regulations. ARPL Regulations. Must be able to assess candidates in Mechanical Fitter, Fitter and Turner and Turner Machinist. Must be computer literate Ms Word, Excel and PowerPoint. Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisor skills. A valid driver's license. |
| <u>DUTIES</u> | : | Conduct assessment in the Mechanical Fitter, Fitter and Turner trade and implement ARPL. Conduct audits of external Trade Test centers. Maintain and ensure safekeeping of assessment records. Supervisor Trade Assistants. Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/169</u> | : | <u>ASSISTANT DIRECTOR REF NO: DHET42/02/2026</u> Branch: Planning Policy and Strategy Directorate: Africa Middle Eastern Partnership |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree/ national diploma (NQF Level 6) in International Relations/ Developmental Studies/ Public Management or related qualification. A minimum of three (3) years supervisory experience in conduct of international relations. Understanding of South Africa's foreign policy. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times. A valid driver's license. |
| <u>DUTIES</u> | : | The appointee will report to a Deputy Director and be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other |

document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/170</u> | : | <u>ASSISTANT DIRECTOR REF NO: DHET43/02/2026</u> Component: Human Resources Development Council (HRDC) Secretariat Directorate: Policy, Research, Information Systems and Special Projects |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Social Science/ Development Studies/ Public Administration or Management or a related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) years' supervisory experience in policy, research and knowledge management. Experience in data management and analysis software packages such as Excell/ SPSS will be an added advantage. Experience in writing research reports, knowledge management and administration of projects. Knowledge and understanding of the government prescripts and public service environment. Competencies and Skills: Policy, research, Client orientation and customer focus, Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, Problem solving, Computer literacy and Report writing. A valid driver's license and willingness to travel. |
| <u>DUTIES</u> | : | Coordinate and produce reports with regards to the development of the HRD guiding documents, analyse and critique relevant reports for HRD policy implications, conduct and produce research report related to HRD, facilitate the stakeholder engagement and coordination of meetings, assist in initiating and managing partnerships between higher education and industry and facilitate the process of records management. Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, Problem solving, Computer literacy and Report writing. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other |

document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/171</u> | : | <u>ASSISTANT DIRECTOR: ANTI-CORRUPTION AND FRAUD PREVENTION REF NO: DHET44/02/2026</u> Office of The Director-General Directorate: Ethics and Integrity Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) Pretoria An appropriate Bachelor's Degree/ national diploma (NQF Level 6) in Law/ Forensic investigations/ Risk Management/ Commerce or related qualification. A minimum of three (3) years relevant supervisory experience in fraud prevention, fraud risk management and fraud investigation specializing in identifying, analyzing and mitigating fraudulent activities. Knowledge in forensic investigations, Case Management and Trends Analysis. Understanding of legislation administered by the Department such as Prevention and Combating of Corrupt Activities Act, Protected Disclosure Act, the Public Service Anti-Corruption Strategy. Ability to maintain confidentiality and to work independently on sensitive issues. Excellent understanding of Government prescripts in relation to the financial management and supply chain processes. Research and facilitation skills and communication skills (Verbal & Written). Planning and organizing, relationship management skills, analytical and thinking skills. Time Management, Conflict Management, Analytical and investigation skills, Communication (verbal & written), Computer literacy, Presentation Skills competencies: Interpersonal skills; Ability to work under pressure. The candidate will be subjected to security vetting. A valid driver's license and willingness to travel extensively are essential. |
| <u>DUTIES</u> | : | To ensure the provision of anti-corruption and fraud prevention services. Implementing the anti-corruption and fraud prevention policies and procedures; Conduct Investigations in respect of all alleged cases of fraud, corruption and any other maladministration issues within the Department and assist in the implementation of anti-fraud and corruption initiatives. Reviews internal processes and recommends control to strengthen risk management for the Department; Gather and analyse information obtained during investigations. Monitor and Evaluate complaints received by the Department. Recommends additional control or oversight to mitigate risk; maintain accurate and detailed |

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| <u>ENQUIRIES</u> | | |
| <u>APPLICATIONS</u> | : | fraud cases files; Analyse records of previous fraud cases to inform program controls; Assist with compiling reports and undertaking internal audits as required; Draft submissions, memoranda and letters emanating from investigations. Facilitate training for staff and key stakeholders in financial processes; Produce quarterly reports on the outcome of the investigations. Manage resources (human, financial and assets) in compliance with PFMA and other relevant frameworks and Provide support to the Directorate through participation in office management related tasks. |
| <u>NOTE</u> | : | Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/172</u> | : | 27 February 2026 |
| <u>SALARY</u> | : | <u>ASSISTANT DIRECTOR: CASH FLOW MANAGEMENT REF NO:</u> |
| <u>CENTRE</u> | : | <u>DHET45/02/2026</u> |
| <u>REQUIREMENTS</u> | : | Branch: Office of The Chief Financial Officer Directorate: Financial Services |
| <u>DUTIES</u> | : | RR468 459 per annum (Level 09) Pretoria An appropriate Bachelor of Commerce degree/ national diploma (NQF Level 6) in Accounting or related qualification. A minimum of three (3) years relevant supervisory experience in Financial Management. Must have BAS experience. Must be computer literate and be able to operate computer based information systems. A valid driver's license. Manage and assist with the submission of the monthly cash flow statements to the Department and the Minister. Providing training in the section as well as to officials in the Department on aspects of cash flow related matters. Clearing of PERSAL exceptions. Manage and assist with the submission of the in Year Monitoring Report the Department. Manage the expenditure accounts of the Department and assist in correcting incorrect allocations. Assist with the writing of loss and disposal matters that occurred in the books of the Department. |

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| <u>ENQUIRIES</u> | Obtain Treasury and DG's approval when necessary. Keep records of irregular, fruitless and wasteful and unauthorised expenditure when required. Managing of staff related matters in the section. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>CLOSING DATE</u> | 27 February 2026 |
| <u>POST 05/173</u> | <u>ASSISTANT DIRECTOR: CLUSTER 1 AND CLUSTER 2 REF NO: DHET46/02/2026 (X2 POSTS)</u> Branch: Chief Financial Officer Directorate: Public Entities Compliance Oversight |
| <u>SALARY</u> | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | Pretoria |
| <u>REQUIREMENTS</u> | An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Accounting Sciences or relevant qualifications. A minimum of three (3) years relevant supervisory experience in analysis of financial information and financial performance of public entities. Knowledge of compliance with legal frameworks especially the PFMA, Treasury Regulations, Skills Development Act and SETA Grant Regulations. Excellent communications skills both verbal and written. Computer literacy. A valid driver's licence. |
| <u>DUTIES</u> | Provide financial management through the monitoring, evaluation and analyses of Annual Performance Plans, Strategic Plan, and MTEF allocations linked to Strategic Plan of public entities. Compile detailed submission for the approval of the Minister. Provide financial management support through monitoring and analysis of budgets, quarterly and annual reports. Monitoring and analysis of quarterly financial information and financial performance of public entities. Actively involved in annual financial analyses of the public entities annual reports and audit outcomes. Assist in the coordination, monitoring and reporting requirements of public entities. Provide administrative support to public entities to ensure compliance with legal frameworks |

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| <u>ENQUIRIES</u> | especially PFMA and Treasury Regulations, maintain a database on performance and compliance of public entities. Provide advice to public entities to improve quality of financial reports to ensure alignment and compliance with legislation in terms of PFMA, Treasury and Grant Regulations. Compile detailed reports on financial performance of entities reporting to the Department. |
| <u>APPLICATIONS</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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> | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>CLOSING DATE</u> | : 27 February 2026 |
| <u>POST 05/174</u> | : <u>ASSISTANT DIRECTOR: INFORMATION MANAGEMENT AND REPORTING</u> <u>REF NO: DHET47/02/2026</u> Branch: Planning Policy and Strategy Directorate: Management Information System |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R468 459 per annum (Level 09) Pretoria An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Statistics/ Economics or related qualification. A minimum of three (3) years relevant supervisory experience in data analysis and report writing. Experience in using at least one statistical package (e.g. STATA, SAS) to analyse large datasets, and excellent report writing, written and oral communication skills, problem solving, project management, as well as proficiency in MS Word, Excel, Access, PowerPoint, and Power BI is required. Understanding of Standards and Policies related to Statistics (e.g. Data Confidentiality Standard), and project management is essential. A valid driver's license and willingness to travel when required. The candidate must be professional, committed, maintain confidentiality, possess integrity and be accountable. A valid driver's license. |
| <u>DUTIES</u> | : To render information management and reporting. Management Information System, under the Sub-Directorate: Information Management and Reporting. |

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| <u>ENQUIRIES</u> | The responsibilities include assisting with the development and dissemination of Statistics on Post- School Education and Training (PSET) report and factsheets. Assist with quality assurance of PSET data. Assist with the development and implementation of standards. Assist with responding to international data requests, and provide administrative support. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>CLOSING DATE</u> | 27 February 2026 |
| <u>POST 05/175</u> | <u>ASSISTANT DIRECTOR: HUMAN RIGHTS CITIZENSHIP AND GENDER EQUITY REF NO: DHET48/02/2026</u> Branch: Planning Policy and Strategy Chief Directorate: Social Inclusion And Quality |
| <u>SALARY CENTRE REQUIREMENTS</u> | R468 459 per annum (Level 09) Pretoria An appropriate undergraduate Degree/ National Diploma (NQF 6) in Social Science or relevant qualification. A minimum of three (3) years' experience in working with transformation issues with regard to gender, HIV and AIDS and rural development as at a supervisory level. Must have experience in some issues of social inclusion (equity, race, class, gender, disability, youth development, religion, culture, substance abuse and HIV/AIDS) – in particular, gender equality and gender-based violence in the Post-School Education and Training system. Must possess broad knowledge and understanding of issues of social inclusion in the Post-School Education and Training (PSET) sector. Experience in the facilitation of workshops, presentations, conducting research and analysis, and report writing are essential for this post. Must have a valid driver's license and be prepared to travel alone where required. The incumbent must be computer literate, with strong communication skills, both oral and written have knowledge of the Constitution of the RSA, Higher Education and Training Legislation and Policies, as well as government policies and |

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| <u>DUTIES</u> | programmes pertaining to gender equality, GBVF and HIV and AIDS. Knowledge of national, regional and international gender and development, GBVF, and HIV & AIDS protocols, conventions and agreements is essential. Conceptualising skills, knowledge about the PSET system and how it operates, and the ability to reframe and reflect. A valid driver's licence. |
| | Analyse data on women in key disciplines such as engineering, mathematics, science, technology, and post-graduate studies and include these in the Annual Social Inclusion Report. Provide support to the Department and institutions on Social Inclusion matters, as well as promote equal opportunities and fair treatment through the elimination of unfair discrimination in relation to sexual orientation, gender, belief, disability, birth, religion, pregnancy, marital status, family responsibility, age, political opinion and HIV & AIDS status. Key to this post is the advancement of women and promotion of socio-economic empowerment programmes. Facilitate the development, co-ordination, implementation, and review of programmes and projects aimed at achieving the gender transformation goals of the post-school education and training (PSET) system. Respond to Government's legislation and policies on equality, transformation and empowerment as well as international and regional obligations with regards to vulnerable groups. Provide advice on issues of gender, HIV and AIDS to the Department through speeches, briefing notes, recommendations and input into documents. Monitor the implementation of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, the Domestic Violence Act, the Policy on the Prevention and Elimination of Harassment and Violence in the Public Service World of Work, and any policy or legislation aimed at eliminating sexual and GBVF, and its implications for the PSET institutions for reporting purposes. Monitor progress regarding the implementation of obligations emanating from regional and international protocols and conventions and contribute to the departmental and country reports. Conduct research, analyse data and write reports. Coordinate and provide support for the observance of the Calendar of Significant Days. |
| <u>ENQUIRIES</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET |

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| <u>CLOSING DATE</u> | posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. 27 February 2026 |
| <u>POST 05/176</u> | <u>ASSISTANT DIRECTOR: MIDDLE EASTERN PARTNERSHIPS REF NO: DHET49/02/2026</u> Branch: Planning Policy and Strategy Directorate: Africa and Middle Eastern Partnership |
| <u>SALARY CENTRE REQUIREMENTS</u> | R468 459 per annum (Level 09) Pretoria An appropriate undergraduate Degree/ National Diploma (NQF 6) in International Relations/ Developmental Studies/ Public Management or related qualifications. A minimum of three (3) years' supervisory experience in the conduct of international relations. Understanding of South Africa's foreign policy. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times. A valid driver's license. |
| <u>DUTIES</u> | The appointee will report to a Deputy Director and be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations. |
| <u>ENQUIRIES APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, |

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/177</u> | : | <u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DHET50/02/2026</u> Branch: Community Education and Training Western Cape Cet College |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) Bellville An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Human Resource Management/ Development or a related qualification. PERSAL certificates will be an added advantage. A minimum of three (3) years of relevant supervisory experience in Human Resource Management environment. Knowledge of the Continuing Education Act, (CET Act), Public Service Regulations, Public Service Act and knowledge of Human Resource legislations and policies. Extensive knowledge and experience of conditions of service, employee benefits, recruitment and selection processes, and staff establishment. Knowledge of Human Resources Development, Performance Management and Development Procedures, Public Service Employee Wellness Programs. A good understanding of Labour Legislation, policy and procedures applicable to the Public Service. Extensive knowledge of PERSAL systems. Planning, organising, report writing, facilitation and presentation skills. Good interpersonal verbal and written communication skills. Computer skills. A valid drivers license. |
| <u>DUTIES</u> | : | Manage human capital within the college. Development and ensure implementation of Human Resource Strategy and policies. Manage and coordinate the implementation of Human Resource Management functions within the College, including recruitment and selection, conditions of service, performance management, leave administration and staff establishment. Manage Human Resources Development programmes and staff training interventions. Ensure compliance with HR legislative frameworks and departmental guidelines. Provide strategic HR advice and support management and staff. Supervise and develop HR staff to ensure high performance and effective service delivery. Prepare HR reports and maintain accurate HR records. Promote sound Labour practices and foster a positive organisational culture within the College. Introduce programmes in support of employee health and wellness services within College. Draft and manage the Human Resources budget. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates |

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

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/178</u> | : | <u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY REF NO: DHET51/02/2026 (X2 POSTS)</u> |
| | | Branch: Corporate Service |
| | | Directorate: Human Resource Management and Development |
| | | This post is being re-advertised and candidates who previously may re-apply. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) Pretoria |
| | : | An appropriate undergraduate Degree/ National Diploma (NQF 6) in Industrial Psychology/ Management Services/ Human Resource Management / Public Management/ Operations Management or relevant qualifications. A minimum of three (3) years' supervisory experience in change management or organizational development or Human Resource environment. Knowledge and understanding of organisational culture and human behaviour, Management of resources, Knowledge of policies/ implementation strategies, Knowledge of Change/Transformation Legislation/Directives, Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer skills, Project Management skills. |
| <u>DUTIES</u> | : | Facilitate the development and implementation of Change Management strategies/ approach/ plans and methodologies for the projects. Facilitate the development of organizational culture strategy, climate surveys and teams. Develop and Monitor project teams to integrate Change Management activities into overall project plans. Facilitate the implementation and delivery of Operation Management Framework. Monitor Organisation Functionality Assessment projects in the Department. Facilitate the implementation of Batho Pele principles programmes in the Department. Facilitate in mapping all processes in the Department and compile Standard Operating Procedure thereof. Facilitate the development of Service Delivery Improvement plan and Service Delivery Model for the Department. Facilitate the development of Service Charter for the Department. Monitor the provision of general support services to the component and manage all Human, financial and other resources of the unit. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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 |

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/179</u> | : | <u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DHET52/02/2026</u> Gauteng/ Free State Regional Office |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/ National Diploma (NQF level 6) in Human Resource Management/ Public Administration or related qualification. A minimum of three (3) years' supervisory experience in Human Resource Administration and office management environment. Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Must be able to understand and interpret prescripts and policies, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel. A valid driver's license. |
| <u>DUTIES</u> | : | Establish and implement effective records and document management system in the office of the Region. Provide human resource administration services. Administer the provisioning of human resource development services. Administer employee wellness programmes in the Region. Provide advice, guidance and inputs to policies. Manage the resources in the office of the Regional Office: physical, financial and Human Resource. Establish and implement effective decision and submission tracking systems, Follow up and collate progress reports on the implementation of the resolutions/decisions of all the forums coordinated from the office of the Regional Office and Coordinate reports/presentations to all forums attended by the office of the Regional Office. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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 |

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>POST 05/180</u> | : | <u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DHET53/02/2026</u> Branch: Corporate Service Directorate: Human Resource Management And Administration |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) Pretoria An appropriate undergraduate Degree/ National Diploma (NQF 6) in Human Resource Management or related qualification. A minimum of three (3) years' supervisory experience in human resource management. Knowledge and interpretation of applicable Public Service Legislation and policies. Knowledge of PERSAL, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel. |
| <u>DUTIES</u> | : | Providing an effective and efficient Recruitment and Human Resource Administration services, Coordinate, supervise and facilitate effective, recruitment shortlisting and interviewing of competent human resource and ensure compliance with all the relevant legislation and policy framework. Co-ordinate the implementation of policies and presentation of information sessions on Recruitment and Selection. Render a human resource advisory service to the management on recruitment and selection Ensure the promotion of effective human resource management. Manage the inflow of appointment documents and timeous capturing of new appointments on PERSAL System Co-ordinate and conduct high level investigations of human resource related problems and advice management thereon. Management of Human Resources which include, inter alia (Training, mentoring, development, performance management, and work allocation). Effective management of staff. Drafting of advertisements and development of policies. Management of the recruitment and selection database. Render a human resource advisory services to line managers on recruitment and selection. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other |

document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/181</u> | : | <u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT / DEVELOPMENT REF NO: VTET04/2026 (X1 POST)</u> (Permanent) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R468 459 per annum (Level 09) Vhembe TVET College National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Management/Administration of Human Resource / Human Resource Management/Development or relevant qualification in HRM/D. Valid driver's license. PERSAL Certificate, Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge and experience of PERSAL on HRM and /or HRD might serve as an added advantage. |
| <u>DUTIES</u> | : | Implement and Manage Administration of Human Resource Management and development activities at college level ensure adherence and compliance to Human Resource Management, development and Administration Policies, managing conditions of services (Leave, Housing, Medical Aid, Injury on duty, long service recognition, overtime, relocation, retirement, pensions, transfers, allowances etc.). manage the recruitment and selection processes as per departmental delegation (advertisement, shortlisting, interviews, security vetting, reference check, verification of qualifications) are coordinated within the stipulated timelines. Manage HR personnel records. Manage Human Resource Development services by rendering bursary administration, internship and Work Integrated (administration of staff Bursary services) Learning (WIL). Conduct Induction for the newly appointed staff. Coordinate and facilitate the training interventions. Develop and implement Workplace Skills Plan (WSP). Administer Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate organizational development services by designing, reviewing, and implementing the College's organizational Structure. facilitate the development of Job Descriptions. Coordinate Job Evaluation of posts and submit to the department. Conduct work-study and business process re-engineering and facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning |

(HRP) and Employment Equity (EE) services by developing, coordinating, implementing, monitoring and reviewing the college HR Plan. Develop, coordinate, implement, monitor and review the college EE Plan. Provide reports on HR and EE plan management and relevant structures. Provide Employee Health and Wellness (EHW) services through implementation of wellness programs for the college. coordinate and manage HIV, AIDS, STI and TB services. Coordinate and manage health productivity programs. Develop and implement Human Resource related policies and manuals. Manage human, financial and other resources in the section.

ENQUIRIES : All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M at Tel No: (015) 963 7070 /7066/7095 respectively.

APPLICATIONS : Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970. Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA

CLOSING DATE : 02 March 2026 at 16:30

NOTE : Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

POST 05/182 : **WEB DEVELOPER REF NO: VTVET05/2026 (X1 POST)**
(Permanent)

SALARY : R397 116 per annum (Level 08)
CENTRE : Vhembe TVET College
REQUIREMENTS : National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in information technology or any related qualification, preferably majoring in Web Development, Three years' relevant experience. Understanding of website design and administration. Strong analytical and problem-solving skills. Good verbal and written communication skills. Proficient in markup and other programming languages including JAVA, PHP, HTML, Understanding of MS Office Suite, Photoshop and other related Software.

DUTIES : Designing user interfaces and navigation menus. Manages internet and/or intranet infrastructure. Reviews web content, links, and design; provides necessary updates and enhancements in a timely manner. Integrating multimedia content onto a site. Testing web applications. Troubleshooting problems with performance or user experience. Performs other related duties as assigned.

ENQUIRIES : All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively.

APPLICATIONS : Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970. Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA

CLOSING DATE : 02 March 2026 at 16:30

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| <u>NOTE</u> | Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions. |
| <u>POST 05/183</u> | <u>SENIOR LABOUR RELATIONS OFFICER REF NO: VTVET06/2026 (X1 POST)</u> (Permanent) |
| <u>SALARY CENTRE REQUIREMENTS</u> | R397 116 per annum (Level 08) Vhembe TVET College National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Labour Relations, Employment Relations/Human Resource Management or equivalent qualification. At least 3 years in Labour Relations or Human Resource Management environment or related field. Must be computer literate and a valid driver's license. Good verbal and written communication skills, including presentation and report writing skills. Ability to work under pressure, meet deadlines and maintain confidentiality. Ability to work independently and in a team with good report writing skills. Added advantages: PERSAL Certificate, Knowledge of Labour Relations Act, Public Services legislations, Knowledge of implementing PSCBC and GPSSBC resolutions Knowledge and understanding of bargaining process, grievance and dispute resolutions process Sound knowledge of Labour Relation Statutes Sound knowledge of International Labour Organization (ILO) Knowledge and understanding of the TVET/ CET Administration Knowledge and understanding of the Higher Education sector. |
| <u>DUTIES</u> | The incumbent will be responsible for: Ensuring overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining. Facilitation of training for all staff with regards to labour relations issues. |
| <u>ENQUIRIES</u> | All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively. |
| <u>APPLICATIONS</u> | Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970. Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA |
| <u>CLOSING DATE</u> | 02 March 2026 at 16:30. |
| <u>NOTE</u> | Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a |

detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

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| <u>POST 05/184</u> | <u>CHIEF PERSONNEL OFFICER REF NO: VTVET07/2026 (X1 POST)</u> (Permanent) |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | Vhembe TVET College |
| <u>REQUIREMENTS</u> | National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Human Resource Management. At least 3 years' Experience in Human Resource Management. Competencies: Knowledge and experience of PERSAL. Knowledge of relevant Public Service Legislation (e.g., Public Service Act, Regulations), and Human Resource Management policies and directives. Ability to interpret and apply policies. |
| <u>DUTIES</u> | Implementation of Recruitment and Selection policy and procedure. Provide Human Resource technical support during shortlisting and interview process. facilitate the verification process, Draft submissions and compile post files. capture appointments / transfers / promotions/ terminations. Ensure that employees' files are properly secured and safely stored at all times. Implementation and monitor compliance in relation to appointment and personnel processes within the department. Verify and approve transactions on the PERSAL System. Ensuring correct implementation and capturing of appointments, promotions and transfers on the PERSAL System. Preparing for periodic management and statistical reports as required. Supervise and manage. Administering all conditions of Service pertaining to service terminations, pension administration, housing, Leave Administration and recognition of long service. Implement and ensure quality in relation to the standard of the HR Administration work before submission to DHET. Approve transaction on PERSAL. Attend to internal and external transfers. Attend to routine Enquiries and queries. Update personnel information on the system. File personnel data, policies, regulations and circulars. Providing monthly and quarterly report. Perform leave Audits, retrieve and submit documents for audit requests. Handle all personnel enquiries and correspondence. |
| <u>ENQUIRIES</u> | All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively. |
| <u>APPLICATIONS</u> | Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970. Alternatively, applications may be send to hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA |
| <u>CLOSING DATE</u> | 02 March 2026 at 16:30. |
| <u>NOTE</u> | Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in |

relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

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| <u>POST 05/185</u> | <u>SENIOR PRACTITIONER REF NO: DHET54/02/2026 (X2 POSTS)</u> |
| | Branch: Corporate Service |
| | Directorate: Human Resource Management and Development |
| | Sub-Directorate: Change Management and Service Delivery Improvement |
| | This post is being re-advertised and candidates who previously may re-apply. |
| <u>SALARY CENTRE REQUIREMENTS</u> | <p>: R397 116 per annum (Level 08)</p> <p>: Pretoria</p> <p>: An appropriate Degree / National Diploma in Industrial Psychology/ Organizational Development/ Human Resource Management/ Public Management or relevant qualification. A minimum of two (2) years' experience in Change Management/ Organizational Development/ Transformation environment. Knowledge and skills Knowledge and understanding of organizational culture and human behaviour, Management of resources, Knowledge of policies/ implementation strategies. Knowledge of Change/Transformation Legislation/ Directives. Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally. Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity. Computer skills. Project Management skills.</p> |
| <u>DUTIES</u> | <p>: Provide support in the development of change management initiatives e.g. organizational culture. Participate in project teams to integrate change management activities into the overall project plans. Provide support in the implementation of Organizational Functionality Assessment. Provide support in the implementation and delivery of Operations Management Framework in the Department. Provide support in the implementation of Batho Pele principles programmes in the Department. Participate and provide support in the development of Business process mapping and Service Delivery Model for the Department. Participate and provide support in the development of Service Delivery Improvement plan for the Department. Participate and provide support in the development of Service Charter for the Department. Participate and provide support in the development of Standard Operating Procedures and Service Standards for the Department. Render general administrative support to the unit.</p> |
| <u>ENQUIRIES APPLICATIONS</u> | <p>: Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513</p> <p>: 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</p> |
| <u>CLOSING DATE NOTE</u> | <p>: 27 February 2026</p> <p>: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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.</p> |

All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/186</u> | : | SENIOR TRAINING PRACTITIONER REF NO: DHET55/02/2026 (X3 POSTS) |
| | | Branch: Corporate Service Directorate: Human Resource Development |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R397 116 per annum (Level 08) Pretoria |
| | : | An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Public Administration/ Human Resource Management/ Management of Training/ Public Administration/ Human Resource Development/ Industrial Psychology or relevant qualification. A minimum of two (2) years of experience in Human Resource Development environment. Knowledge and understanding of Public Service Sector, Public Service Regulation, Skills Development Act and other related policies and procedures. Good report writing skills, analytical skills, basic research skills, good interpersonal skills, computer skills, planning and organizing skills, team leadership, presentation and facilitation skills. Ability to interpret human resource legislation and policies with practical experience and knowledge of human resource practices and systems. Must be professional, committed and client oriented attitudes. |
| <u>DUTIES</u> | : | Develop the Workplace Skills Plan (WSP) and Annual Training Report (ATR). Coordinate the implementation of youth development programmes, Department bursary scheme and RIQ, skills programmes and the inductions programme. Facilitate the submission of quarterly performance assessments. Collect and collate data for Quarterly Monitoring Report for submission to stakeholders and Public Sector Education and Training Authority (PSETA), Monitoring the implementation of Workplace Skills Plan through reports to other stakeholders. Coordinate up-skilling programmes and Accelerated Development Programmes. Supervise the staff and manage the development and performance of the staff. Monitor the development and compiling of Annual Training Report. Monitor the development and implementation of an integrated Workplace Skills Plan (WSP). Monitor the coordination and implementation of BB2E and Induction Programmes. Monitor coordination and Implementation of the Youth Development Programmes. Monitor the implementation of the Departmental Bursary Scheme and Recognition of Improved Qualification. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos |

are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/187</u> | : | <u>SENIOR LABOUR RELATIONS OFFICER REF NO: DHET56/02/2026</u> |
| | | Branch: Corporate Services |
| | | Directorate: Collective Bargaining |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Human Resource Management/ Labour Relations or relevant qualification. A minimum of two (2) years of experience in collective bargaining/ labour relations/ employee relation environment. Knowledge of LRA, BCEA, PSA, PSR, CET Act, and CET Amendment Act, Higher Education sector and relevant public service regulations and policies. Sound knowledge of relevant PSCBC, ELRC and GPSSBC collective agreements, disciplinary codes in the public service, dispute resolution rules, strategies and related matters. Understanding of the Public Service reporting procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Must be willing to travel, work in a team and work under pressure. Computer literacy. Willingness to travel and a valid driver's license. |
| <u>DUTIES</u> | : | Maintain labour peace and promote sound relations between employer and employees. Represent and support the Department at the PSCBS, ELRC and GPSSBC bargaining councils meetings. Ensure Labour Relations related to policy development and implementation. Supervise, monitor and evaluate compliance with collective agreements, policies and relevant legislation. Render advisory service to all Institutional management and employees regarding labour relations matters. Provide labour relations support to Regional Offices and Colleges. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage Industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions. Represent the Department and Colleges at the Bargaining councils dispute resolution meetings. Perform routine administrative duties of the directorate including travel arrangements, accommodation bookings, procurement and preparing meetings and minutes. Perform any other task as may be required from time to time. Draft submission and memos. Support the management of projects in the Directorate. Act as a secretariat to various forums hosted by the Directorate. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/MS XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |

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| <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>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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 (SAQQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/188</u> | : | <u>SENIOR LABOUR RELATION PRACTITIONER REF NO: DHET57/02/2026</u> |
| | | Branch: Corporate Service |
| | | Directorate: Grievance Disputes And Misconduct Management |
| <u>SALARY</u> | : | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Labour Relation Management/ Human Resource Management or related qualification. A minimum of two (2) years' relevant experience in Labour Relations. Knowledge: Labour Relations Act; Basic Conditions of Employment Act; Public Service Act; Employment Equity Act; Public Service Regulations; Human Resources Management Policies; Public Service Co-ordinating Bargaining Council's Resolutions; Collective bargaining agreements; Public Service Commission; Policy / guidelines formulation; Public Finance Management Act. Shortlisted candidates will undergo a labour technical test. Skills: Management; Problem solving; Planning and Organising; Leadership; Interpretation of legislations / policies; Budgeting / Financial; Negotiating; Verbal and Written Communication; Presentation; Computer literacy (Microsoft Package); Interpersonal relations; Statistical Analysis and Reporting; Project management. A valid driver's licence. |
| <u>DUTIES</u> | : | Investigate misconduct cases and compile investigation reports. Represent the Department during formal disciplinary hearing, provide advice on informal disciplinary hearing and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees of the Department. Coordinate and provide support by representing Department in all disputes referred to General Public Service Sectoral Bargaining Council / Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records |

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| <u>ENQUIRIES</u> | of all labour relations activities. Manage resources. Monitor grievances and provide trend analysis quarterly. Render advisory services to management and employees on all labour relation smatters. Facilitate training labour relations matters. Ensure compliance with capturing of labour related cases on PERSAL. Supervision of employees. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <u>CLOSING DATE</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> | : 27 February 2026 |
| | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/189</u> | <u>SENIOR INFORMATION SECURITY REF NO: DHET58/02/2026 (X2 POSTS)</u> |
| | Branch: Corporate Service |
| | Directorate: Government Information Technology (GITO) |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | Pretoria |
| <u>REQUIREMENTS</u> | An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Information Security/ Information Technology or related qualification. CompTIA Security+/ Certified Information Systems Security Professional (CISSP)/ Certified Information Systems Auditor (CISA)/ Information/ Cybersecurity international certificate will be an added advantage. A minimum of two (2) years' relevant experience in Information Security environment. Proven working experience on Security technologies such as Wazuh Siem or SIEM technologies, Trend Micro Vision One, Quarly's, CATS Serive Management, 0365 Security, Identity and Access Management (IAM), Public Key Infrastructure (PKI) VPNra and Information Security Awareness. Knowledge of IS027001/2:2013. |
| <u>DUTIES</u> | Administration and Operations of the Department's Managed Security Services infrastructure, which includes both Endpoint and Perimeter Security. Manage the process of vulnerability assessments within the Department. Continuous Threat Management, resolve identified issues as per the Department's audit action plan. Implement and manage an effective Patch Management Process |

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| <u>ENQUIRIES</u> | to ensure compliance with the Department's IT Systems. Implementation of information security policies on the department's ICT infrastructure. Perform penetration testing on the Department's IT Systems. VPNra Administration, User Access Management. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/190</u> | <p><u>SENIOR ADMINISTRATIVE OFFICER REF NO: DHET59/02/2026</u></p> <p>Branch: Policy Planning and Strategy Chief Directorate: Social Inclusion and Equity</p> |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | Pretoria |
| <u>REQUIREMENTS</u> | An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in office administration or related qualification. A minimum of two (2) years' relevant experience in rendering support services to Senior Management. Good knowledge and understanding of the Public Finance Management Act (PFMA) and the relevant legislation/policies/prescripts and procedures in government. Excellent knowledge of and extensive experience in financial management, office administration, risk management, procurement processes and report writing is required. Ability to develop and maintain positive relationships with stakeholders, both internal and external. Demonstrated knowledge and understanding of Social Inclusion and Equity in the Post-School Education and Training System. Excellent language and communications (written and verbal) skills; interpersonal skills; administrative skills; computer skills; and the ability to do research, analyse data and write reports on social inclusion issues is required. Experience in organising, presenting and conducting workshops. Experience in fulfilling secretariat functions for committees is an advantage. A valid drivers' licence and the ability to travel is essential. |

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| <u>DUTIES</u> | Perform financial administration duties including consolidating monthly cash flow statements for the Directorate and developing reports, coordinating the MTEF processes for the Directorate, and providing support in recording and monitoring the Directorate's projects and spending. Rendering office administration support to the Directorate including developing and maintaining a records management and tracing system for the Directorate, managing electronic and manual record keeping systems for the Directorate, providing support to the Directorate in producing reports, and keeping track of decisions in the Directorate and Chief Directorate and verifying the implementation of decisions which were taken. Coordinating supply chain and procurement processes for the Directorate including supporting the timeous payments of invoices to suppliers, and coordinating travel arrangements for the Directorate. Demonstrate knowledge and have a good understanding of Social Inclusion and Equity in the Post-School Education and Training System, do research, analyse data and write reports on Social Inclusion and Equity issues. Organise, present and conduct workshops on Social Inclusion and Equity issues and prepare workshop reports. Manage assets for the Directorate including all procured assets according to the asset management policy and manage resources of the Directorate effectively and efficiently. Persons with disabilities are encouraged to apply. |
| <u>ENQUIRIES</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/191</u> | <u>SENIOR ADMINISTRATIVE OFFICER REF NO: DHET60/02/2026</u> Branch: University Education Chief Directorate: Higher Education Policy Development And Research |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | Pretoria |

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| <u>REQUIREMENTS</u> | : An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) qualification in Public Administration / Office Management or related qualification. A minimum of two (2) years' relevant experience in project management, a working knowledge of the higher education environment and must be able to think strategically and communicate well (written and verbal) with relevant stakeholders. The candidate must have strong computer skills (MS Word, Excel and PowerPoint). The appropriate candidate will have experience in financial management systems; office management; workflow coordination; events and project management; management of monthly cash flow statements, and procurement policies and practices. |
| <u>DUTIES</u> | : To provide effective, efficient and professional administrative support to the services to the Chief Directorate. Provide administrative support to the projects in the Chief Directorate. Process quality assure submissions and reports from the Chief Directorate. Provide financial administrative support. Provide general administrative and logistics support. Managing the MTEF budget process and monthly cash flow statement for the Chief Directorate; provide administrative, logistical and financial support to the Chief Directorate; provide general office support, including filing, tracking and processing of documents and correspondence; Compile, manage and update monthly, quarterly and annual financial and progress reports; compile and distribute accurate minutes of meetings; Prepare submissions; Coordinate work flow and manage progress reports in the Chief Directorate and assume secretarial functions when required. |
| <u>ENQUIRIES</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : 27 February 2026 |
| <u>NOTE</u> | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/192</u> | : <u>SENIOR ADMINISTRATIVE OFFICER REF NO: DHET61/02/2026</u> Branch: Technical and Vocational Education and Training Directorate: Examinations Management and Monitoring |

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| <u>SALARY CENTRE REQUIREMENTS</u> | : <p>R397 116 per annum (Level 08) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Public Management or related qualification. A minimum of two (2) years of experience in administration environment. Knowledge of Winet System, PFMA, Treasury Regulations and PPP Framework. Good report writing and communication skills. Computer literate. Be able to work independent and in a team.</p> |
| <u>DUTIES</u> | : <p>To provide administrative support to the Chief Directorate and TVET and CET examination centres, by procuring and distribution of examination materials and registration of centres. Site inspection, registration of examination centre numbers and monitoring of examinations. Supervision and coordination of procurement and provisioning of external examinations stationery. Manage and coordinate concessions for all examinations in nine provinces. Human Resources Management and leave controls (Social responsibility, training and development).</p> |
| <u>ENQUIRIES APPLICATIONS</u> | : <p>Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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</p> |
| <u>CLOSING DATE NOTE</u> | : <p>27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.</p> |
| <u>POST 05/193</u> | : <p><u>SENIOR ADMINISTRATIVE OFFICER REF NO: DHET62/02/2026</u> Branch: Skills Development Directorate: Seta Support and Learnership Sub-Directorate: Occupational Quality Institutional Planning And Support</p> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : <p>R397 116 per annum (Level 08) Pretoria An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Public Management/ Administration/ Social Sciences or relevant qualification. A minimum of two (2) years' relevant experience. A minimum of experience in rendering secretariat and administration support for senior management. Good interpersonal and communication skills to interface with people from various</p> |

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| <u>DUTIES</u> | backgrounds and skills development stakeholders. Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational, secretarial, administration, events and project management skills. Excellent report, minute writing skills and knowledge of Batho Pele principles. |
| <u>ENQUIRIES</u> | Render secretarial and administrative support in the National Skills Authority Chief Directorate. Provide secretariat support for Directorates meetings. Coordinate NSA events and projects. Maintain electronic and manual records, keeping system for Directorate meetings. Prepare documentation for NSA meetings and events. Provide support for NSA projects, and assist in coordination of research studies to enable the NSA to fulfil its advisory role. Provide administrative support during the development of NSA reports. Any other work as directed by the Director/ Executive Officer of the NSA. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/194</u> | <u>SENIOR STATE ACCOUNTANT REF NO: DHET63/02/2026</u> |
| | Branch: Skills Development |
| | Directorate: Indlela |
| | Unit: Indlela HRM Support |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | Olifantsfontein |
| <u>REQUIREMENTS</u> | An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Accounting /Financial Management or related qualification. Bachelor's degree would be an added advantage. A minimum of two (2) years' relevant experience. Knowledge: Knowledge of PFMA and Treasury Regulations. Good governance in the utilization of Petty Cash. Good knowledge of the BAS system. Knowledge of Departmental claims. Basic accounting System and SCOA Training. Skills: Computer literacy (MS Word, Excel, Power Point). |

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| <u>DUTIES</u> | Financial Management skills. Interpersonal skills. Report writing, planning and organizing, verbal and written communication, problem solving and supervisory skills. |
| | : Manage and control Budget and Expenditure for Voted Funds, Project funded by National Skills Fund (NSF); National Artisan Moderating Body (NAMB); Artisan Development (AD) and Artisan Recognition of Prior Learning (ARPL). Implement internal control measures to ensure compliance to PFMA and Treasury Regulations. Ensure good governance in the utilization of Petty Cash. Compile Medium Term Expenditure (MTEF); Estimates on National Expenditure (ENE) and Projections. Collate and compile Demand Management Plan. Monitor and reconcile Revenue Income Trade Test Fees as well as Hostel Accommodation and Meals. Authorize all BAS receipts and banking on BAS system. Check all T&S claims, Voted and NSF Funds. Reconcile and compile Sundry payments for Fleet Vehicles and Nashua. Ensure compliance to all relevant policies. Manage staff Performance Agreements, Work Plans and Assessments. |
| <u>ENQUIRIES</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>CLOSING DATE</u> | 27 February 2026 |
| <u>POST 05/195</u> | <u>LIASON OFFICER: CORPORATE MANAGEMENT SERVICES REF NO: DHET64/02/2026</u> |
| | Branch: Technical and Vocational Education Training Northern and Western Cape Regional Office |
| <u>SALARY</u> | R397 116 per annum (Level 08) |
| <u>CENTRE</u> | Cape Town |
| <u>REQUIREMENTS</u> | An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Public Management/ Communications/ Public Relations or related qualification. A minimum of two (2) years of working experience as a Liaison Officer in the |

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| <u>DUTIES</u> | Public or private sector. Knowledge of public service legislation, regulations, and policies, PFMA, knowledge of drafting media statements, knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality and Code of Ethics, Interpersonal relations skills, Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, Report writing skills, Computer literacy in Microsoft Word, Excel, PowerPoint, and Outlook. And be prepared to work extended hours. A valid driver's license. |
| <u>ENQUIRIES</u> | |
| <u>APPLICATIONS</u> | : <p>Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the Western and Northern Cape Region. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and Support with the establishment and implementation of Partnerships. Consolidate and prepare all relevant reports, submissions, and memos. Provide professional support to the Region regarding media questions. Liaise with media on behalf of the Region matters affecting the public. Advise the Region on media-related matters. Facilitate and coordinate the design of publication and production material for the Region. Review and Analyse policies. Perform other duties as requested by the Regional Manager.</p> |
| <u>CLOSING DATE</u> | : <p>Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513</p> |
| <u>NOTE</u> | : <p>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</p> |
| <u>POST 05/196</u> | : <p>27 February 2026</p> <p>DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.</p> |
| <u>SALARY</u> | : <p><u>LABOUR RELATION OFFICER REF NO: DHET65/02/2026</u></p> |
| <u>CENTRE</u> | Branch: Corporate Service |
| <u>REQUIREMENTS</u> | Directorate: Grievance Disputes and Misconduct Management |
| | : <p>R325 101 per annum (Level 07)</p> |
| | : <p>Pretoria</p> |
| | : <p>An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Labour Law/ Industrial Relations or a related qualification. A minimum of one (1) year</p> |

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| | functional experience in the Labour Relations portfolio environment. Sound knowledge of labour legislation and prescripts. Demonstrable experience in project management and LR processes. Be prepared to work beyond the normal working hours when the need arises. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint and Outlook). Excellent good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as valid light vehicle driver's licence. |
| <u>DUTIES</u> | : Assist in the facilitation of the resolution of grievances. Investigate misconduct cases. Co-ordinate departmental disciplinary hearings. Represent the Department in dispute resolution processes e.g. at Bargaining Council or CCMA. Advise line managers and employees on labour relations matters. Compile submissions and or reports on grievances disciplinary, appeals, precautionary suspensions and disputes matters. Administer the case management system. Compile Labour Relations statistical report & submit to DPSA and or OPSC and Executive Management. Arranging meetings and taking minutes during the meetings. Arrange Labour Relations workshops & assist in conducting trainings. Capturing of labour related cases on PERSAL. |
| <u>ENQUIRIES</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : 27 February 2026 |
| <u>NOTE</u> | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/197</u> | : <u>LABOUR RELATIONS OFFICER REF NO: DHET66/02/2025</u> Branch: Corporate Management Services Chief Directorate: Human Resource Management and Development Directorate: Collective Bargaining |
| <u>SALARY</u> | : R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : Pretoria |
| <u>REQUIREMENTS</u> | : An appropriate Bachelor's Degree/ National diploma (NQF Level 6) in Labour Relations or a related qualification. A minimum of one (1) year functional |

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| <u>DUTIES</u> | experience in the Labour Relations environment. good analytical skills, conflict resolution, problem-solving and facilitation skills, verbal and written communication skills. Proven computer literacy including advanced MS Word, MS Excel and MS PowerPoint including writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid driver's license. |
| <u>ENQUIRIES</u> | Collective Bargaining will be responsible to manage negotiation of employment for departmental employees in the Collective Bargaining Chamber. Maintain labour peace. Ensure staff commitment and productivity. Manage the collective bargaining chambers processes and administration. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| | 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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/198</u> | <u>TRANSPORT OFFICER REF NO: DHET67/02/2026</u> |
| | Branch: Corporate Management Services |
| | Directorate: Facilities Management |
| <u>SALARY</u> | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | Pretoria |
| <u>REQUIREMENTS</u> | An appropriate Bachelor's Degree/ National Diploma in Transport Management/ Logistics/ Public Management or related qualification. A minimum of one (1) year experience in fleet management, transport management or logistics services environment. Recommendations: sound knowledge and understanding of pertinent policies related to PFMA, national Treasury Regulations, Government Motor transport Handbook Version 1 of 2019, the Subsidized Motor Transport Handbook, Version 1 of 2017 and Batho Pele Principles and Code of Conduct. Through knowledge and understanding of BAS. Excellent verbal and written communication skills, problem solving and analytical skills. Computer literacy, an ability to work in a team and independent. Ability to work effectively and efficiently under pressure. Clientele/ |

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| <u>DUTIES</u> | customer relation skills. Good interpersonal skills, decision making skills and presentation skills. A valid driver's license. Ensuring day to day management and maintenance of fleet vehicles. Monitor daily kilometers before and after trips and ensure monthly closing of kilometers on the logbooks. Authorize trip itineraries/ trip authorization. Receive and certify invoices for processing of monthly payments. Maintain records of driver's licenses, trip authorization fines. Etc. Ensure service maintenance of vehicles. Redirect traffic fines. Pre and post inspections of vehicles. Quarterly inspections of subsidized vehicles and processing of new applications. Ensure compliance with the transport policies, processes and processes. Perform other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements. Ensure effective management of fleet and subsidized vehicles. Ensure adherence to prescripts/policies and provide advice to all users. |
| <u>ENQUIRIES</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/199</u> | <u>TRAINING PRACTITIONER REF NO: DHET68/02/2026</u> Branch: Corporate Services Directorate: Human Resource Development and Performance Management Sub-Directorate: Human Resource Development |
| <u>SALARY</u> | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | Pretoria |
| <u>REQUIREMENTS</u> | An appropriate Bachelor's Degree / Advanced Diploma (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of one (1) year' relevant experience in Human Resource environment. Facilitation and presentation, coordination, problem solving, organizing, team building, conflict resolution, change/ diversity management, communication verbal and written, interpretation and analysis. Knowledge of |

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| <u>DUTIES</u> | : youth development regulations and directives. Knowledge of legislative frameworks governed by the Skills Development Act and other related policies and procedures. A valid driver's license. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : Develop and compile the Workplace Skills Plan (WSP) and Annual Training Report (ATR), coordinate the implementation of the approved Workplace Skills Plan. Coordinate the induction programme of newly appointed officials and interns. Coordinate and administer the youth development programmes. Administer the departmental bursary scheme and Recognition of Improved Qualification. |
| <u>CLOSING DATE</u> <u>NOTE</u> | : Ms E Sithole/ Mr R Kgare/MS XE Rikhotsa Tel No: (012) 312 5442/5498/5513 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>POST 05/200</u> | : 27 February 2026 |
| | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : <u>CALL CENTRE AND CLIENT SERVICES AND INTERNAL COMMUNICATION REF NO: DHET69/02/2026 (X2 POSTS)</u> Branch: Corporate Services Chief Directorate: Corporate Communication Directorate: Internal Communications And Client Services |
| | : R325 101 per annum (Level 07) |
| | : Pretoria |
| | : An appropriate bachelor's degree/ national diploma (NQF Level 7) in Public Relations or related qualification. A minimum of one (1) year relevant experience in handling inbound and outbound calls. Proficient in English is essential and ability to speak at least three other official languages will be considered an additional advantage. Computer literacy including a good working knowledge of Microsoft Office package is also required. Excellent telephone etiquette. Excellent communication skills both written and verbal. Excellent interpersonal skills. Ability to take ownership of enquiries and queries. Self-motivated and disciplined. Good ethics. Excellent customer/ client orientation. Innovative and energetic. |

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| <u>DUTIES</u> | : Facilitate communication with stakeholders and the public and assist with the enquiries, queries and complaints that arise in situations and general challenges concerning Higher Education and Training. Respond to the efficiently and effectively. Inform clients by explaining procedures, answering questions and providing information concerning Department of Higher Education and Training services. Obtain client information by interviewing them and verifying information. Resolve enquiries/ queries by sharing accurate and adequate information. Handle Presidential Hotline enquiries. Strive to answer the caller in his/her own preferred to other units by following it up until it is finalized. Adhere to time frames. Maintain communication equipment by reporting problems. Maintain client service delivery standards at all information sharing points. Ensure customer satisfaction. Provide callers with services that exceed their expectations. Compile reports. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> <u>NOTE</u> | : 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/201</u> | : <u>IT TECHNICIAN REF NO: DHET0/02/2026</u> Branch: Corporate Service Chief Directorate: Information Technology and Business Systems Management Sub Directorate: Information Technology Service Management and Support |
| <u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u> | : R325 101 per annum (Level 07) : Pretoria : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Information Technology (IT)/ Computer Science or related qualification. A minimum of one (1) year' relevant experience in IT environment. Experience in Software and hardware support. (Windows Microsoft). A+, ITIL v3 Foundation will be an added advantage. Knowledge of BAS (Desktop), PERSAL (Desktop), COLTECH (Desktop), MIS Systems, IT Hardware and Software, Full |

comprehension of IT first and second line of IT support and effective customer relation. Understanding of Desktop Networking, IT Help Desk operation and Voice communication infrastructure and Program Installations. Good communication and interpersonal skills. Ability to prioritize and interpret ICT challenges to the users. Ability to interact with service providers and time management. Must be professional, client oriented and integrity values. A valid driver's license.

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| <u>DUTIES</u> | : To provide technical Information and Communication Technology administration and support services at Head Office/ TVET/ CET/ Campuses. Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services Desk policies. Perform backups information and anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Provide network cabling. Perform PC installations and software installations. Provide technical support of the configuration, repair and replacement of computers, printers and telephones. Configuring mainframe applications (BAS, LOGIS & PERSAL). Troubleshooting of all issues reported. Provide support of data migration during computer setup. Rendering of IT information management services. Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity security of data. Gather and analyse users issues in ICT and provide solutions. Provide assistance on ICT related project activities. |
| <u>ENQUIRIES</u> <u>APPLICATIONS</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> <u>NOTE</u> | : 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET |

posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/202

ETHICS OFFICER REF NO: DHET71/02/2026

Branch: Office of The Director-General

Directorate: Ethics and Integrity Management

SALARY

: R325 101 per annum (Level 07)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate Bachelor's Degree/ National Diploma in Public Management, Risk Management, Security Management, Human resource Management, Labour Relations, Internal Audit or any relevant equivalent qualification as recognized by SAQA 1-2 years' experience in Ethics and Integrity Management. Skills and Knowledge: knowledge of the relevant legislative frameworks governing the Public Service Acts (PSA), Public Service Regulations (PSR), Protected Disclosures Act (PDA), Prevention and Combating of Corrupt Activities Act (PRECCA) and Labour Relations Act (LRA) as well as relevant directives, determinations and guidelines. Skills: good communication skills (written and verbal), attention to detail, report writing, problem solving, computer literacy, communication and interpersonal, facilitation, planning and organising.

DUTIES

: Facilitate training, workshops and awareness on ethics and integrity management, Foster management and employee awareness of the public service's and the department's standards on ethical behaviour, as established in the Code of Conduct, Ensure the processes and systems relating to considering requests to perform other remunerative work (ORW), Raise awareness around matters such as the prohibition on employees in conducting business with the state, Assist with conducting lifestyle audits, advise employees and raise awareness on ethical matters, including potential or actual conflicts of interest, ensure facilitation of the financial disclosure system and the declaration of gifts, assist in undertaking analytical work and prepare a variety of reports and communications, including regular communications to all employees and management on ethics matters.

ENQUIRIES

APPLICATIONS

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

: 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>

CLOSING DATE

NOTE

: 27 February 2026

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| <u>POST 05/203</u> | : | <u>CHIEF ADMINISTRATIVE CLERK: ADMINISTRATIVE SERVICES REF NO: DHET72/02/2026</u> (This post is being re-advertised and candidates who had previously applied may re-apply) Branch: Office Of The Director-General Chief Directorate: Executive Support And Administration Services Sub-Directorate: Administrative Services |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate bachelor's degree/ National diploma (NQF Level 6) in Public Administration/ Administration or a related qualification will be an added advantage. One (1) year relevant experience in clerical/ administrative work. Knowledge of clerical duties; ability to capture data; computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook; collecting statistics; the legislative framework governing the Public Service and knowledge of procedures in terms of the working environment. Communication skills, client orientation and customer focus, accountability, ethical conduct, and report writing skills. |
| <u>DUTIES</u> | : | The incumbent will be responsible for the supervision of overall general administration in the office of the Director-General. General clerical support services include recording, organizing, storing, capturing and retrieving correspondence and data; updating register statistics; handling routine enquiries; making photocopies handling submissions and receiving or sending facsimiles; distributing documents/ packages to various stakeholders as required; keeping and maintaining the filing system for the component; typing letters and/ or other correspondence When required; keeping and maintaining the incoming and outgoing document register of the component. Supply chain clerical support services include liaising with external and internal stakeholders in relation to the procurement of goods and services, obtaining quotations, completing procurement forms for the purchasing of standard office items and stock control of office stationery. Keeping and maintaining the asset register of the component. Personnel administration includes maintaining a leave register and attendance register for the component and arranging travelling and accommodation. Financial administration includes capturing and updating expenditures, checking the correctness of subsistence and travel claims and handling telephone accounts and petty cash for the component. Supervise human resources including allocation and ensuring quality of work; personnel development; assessed staff performance and apply discipline. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry |

requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/204</u> | <u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: INTERNATIONAL RELATIONS REF NO: DHET73/02/2026</u> |
| | Branch: Planning, Policy and Strategy Chief Directorate: International Relations |
| <u>SALARY CENTRE REQUIREMENTS</u> | R325 101 per annum (Level 07) Pretoria |
| | An appropriate bachelor's/ national diploma (NQF level 6) In Office Management/ Administration or a related qualification. A minimum of One (1) year of relevant experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. Basic and background knowledge of international Relations, diplomatic relations and etiquette, higher education and training legislation, policies, prescript and procedures. Sound knowledge of Public Financial Management Act, Government domestic and international travel policies. Reasonable experience in using computer applications MS Word, Excel, Power Point, and Outlook. Good Organizational and basic events management skills. |
| <u>DUTIES</u> | Perform scheduling activities, coordinate the Chief Director's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Chief Director's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Chief Director's including venues and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise, and distribute meeting minutes to the required people. Provide and distribute documentation packs to the meetings with the Chief Director. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Chief Director. Maintain a database of any individuals and their contact details that the Chief Director may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register, and track all documentation. Priorities all correspondence timeously and finalise memos and letters before acquiring a signature from the Chief Director. Maintain and efficient filling and document control system for the Office of the Chief Director. Collect and coordinate the documents that relate to the Office of the Chief Director's budget. Participate as an active member of Directorate International Relations. Act professionally as the contact person of the Office of the Chief Director. |
| <u>ENQUIRIES APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>POST 05/205</u> | : | <u>STATE ACCOUNTANT: INSPECTORATE REF NO: DHET74/02/2026</u> |
| | | Branch: Chief Financial Officer Directorate: Financial Services |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate B. Com/ national diploma (NQF level 6) in Accounting/ Financial Management/ Auditing with accounting as a subject. A minimum of one (1) year experience in finance. In-depth knowledge of PERSAL and Basic Accounting System (BAS). Knowledge and understanding of the PFMA and Treasury Regulations, good communication (verbal and written) skills, computer literacy, problem-solving skills, planning and organizing skills, analytical skills, liaison skills, client orientation skills, financial management skills, presentation skills and customer care skills. Should be friendly, trustworthy, accuracy and confidence. Ability to work under pressure. Ability to work in a team and independently, assertiveness and self-starter. |
| <u>DUTIES</u> | : | To assist in the performance of the Inspectorate unit's functions in order to mitigate financial risk in the Department. Assist in the provision of financial training to officials of the Department. Checking of transactions of the Department. Update and review of all financial policies and procedures. Ensure the implementation of policies and procedures. Liaise with regional offices on financial matters. Assist in the performance of regular inspections to various sites of the Department. Requesting of BAS reports when required. Filing of claim related documents. Communications with (internal). Colleagues and officials of the department (both permanent and on contract). Communications with (external). Auditor-General. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
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| <u>CLOSING DATE</u> | : | 27 February 2026 |
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| <u>POST 05/206</u> | : | <u>STATE ACCOUNTANT: BUDGET AND CASH FLOW MANAGEMENT REF NO: DHET75/02/2026</u> |
| | | Branch: Chief Financial Officer Directorate: Financial Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Pretoria |
| | : | An appropriate B. Com/ National Diploma (NQF level 6) with accounting as a subject. A minimum of one (1) year experience in budget environment. In-depth knowledge of the Basic Accounting System (BAS). In-depth knowledge of the requirements of the PFMA, Treasury Regulations, and budget-related policies and procedures; good interpersonal, communication, managerial, and numeracy skills; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Accountability, integrity, reliability and teamwork value. |
| <u>DUTIES</u> | : | The role involves coordinating, reviewing, analysis and ensuring the department's budget preparation process, ensuring it is submitted to the National Treasury within prescribed timelines, captured on the Basis Accounting System and communicated to department management. Coordination and consolidation of MTEF, AENE, ENE, Virement, and Rollover inputs for the Department. Manage the capturing and maintenance of the budget for ENE, AENE, and Virement on Basic Accounting System (BAS). Assist in the compilation of the Appropriation statement for inclusion in the interim and annual financial statements. Assist with the cost of compensation of employee's budget and the completion of the Human Resource Budget Plan (HRBP). Requesting financial reports when required and filing budget documents. Communications with (internal): Liaising with managers on budget inputs and with colleagues on work to be done. Communications with (external): Officials from the National Treasury and other institutions. |
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| <u>POST 05/207</u> | : | <u>ADMINISTRATIVE OFFICER: LEVY GRANT REF NO: DHET76/02/2026</u> |
| | | Branch: Skills Development |
| | | Directorate: Seta Support And Learnership |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Public Administration/ Management/ Social Sciences/ Economics or related qualification. A minimum of one (1) year of experience in rendering administration functions with a Training and development environment. Knowledge of Department policies and procedures, skills Development Act, Skills Development Levies Act, Basic Conditions of Employment, Batho Pele Principles, Communication skills, excellent planning and organization skills. Ability to work collaboratively with a stakeholder. Computer literacy. A valid driver's license. |
| <u>DUTIES</u> | : | Responsible for assisting stakeholders with Inter-SETA transfer process. compile BAS payment for the 21 SETAS and National Skills Fund (NSF). Liaise with SETAs, South African Revenue Service (SARS) and other stakeholders on skills levy related matters, submissions, memos, reports and other official correspondence. Handle enquiries from various stakeholders within the PSETA system. Coordinate meetings and arrange the logistics timeously in preparation for the meetings. Arrange travelling and accommodation. Analyse and evaluate the Inter-SETA transfers applications. Safekeeping records of official documents. Performing other administrative duties as assigned by the Supervisor. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |
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| <u>POST 05/208</u> | : | <u>ADMINISTRATIVE OFFICER REF NO: DHET77/02/2026</u> |
| | | Branch: Skills Development |
| | | Office of The Deputy Director-General: Skills Development |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/ National Diploma in Public Management/ Administration, Social Sciences or relevant qualification. A minimum of one (1) year relevant experience in rendering administration duties secretariat and administration support for senior management. Good interpersonal and communication skills to interface with people from various backgrounds and skills development stakeholders. Reasonable experience in computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational, administration and events coordination skills. Excellent report, minute writing skills and knowledge of Batho Pele principles. |
| <u>DUTIES</u> | : | Render administrative support to the Branch Coordinator in the Office of the Deputy Director-General; Assist in arrangement of Branch Meetings and provide reports/minutes timeously; Arrangement of Venues and all related logistic; Assist the Skills Branch in ensuring that internal and external events that require the participation of the Branch Provide are administered without fail; Compilation of all current and planned projects requested as and when there is an event; Get information related to SETAs Exhibitions (confirmation of their attendance, take stock of SETAs who have attended the events); Provide and update all information related to the event to the Skills Branch Stakeholders.; Ensure that the Branch Performance Management reports are efficiently administered, and deadlines are met. Capturing of Performance information received from the Chief Directorates in Lebelela System. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
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| <u>POST 05/209</u> | : | <u>ADMINISTRATIVE OFFICER: LEARNING PROGRAMME SUPPORT REF NO: DHET78/02/2026</u> |
| | | Branch: Skills Development |
| | | Directorate: Seta Support and Learnership |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Pretoria |
| | : | An undergraduate National Diploma (NQF 6) in Public Management, Administration, Social science, Human Resources Management, Socio economic science and Management, Training and Development or Equivalent qualification. A minimum of one (1) relevant work experience, work experience in the Post – School Education and Training Sector, will serve as an added advantage. Knowledge of Departmental policies, processes and procedures; Skills Development Act, Skills Development Levies Act, Workplace Based Learning Regulation, National Qualifications Framework, Basic Condition of employment, Batho-Pele principle. Good written and verbal communication skills, excellent planning and organising skills, ability to work collaboratively with all PSET stakeholders, Interpersonal and decision-making skills. Excellent computing skills including (MS Word, Excel and Microsoft outlook/e-mail), willing to travel, work extra hours and a valid driver's licence. |
| <u>DUTIES</u> | : | Evaluate applications for learnership registration, register compliant applications for learnership registration on the system, update all records related to learnership administration, print certificate of registered learnerships, provide guidance to Sector Education and Training Authorities (SETA)s regarding registration of learnerships, coordinate Sub-directorate meetings and workshops pertaining learnership registration and OFO. Analyse Organising Framework for Occupation (OFO) inputs received from SETA, provide advice on the OFO input that do not comply with OFO guideline, assist with information required to compile report and submission on the approval of the updated OFO version, disseminate OFO to SETAs and stakeholders, coordinate logistical arrangements of OFO Task Team meeting and perform secretariat function, coordinate Sub-directorate meetings with internal and external stakeholder, respond to all queries related to learnership and OFO, conduct investigation on learnerships/skills programmes matters, provide support to SETAs in terms of implementation of leaning programmes, draft memos, letter, report, submissions. |
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| <u>POST 05/210</u> | : | <u>ADMINISTRATIVE OFFICER REF NO: DHET79/02/2026</u> Branch: Chief Financial Officer Chief Directorate: Supply Chain and Asset Management Sub Directorate: Compliance |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/ National Diploma (NQF Level 6) in Accounting/ Auditing /Compliance or relevant qualification. A minimum of one (1) year' relevant experience in Risk Management, Internal Audit, Compliance or Accounting environment. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA). Good planning and organisational skills. Good communication (verbal and written) skills. Ability to write reports. Candidate must be able to work in a team and independently, and to work under pressure. Assertiveness, self-starter and good computer literacy (MS Excel and MS Word). |
| <u>DUTIES</u> | : | To assist with the effective compliance with the legislation and legislative mandate in order to facilitate good public governance, achievement of the Department' s norms, standards and financial performance objectives. To handle documents and information with strict confidentiality. Assist with overall management of effective compliance, monitoring and reporting of the Department. Render support services on departmental compliance areas. Assist with the coordination of departmental audits and make follow-ups on findings that appear on the Audit Action Plan. Assist with the verification of progress made in Branches and sample testing of indicators. Assist with implementing effective and efficient internal control systems in the office of the Chief Financial Officer. Assist with the administration of the Office of the CFO when required and supervise the work performance of subordinates/ junior staff and interns. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |

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| <u>POST 05/211</u> | : | <u>IT TECHNICIAN REF NO: DHET80/02/2026</u> Gauteng/ Free State Regional Office Sub Directorate: Corporate Services |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Information Technology or equivalent qualification. A minimum of one (1) to two (2) years' work experience in the Information Technology field as an IT Technician. The industry-recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance frameworks will be an added advantage. Good communication, problem-solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge of COBIT 5 Foundation, ITIL and other IT Governance frameworks. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Willingness to travel and a valid driver's licence. |
| <u>DUTIES</u> | : | To provide Local Area Network and Desktop support services: Creating a user account on desktop and laptop (mailbox and windows). Unlocking of password using AdminPack. Setting up desktops, printers, and data projectors. Configuring mainframe applications. Provide support for data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyse users' issues in ICT and provide solutions. Provide support for identified Level 8 and/or Level 9 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first-level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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 (SAQQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/212</u> | : | <u>EMPLOYEE HEALTH AND WELLNESS OFFICER REF NO:</u> <u>DHET81/02/2026</u> Gauteng/ Free State Regional Office Sub Directorate: Corporate Services Re-advertised and candidates who had previously applied may re-apply. |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of one (1) to two (2) years of working experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal), presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's license. |
| <u>DUTIES</u> | : | Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and |

wellness programmes. Provide education and awareness on health and wellness-related issues. Provide advice and guidance to management and staff on EH&W-related matters, Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff, Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submissions on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Perform any other related tasks.

ENQUIRIES
APPLICATIONS

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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>

CLOSING DATE
NOTE

: 27 February 2026
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POST 05/213

: **PERSONNEL PRACTITIONER: HRDM&D REF NO: DHET82/02/2026**

Branch: Technical And Vocational Education and Training
Northern And Western Regional Office

SALARY
CENTRE
REQUIREMENTS

: R325 101 per annum (Level 07)
: Cape Town
: An appropriate Bachelor's Degree/National Diploma (NQF 6) in Human Resource Management/Human Resource Development/Administration or equivalent qualification. The Personnel Administration PERSAL Certificate is essential. A minimum of one (1) to two (2) years of experience in a Human Resource Management environment. Knowledge of Human Resource

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| <u>DUTIES</u> | Management Legislation, Regulations, and Policies. Personnel Administration PERSAL system. Good facilitation skills, organizational, coordination, presentation, and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts, and the PERSAL system. Good communication skills (verbal and non-verbal), negotiation, team building, problem-solving, conflict resolution, and the ability to work under pressure. Computer Literacy in Ms. Office (MS Word, Excel, PowerPoint, and Outlook}. Willingness to travel and a valid driver's license. |
| <u>ENQUIRIES</u> | Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative services and ensure compliance with applicable legislation. Implementation and monitoring of appointments, transfers, translations, allowances GEHS, and Terminations. Perform other duties requested by supervisor. |
| <u>APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |
| | 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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/214</u> | <u>COMMUNICATION OFFICER: CORPORATE SERVICES REF NO: DHET83/02/2026</u> |
| | Branch: Technical and Vocational Education and Training Northern And Western Cape Regional Office |
| <u>SALARY CENTRE</u> | R325 101 per annum (Level 07) Cape Town |

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| <u>REQUIREMENTS</u> | : An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Communication Studies/Media Studies/Journalism/Public Relations/Marketing. A minimum of one (1) to two (2) years of working experience in the relevant field. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing, and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programmes and project management. Problem-solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Willingness to travel and a valid driver's license. |
| <u>DUTIES</u> | : To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/or facilities the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. Annual reports, Department newsletters/brochures. Annual calendars, Event programmes, Greetings cards, nameplates for officials within the Department, Design, and layout of publications for printing and design draft for printing for companies. Assist in the development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Department website and liaise with the website designer on matters related thereto. Handle various matters related to the drafting of responses to media-and press releases, newsletters, and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact the Department towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and /or coordination of departmental events to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor. |
| <u>ENQUIRIES</u> | : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : 27 February 2026 |
| <u>NOTE</u> | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record |

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/215</u> | : | <u>CHIEF TYPIST REF NO: DHET84/02/2026</u> Branch: Technical and Vocational Education and Training Chief Directorate: National Examination and Assessment Directorate: Assessment, Item Development And Marking Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Pretoria An appropriate Bachelor's Degree/ National Diploma (NQF level 6). A minimum of One (1) year of relevant experience in rendering clerical/administrative environment. The incumbent must be computer literate at an advanced level, specifically with extensive knowledge of Microsoft Office programmes such as MS Word and MS Excel. The incumbent must be able to work in an environment where he/she has to pay attention to detail according to specifications outlined in a style guide and apply this attention to detail to the quality control of national assessment instruments. He/she must possess good interpersonal and communication skills and must be able to work on confidential documentation in a high security environment. He/she should have excellent organisational skills, experience in record keeping and managing an electronic filing system and be able to work under pressure for extended periods of time with minimal supervision. |
| <u>DUTIES</u> | : | The successful candidate will be responsible for the quality control of the formatting of national assessment instruments. This will entail the following: Implement and manage electronic filing to ensure a smooth flow of national assessment instruments. Perform duties related to the maintenance of daily output records pertaining to the workflow of the Typing Pool to ensure that flow processes are efficient and executed as planned. Ad hoc administrative tasks related to the Typing Pool. Safekeeping of national assessment instruments. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record |

check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/216</u> | : | <u>PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET85/02/2026</u> Branch: University Education |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R325 101 per annum (Level 07) Pretoria An appropriate Bachelor's/ National Diploma (NQF level 6) in Office Management/ Administration or a related qualification. A minimum of One (1) year of relevant experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. Basic and background knowledge of international Relations, diplomatic relations and etiquette, higher education and training legislation, policies, prescript and procedures. Sound knowledge of Public Financial Management Act, Government domestic and international travel policies. Reasonable experience in using computer applications MS Word, Excel, Power Point, and Outlook. Good Organizational and basic events management skills. Willingness to travel and a valid driver's license. |
| <u>DUTIES</u> | : | Perform scheduling activities, coordinate the Chief Director's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Chief Director's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Chief Director's including venues and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise, and distribute meeting minutes to the required people. Provide and distribute documentation packs to the meetings with the Chief Director. Answer all telephone calls courteously and with speed, performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Chief Director. Maintain a database of any individuals and their contact details that the Chief Director may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register, and track all documentation. Priorities all correspondence timeously and finalise memos and letters before acquiring a signature from the Chief Director. Maintain and efficient filling and document control system for the Office of the Chief Director. Collect and coordinate the documents that relate to the Office of the Chief Director's budget. Participate as an active member of Directorate International Relations. Act professionally as the contact person of the Office of the Chief Director. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test |

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| <u>POST 05/217</u> | <u>CHIEF ADMINISTRATIVE CLERK REF NO: VTET08/2026 (X1 POST)</u> (Permanent) |
| <u>SALARY</u> | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | Vhembe TVET College |
| <u>REQUIREMENTS</u> | National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Human Resource Management. At least 2 years 'experience in Human Resource Management. Must have PERSAL Certificate/Introduction to PERSAL. Must have knowledge of computer literacy in MS Word and Excel; Good planning and organizing skills. Communication Skills, Interpersonal skills; Ability to work under pressure and meet deadlines. |
| <u>DUTIES</u> | Responsible for Supervisory work of Human Resource Management activities that includes Recruitment and Selection. Provide Human Resource technical support during Recruitment process. facilitate the verification process, provide administration of submissions and compilation post files. capture appointments / transfers / promotions/ terminations. Ensure safe record keeping of employees. Administering all conditions of Service pertaining to service terminations, pension administration, housing, Leave Administration and recognition of long service. File personnel data, policies, regulations and circulars. Providing monthly. Perform leave Audits, retrieve and submit documents for audit requests. Handle all personnel enquiries and correspondence. |
| <u>ENQUIRIES</u> | All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively. |
| <u>APPLICATIONS</u> | Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970. Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA |
| <u>CLOSING DATE</u> | 02 March 2026 at 16:30. |
| <u>NOTE</u> | Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are |

situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

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| <u>POST 05/218</u> | : | <u>EXAM OFFICER REF NO: VTVET09/2026 (X2 POSTS)</u> (Permanent) |
| <u>SALARY</u> | : | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | : | Vhembe TVET College (to be placed at Campus) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6) qualification in Education, Assessment, or a related field is required. At least 2 years' experience in educational assessment, examination administration, or a similar role working in a TVET college is an advantage. Strong understanding of assessment methodologies, examination regulations, and educational policies is essential. Familiarity with TVET curriculum and assessment practices is highly beneficial. Excellent written and verbal communication skills are crucial for liaising with faculty, students, and staff. The ability to clearly explain assessment procedures and address queries are vital. Proficiency in organizing and coordinating examinations, including scheduling, venue arrangements, invigilation, and result processing, is required. Being detail-oriented is important to ensure accuracy in examination procedures, assessment records, and result tabulation. Proficiency in using assessment management systems (ITS), databases, and software for examination purposes are necessary. Ability to work collaboratively with colleagues, academic staff, and external examiners to ensure smooth conduct of examinations and assessments. Adherence to ethical guidelines and Integrity in conducting assessment activities is essential to maintain credibility and fairness in the evaluation process. Capacity to address challenges related to examination logistics, student accommodations, or assessment irregularities effectively and efficiently. |
| <u>DUTIES</u> | : | Organizing and coordinating internal and external examination schedules, venues, and invigilators for various courses and programs within the campus. Implementing examinations, assessment policies and procedures to ensure fairness, accuracy, and compliance with regulations. Manage the administration of internal and external examination and assessments, including preparing examination and assessment timetables, examinations and assessment venues, examination and assessment papers, distributing materials, and collecting answer sheets. Managing the grading process, entering and verifying results, and generating and issuing progress reports for students and faculty at the end of each quarter, term, semester or trimester. Issuing of certificates and academic records to students. Monitoring the quality and integrity of examination and assessment processes, managing the irregularity committee, identifying and addressing any irregularities or issues. Submitting daily reports during examination and assessment sessions. Providing guidance and support to students regarding examinations and assessment regulations, timetables, and procedures. Issuing of statement of results, certificates, progress reports and diploma to students. Maintaining accurate records of student assessments, examination scores, and related data for reporting and analysis. Submitting and receiving data TXT files to the DHET via EMIS. Updating and correcting errors on preliminary enrolment data. Finalizing Enrolment data. Conducting training sessions for staff, faculty and external invigilators on examination and assessment practices, procedures, and technology usage. Ensuring compliance with relevant policies, regulations, and guidelines set by Department of Higher Education & training, educational authorities or accreditation bodies. Collaborating with faculty and administrators to enhance examination and assessment practices, streamline processes, and improve overall quality of internal and external examinations and assessments. |
| <u>ENQUIRIES</u> | : | All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively. |
| <u>APPLICATIONS</u> | : | Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970. Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA |
| <u>CLOSING DATE</u> | : | 02 March 2026 at 16:30. |

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| <u>NOTE</u> | Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions. |
| <u>POST 05/219</u> | <u>IT TECHNICIAN REF NO: VTVET10/2026 (X1 POST)</u> (Permanent) |
| <u>SALARY</u> | R325 101 per annum (Level 07) |
| <u>CENTRE</u> | Vhembe TVET College |
| <u>REQUIREMENTS</u> | National Senior Certificate/level 4 or equivalent, Degree or Diploma (NQF Level 6), in Information Technology or bachelor's degree in IT preferably majored in Networking or Support Services. Two years' relevant experience |
| <u>DUTIES</u> | Operate and maintain computer systems and networks. Installing, configuring and maintaining software and hardware components of computer and network systems. Diagnosing and troubleshooting software and hardware issues. Ensuring the security of clients and server computers by installing and upgrading antivirus and firewall software. Supporting people whenever they encounter challenges with computers and network devices. Maintaining and updating technical documentation regularly. Testing new hardware and software before full-scale installation. Training end users on latest software. |
| <u>ENQUIRIES</u> | All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively. |
| <u>APPLICATIONS</u> | Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970. Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA |
| <u>CLOSING DATE</u> | 02 March 2026 at 16:30. |
| <u>NOTE</u> | Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are |

situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions.

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| <u>POST 05/220</u> | : | <u>GENERAL ADMINISTRATIVE CLERK: RPL REF NO: DHET86/02/2026 (X2 POSTS)</u> |
| | | Branch: Skills Development Directorate: Indlela |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) Olifantsfontein |
| | : | A National Senior Certificate (Grade 12). Knowledge in rendering administration functions. Good knowledge of Skills Development Act 1998, (SDA), Trade Test Regulations and Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Knowledge of National Artisan Moderation Body (NAMB). Skills: Computer literacy (MS Word, Excel, Power Point). Report writing, planning, organizing, verbal and written communication skills. Problem solving, administration, filing and time management skills. |
| <u>DUTIES</u> | : | Register Artisan Recognition of Prior Learning (ARPL) candidates in line with the ARPL Criteria and Guidelines and the Trade Test Regulations. Verifying documents, capturing walk-ins' applications, online applications and submission for compliances. Implement and maintain ARPL administration, scheduling, monitoring and evaluate support functions in line with the ARPL Standard Operation Procedure (SOP). Filing and archiving of ARPL closed files. Advice qualifying, non-qualifying applicants and stakeholders with ARPL registration process. Record and report on all ARPL complain and irregularities to supervisor. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/MS XE Rikhotos Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote |

representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POSTS 05/221</u> | : | <u>REGISTRY CLERK: AUXILLIARY SERVICES REF NO: DHET87/02/2026</u> Branch: Skills Development Directorate: Indlela |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) Olifantsfontein |
| <u>DUTIES</u> | : | A National Senior Certificate (Grade 12). Knowledge in rendering administrative. Knowledge of records Management. Knowledge of relevant legislation, prescripts, policies and procedures, and understanding of supply chain processes. Computer Literacy. Ability to capture data. Planning and organizing. Good verbal ,written and communication skills. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Perform reception services, handle incoming and outgoing calls, messages and inquiries. Booking venues for meetings and workshops. Scheduling meetings and prepare booking forms. Render registry function, photocopying, scanning and distribution of documents. Compile the paperwork to order consumables, stationery, goods and services. Assist supervisor with administrative tasks. Support the supervisor with issuing and receiving the stock. Assist in scheduling meetings and taking minutes. Maintain and capture the procurement requests for the unit. Track the status of procurement requests and liaise with supply chain for updates. Assist the supervisor with any additional tasks allocated. |
| <u>CLOSING DATE NOTE</u> | : | Ms E Sithole/ Mr R Kgare/MS XE Rikhotsa Tel No: (012) 312 5442/5498/5513 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>POST 05/222</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>SENIOR ADMINISTRATION CLERK REF NO: DHET88/02/2026</u> | : | Branch: Skills Development |

Directorate: Seta Coordination
Sub-Directorate: Seta Implementation Oversight

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| <u>SALARY</u> | : R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : Pretoria |
| <u>REQUIREMENTS</u> | : A National Senior Certificate (Grade 12). Knowledge in rendering administrative and/ or secretarial support services in the Directorate. Knowledge of records Management. Knowledge of relevant legislation, prescripts, policies and procedures, basic financial management and understanding of supply chain processes. To have good interpersonal and communication and listening skills. Good telephone etiquette and experience in using computer applications MS Words, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Ability to create spreadsheets and manage basic databases and presentations. |
| <u>DUTIES</u> | : Provide administrative and support services to the Directorate. Administer SETA's report and Cluster's work. Render office management and administration services including keeping of records of both quarterly and annual reports received and processed. Manage and maintain the SETA Board and Staff Database. Validate the SETA reports. Respond to enquiries documents. Record and distribute documents/ reports. Respond to enquiries received from internal and external stakeholders and interface with and external clients. Make logistical arrangement. Provide documentation management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide financial administration support to the Directorate including assisting with submission of documentation to internal stakeholders within the Department. |
| <u>ENQUIRIES</u> | : Ms E Sithole/ Mr R Kgare/MS XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : 27 February 2026 |
| <u>NOTE</u> | : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |

Branch: Skills Development

Office Of The Deputy Director-General: Skills Development

**SALARY
CENTRE
REQUIREMENTS**

R228 321 per annum (Level 05)

Pretoria

A National Senior Certificate (Grade 12). Good interpersonal and communication skills to interface with people from various backgrounds and skills development stakeholders. Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint and Outlook. Good organizational, administration and events coordination skills. Excellent report, minute writing skills and knowledge of Batho Pele principles.

DUTIES

Provide financial administration support services in the component, capture and update expenditure in component, check correctness of subsistence and travel claims of the officials and submit to manager for approval, Handle telephone accounts and petty cash for the component, Provide supply chain clerical support services within the component, Liaise with the external and internal stakeholders in relation to the procurement of goods and services, obtain quotations, complete procurement forms for the purchasing of standard office items, Stock control of office stationery. Provide personnel administration clerical support services within the component, keep and maintain attendance register in the component, arrange travelling and accommodation. Render general clerical support services, record, organize, store, capture and retrieve correspondence and data (line function) update statistics registers, handle routine enquiries, make photocopies, distribute documents/ packages to various stakeholders as required, keep and maintain the filing system for the component type letters and/ or other correspondence when required, keep and maintain the incoming and outgoing document register of the component

**ENQUIRIES
APPLICATIONS**

Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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>

**CLOSING DATE
NOTE**

27 February 2026

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/224</u> | : | <u>FINANCE CLERK REF NO: DHET90/02/2026</u> Branch: Skills Development Directorate: Indlela |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) Olifantsfontein |
| | : | A Senior Certificate/ Grade12 with Mathematics and Accounting. Knowledge Good Knowledge of BAS system. Accounting. Good governance in the utilization of Petty cash. Skills in Report writing, Planning and organizing, verbal and written communication, Problem solving skills. Computer literacy (MS Word, Excel, Power Point). |
| <u>DUTIES</u> | : | Receive state funds; Receive Manual receipts and capture receipts on BAS system. Reconcile money and bank of state funds. Update register of deposits daily. Request BAS reports, register of receipts, register of cheques and register of deposits daily. File BAS documents; Update petty cash register daily. Reconcile petty cash float on a regular basis. Check and file BAS documents according to requirements and regulations. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| | : | 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>CLOSING DATE NOTE</u> | : | 27 February 2026 |
| | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/225</u> | : | <u>SECRETARY TO THE DIRECTOR REF NO: DHET91/02/2026</u> Branch: Policy Planning And Strategy Chief Directorate: Social Inclusion and Quality Directorate: National Qualifications Framework |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) Pretoria |
| | : | A National Senior Certificate (Grade 12). Knowledge in rendering administrative and secretarial support services. The ideal candidate should be familiar with the National Qualifications Framework or Career Development |

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| <u>DUTIES</u> | Services. Knowledge of relevant legislation, prescripts, policies and procedures, experience in basic financial management and understanding of supply chain processes are essential. Knowledge of records management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow. |
| | Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops. Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash. |
| <u>ENQUIRIES</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET |

posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/226

SECRETARY TO THE DIRECTOR: POLICY, RESEARCH AND EVALUATION REF NO: DHET92/02/2026

Branch: Planning, Policy and Strategy
Directorate: Policy, Research And Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)

: Pretoria

: A National Senior Certificate (Grade 12). Knowledge in rendering administrative and secretarial support services. Knowledge of administration, financial management and procurement processes. Good interpersonal and communication skills to interface with people from diverse backgrounds. Excellent written and verbal communication skills. Experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Good organisational and events management skills. Ability to plan and prioritise work activities. Ability to create and manage simple databases and presentations.

DUTIES

: Provide secretarial/ receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops. Manage and administer the Director's diary and itinerary and prepare all necessary documentation. Perform routine duties in the office of the Director including telephone, travel arrangements, and arranging appointments and meetings with stakeholders. Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports. Provide administrative support on projects. Provide communication support services to the Director, including handling all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders, and interface with internal and external clients; Handle the procurement of standard items such as stationery, equipment refreshments etc. Provide document management support including record, safe keep and filing of all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.

**ENQUIRIES
APPLICATIONS**

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

: 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>

**CLOSING DATE
NOTE**

: 27 February 2026

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this

advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/227</u> | : | <u>SECRETARY TO THE DIRECTOR REF NO: DHET93/02/2026</u> |
| | | Branch: Planning Policy and Strategy |
| | | Directorate: Legal Services |
| | | This post is being re-advertised and candidates who previously may re-apply. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) |
| | : | Pretoria |
| | : | A National Senior Certificate (Grade 12) or National Certificate (Vocational) Level 4 and a valid driver's license. A diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Management Assistant, Computer Studies, Secretarial Studies, Office Management will be an added advantage. Proven experience in diary management, meeting coordination, document control and general office administration. Knowledge of records management, office administration procedures and basic financial administration (including petty cash and invoice processing). Proficiency in MS Word, Excel, PowerPoint and Outlook. Good verbal and written communication skills, excellent telephone etiquette, strong organisational skills, attention to detail, and the ability to maintain confidentiality and professionalism. |
| <u>DUTIES</u> | : | Provide comprehensive secretarial and administrative support to the Director. Manage the Director's diary, schedule meetings, workshops and appointments, and coordinate travel arrangements. Prepare, format and quality-check correspondence, reports, submissions, agendas and minutes. Manage records, filing systems (manual and electronic) and document safekeeping. Handle correspondence, enquiries and communication with internal and external stakeholders. Provide reception and telephone support, including visitor management. Assist with report compilation, data capturing and maintenance of logs and registers. Provide basic financial and personnel administrative support, including procurement of standard items, invoice processing, leave administration and related office support functions. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| | : | 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>CLOSING DATE NOTE</u> | : | 27 February 2026 |
| | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, |

disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/228</u> | : | <u>SECRETARY TO THE DIRECTOR REF NO: DHET94/02/2026</u> Branch: Policy Planning and Strategy Chief Directorate: Social Inclusion and Quality Directorate: Career Development Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) Pretoria |
| | : | A National Senior Certificate (Grade 12). Knowledge in rendering administrative and secretarial support services. The ideal candidate should be familiar with the National Qualifications Framework or Career Development Services. Knowledge of relevant legislation, prescripts, policies and procedures, experience in basic financial management and understanding of supply chain processes are essential. Knowledge of records management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow. |
| <u>DUTIES</u> | : | Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>POST 05/229</u> | <u>GENERAL ADMINISTRATIVE CLERK REF NO: DHET95/02/2026 (X3 POSTS)</u> |
| | Branch: Technical And Vocational Education and Training |
| | Directorate: Resulting and Certificate |
| | Sub-Directorate: Resulting Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | R228 321 per annum (Level 05) Pretoria |
| | A National Senior Certificate (Grade 12). Knowledge in administration within examinations environment. Be able to work on confidential documentation in high security environment. Ability to work overtime and under pressure for extended period with minimal supervision. The incumbent must be adaptable, disciplined, self-confident and able to work in a diverse team. Good interpersonal and communicating skills, Computer literacy, especially the use of Word and Excel for maintaining a control register, Excellent organizational, record keeping and electronic filling skills. Able to manage a good filing system and work under pressure for extended period of time with minimal supervision. Must be discipline, self-confident and adaptable and be able to work with diverse team. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. |
| <u>DUTIES</u> | Receive and capture student data for registration, resulting and certification purposes; Monitor receipt of student data from examination centres against published the management plan; Conduct verification of student data and effect the necessary corrections, Interact/intervene with Engineering Studies examination centres regarding the registration , resulting and certification of candidates; Respond directly to Engineering Studies examination queries, i.e. processing and electronic filling of examination documents such as mark sheets and preliminary schedules, Packing, controlling and dispatching of statements of results, certificate, preliminary schedule, examination admission letters and mark sheets to/from Engineering Studies examination centres. |
| <u>ENQUIRIES APPLICATIONS</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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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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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/230</u> | : | <u>GENERAL ADMINISTRATION CLERK: SYSTEM ADMINISTRATION REF NO: DHET96/02/2026 (X4 POSTS)</u> |
| | | Branch: Technical Vocational Education and Training |
| | | Chief Directorate: National Examinations and Assessments |
| | | Directorate: Resulting and Certification: It Systems |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) |
| | : | Pretoria |
| | : | A National Senior Certificate (Grade 12). Knowledge in administration in an examination's environment. Applicants must possess knowledge and experience of MS Office, specifically MS Word and MS Excel for maintaining a register of documents. Good interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. He/she must possess good interpersonal and communication skills, be able to work on confidential documentation in a high security environment. Managing a good filing system, be able to work under pressure for extended periods of time with minimal supervision. Must be adaptable, disciplined, self-Confident, able to work independently and work with a diverse team. |
| <u>DUTIES</u> | : | Receive text file for registration and candidates internal and external marks. Capture/upload and verify candidate registrations, term marks and exam marks on the examination IT mainframe. Deal and respond to queries regarding the submission and uploading of examination data from examination centres. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 |
| | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry |

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| <u>POST 05/231</u> | : | <u>GENERAL ADMINISTRATION CLERK: ASSESSMENT REF NO: DHET97/02/2026 (X3 POSTS)</u> |
| | | Branch: Technical And Vocational Education and Training |
| | | Chief Directorate: National Examinations and Assessment |
| | | Directorate: Assessment, Item Development and Marking Services |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) Pretoria |
| | : | A National Senior Certificate (Grade 12). Knowledge of Technical and Vocational Education and Training (TVET) examination environment, preferable in Assessment, Item Development and Marking Services and the Sub-directorate: Editing Services. The applicant must have extensive knowledge of MS Office which include MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. |
| <u>DUTIES</u> | : | Co-ordinate assessment instruments for ISAT. Assist in the moderation of CET learner portfolios. Receive national assessment instruments from Examiners and co-ordinate the internal moderation process. Assist in any examination processes relating to CET assessment. Additional responsibilities include organising travel arrangements and meetings relating to examination processes and policy development. Assist in the workflow of the Directorate. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 |

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POST 05/232

GENERAL ADMINISTRATION CLERK: OFFICE OF THE CHIEF DIRECTOR
REF NO: DHET98/02/2026

Branch: Technical and Vocational Education and Training

Chief Directorate: National Examinations and Assessment

Direktorate: Assessment, Item Development and Marking Services

SALARY

: R228 321 per annum (Level 05)

CENTRE

: Pretoria

REQUIREMENTS

: A National Senior Certificate (Grade 12). Knowledge of Technical and Vocational Education and Training (TVET) examination environment, preferable in Assessment, Item Development and Marking Services and the Sub-direktorate: Editing Services. The applicant must have extensive knowledge of MS Office which include MS Excel, MS Access and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES

: Assist in the administrative aspects relating to the office of the Chief Directorate. Assist in making travel arrangements for staff in the Chief Directorate. Scheduling meetings and taking minutes of meetings. Assist in handling queries in the Office of the Chief Director and keeping track of these queries electronically.

ENQUIRIES

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513

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>

CLOSING DATE

: 27 February 2026

NOTE

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| <u>POST 05/233</u> | : | <u>REGISTRY CLERKS REF NO: DHET99/02/2026 (X3 POSTS)</u> |
| | | Branch: Corporate Services |
| | | Directorate: Information, Knowledge and Records Management |
| | | Sub-Directorate: General Records |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) |
| | : | Pretoria |
| | : | A National Senior Certificate (Grade 12). Knowledge in registry, reading, confidentiality, self-discipline, planning and organizing, good verbal and written communication, computer literacy, flexibility, team work. Competencies: Knowledge of registry duties, practices as well as the ability to capture data and operate computer, knowledge and understanding of legislative framework governing the public services, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry and knowledge of disposal procedure. |
| <u>DUTIES</u> | : | Attend to clients, handle telephonic and other enquiries, receive and register hand delivered mail/files, receive all mails, sort, register and dispatch mail, distribute notices on registry issues, opening and closing files according to record classification system, filing/storage, tracing (electronically and manually) and retrieval of documents and files, complete index cards for all files, open and maintain franking machine register, frank post, record money and update register on a daily basis, undertake spot checks on posts to ensure no private post is included, lock post in postbag for messengers to deliver to post office, open and maintain remittance register, record all valuable articles as prescribed in the remittance register, hand deliver and sign over remittances to finance, send wrong remittances to back to sender via registered post and record reference numbers of letters franked, keep daily record of amount of letters franked, electronic scanning of files, sort and package files for archival and distribution, compile list of documents to be archived and submit to the supervisor and keep records of archived documents. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
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| <u>CLOSING DATE NOTE</u> | : | 27 February 2026 |
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<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 representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/234</u> | : | <u>HUMAN RESOURCE CLERK: R&S REF NO: DHET100/02/2026 (X3 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | Branch: Corporate Service Directorate: Recruitment and Selection |
| <u>DUTIES</u> | : | R228 321 per annum (Level 05) Pretoria A National Senior Certificate (Grade 12). A National Diploma in Human Resources Management and PERSAL Certificate will serve as an added advantage. Knowledge: Departmental policies and procedures, Departmental guidelines and directives, Public service regulations, Batho Pele Principles, PERSAL Skills: Computer literacy in MS Packages, Planning and organizing, Time management, Innovative, Communication, Customer care Listening, Interpersonal, Accuracy, Data capturing and Problem solving. Ability to work well in a team and under pressure. Ability to handle confidential information, Willingness to travel outside working hours. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Administer Recruitment and Selection processes within the Department, Provide secretariat functions and clerical support to the Recruitment and Selection process, Provide personnel administration support services, Facilitation of employment of suitability background checks i.e verifications of qualifications, Criminal checks and Employment history, Handle human resource administration enquiries, Provides administrative support to the HR department, handling tasks like record-keeping. Ensure safekeeping of documents and filing of all related documents, Perform any other task delegated by supervisor and Render general clerical support services. |
| <u>CLOSING DATE NOTE</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 |

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POST 05/235

SECRETARY TO THE DIRECTOR REF NO: DHET101/02/2026

Office of The Director-General
Chief Directorate: Human Resource Development Council Of South Africa
Directorate: Human Resource Development Council

**SALARY
CENTRE
REQUIREMENTS**

: R228 321 per annum (Level 05)
: Pretoria
: A National Senior Certificate (Grade 12). Relevant knowledge in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including MS Word, Excel, Power Point and Outlook. Good organizational and basic events management skills.

DUTIES

: Provide administrative support in the managers office. Manage and administer the managers diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filling of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the manager's office by handling all correspondence and queries received from internal and external stakeholders. Obtain inputs, collates and compile reports e.g. progress, monthly and management reports. Scrutinize routine submissions/ reports and make notes and/ or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarifies instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings, taking minutes. Interface with clients and visitors.

**ENQUIRIES
APPLICATIONS**

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
: 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>

**CLOSING DATE
NOTE**

: 27 February 2026
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| <u>POST 05/236</u> | : | <u>GENERAL ADMINISTRATIVE CLERK REF NO: DHET102/02/2026</u> |
| | | Office of The Director-General |
| | | Directorate: Risk, Fraud, Ethics And Integrity Management |
| | | Sub-Directorate: Risk Management |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) |
| | : | Pretoria |
| | : | A National Senior Certificate (Grade 12). Knowledge of Clerical/ Administrative work experience. Knowledge of the legislative frameworks governing the Public Service, Risk Management and its procedures. Knowledge and ability to perform clerical duties, secretarial support services, supply chain clerical support services, personnel administration clerical support services, financial administrative support services, computer literacy and communicate effectively. |
| <u>DUTIES</u> | : | Capture and update risk registers and risk related reports as may be required. Perform secretarial duties of the Risk Management Committee and other risk related meetings. Assist with logistical arrangements for travelling and accommodation as may be required; Record, organize, store, capture and retrieve correspondences. Ensure effective flow of information/ documents captured within the unit. Make photocopies, receive and distribute mails as well as reports communicated. Keep and maintain filing system for the unit. Prepare memos and/ or other correspondence when required. Keep and maintain the incoming and outgoing documents/ reports of the unit. Provide supply chain clerical support services, personnel administration clerical support services, and financial administration support services. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| | : | 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>CLOSING DATE NOTE</u> | : | 27 February 2026 |
| | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 |

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| <u>POST 05/237</u> | : | <u>SECRETARY TO DIRECTOR REF NO: DHET103/02/2026</u> Branch: Community Education and Training Directorate: Cet Institutional Funding |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) Pretoria |
| | : | A National Senior Certificate (Grade 12). Knowledge of administration and Secretarial support services. Knowledge and understanding of records management. Basic knowledge of financial management. Good planning and organising skills. Basic events management skills. Interpersonal and decision-making skills, Good office administration skills. Basic report business or report writing skills. Good computer literacy (MS Word and Excel). |
| <u>DUTIES</u> | : | 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, time-consuming 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. Compile/type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. Assist with the planning and executing of Monitoring of compliance with Funding Norms for funding CET Colleges by the CET Colleges. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| | : | 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous |

employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/238</u> | : | <u>SECRETARY TO DIRECTOR REF NO: DHET104/02/2026</u> Branch: Community Training and Training Directorate: Cet Partnerships and Linkages |
| <u>SALARY</u> | : | R228 321 per annum (Level 05) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A National Senior Certificate (Grade 12). Knowledge in administration and Secretarial support services. Knowledge and understanding of records management. Basic knowledge of financial management. Good planning and organising skills. Basic events management skills. Interpersonal and decision-making skills, Good office administration skills. Basic report business or report writing skills. Good computer literacy (MS Word and Excel). |
| <u>DUTIES</u> | : | 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, time-consuming 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. Compile/type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. Assist with the planning and executing of Monitoring of compliance with Funding Norms for funding CET Colleges by the CET Colleges. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |
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| <u>POST 05/239</u> | : | <u>SECRETARY TO DIRECTOR REF NO: DHET105/02/2026</u> Branch: University Education Directorate: Governance Support |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R228 321 per annum (Level 05) Pretoria A National Senior Certificate (Grade 12). Knowledge in administration and Secretarial support services. Knowledge and understanding of records management. Basic knowledge of financial management. Good planning and organising skills. Basic events management skills. Interpersonal and decision-making skills, Good office administration skills. Basic report business or report writing skills. Good computer literacy (MS Word and Excel). |
| <u>DUTIES</u> | : | 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, time-consuming 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. Compile/type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. Assist with the planning and executing of Monitoring of compliance with Funding Norms for funding CET Colleges by the CET Colleges. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. |

Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/240</u> | : | <u>SECRETARY TO DIRECTOR REF NO: DHET106/02/2026</u> |
| <u>SALARY</u> | : | Branch: University |
| <u>CENTRE</u> | : | Directorate: Teacher Education |
| <u>REQUIREMENTS</u> | : | R228 321 per annum (Level 05) |
| | : | Pretoria |
| | : | A National Senior Certificate (Grade 12). Knowledge in administration and Secretarial support services. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Ability to create and manage databases and presentations. |
| <u>DUTIES</u> | : | providing administrative and secretarial support in the Directorate's office. Manage and administer the Director's diary and itinerary. Type and prepare all the necessary documentation for the Director. Ensure the safe keeping and filling of all documentation and records in the office of the Director's office by handling all correspondence and queries requiring attention. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Perform routing duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointment and meetings with stakeholders. Assist in logistical arrangement for events convened by the Directorate. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise. |
| <u>POST 05/241</u> | : | <u>DRIVER/MESSENGER REF NO: VTVET11/2026 (X2 POSTS)</u> |

(Permanent)

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| <u>SALARY</u> | : | R193 359 per annum (Level 04) |
| <u>CENTRE</u> | : | Vhembe TVET College (to be placed on Campus). |
| <u>REQUIREMENTS</u> | : | National Senior Certificate/level 4, Code EC1 Driver's license plus Public Drivers P. At least 1 year driving experience. Ability to work long hours when required and under pressure. (Higher code license will serve as an advantage). |
| <u>DUTIES</u> | : | Provide driving services for Vhembe TVET College staff and students. Transportation of goods for the college. Cleaning and upkeep of college vehicles. Perform messenger duties for the college. Loading, transporting and delivering items to clients or businesses in a safe timely manner. Assisting with loading and uploading items from vehicles. Deliver documents from campus to campus. |
| <u>ENQUIRIES</u> | : | All enquiries should be directed to Ms Ramuzwila HN /Ms Mukhoro M/ Mr Muthige M Tel No: (015) 963 7070 /7066/7095 respectively. |
| <u>APPLICATIONS</u> | : | Applications must quote the relevant references number and be directed to: Human Resources Management, Vhembe TVET College, Private Bag X2136, SIBASA, 0970. Alternatively, applications may be send to Hr.applications@vhembecollege.edu.za or hand-delivered to: Human Resources Management, Central Office, Site 203, Unit A, SIBASA |
| <u>CLOSING DATE</u> | : | 02 March 2026 at 16:30. |
| <u>NOTE</u> | : | Application submission Guidelines: Applicants are required to submit their applications accompanied by a completed and signed Z83 form (2021 version), available from any public services Department. The application must include a detailed curriculum Vitae highlighting relevant qualifications, (only shortlisted candidates will submit proof of results) experience for the post, and the contact details of at least three (3) references. All positions that indicate to be placed on campus, Vhembe TVET College Campuses are situated around Vhembe District Municipality in Limpopo) Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification, and employment verification) Certified copies of qualifications and other supporting documents will be required only for Shortlisted candidates and to be submitted on or before the interview date. Please note: Our offices are situated across four local municipalities. Vhembe TVET College is an equal opportunity employer and encourages applications from persons with disabilities. The college reserves the right to withdraw any post at any time. Late applications will not be considered. Vhembe TVET College is an equal opportunity, affirmative action employer. Applications are invited from suitably qualified and knowledgeable candidates for appointment for the following positions. |
| <u>POST 05/242</u> | : | <u>FOOD SERVICE AID SUPERVISOR REF NO: DHET107/02/2026</u> |
| | | Branch: Corporate Services |
| | | Directorate: Facilities Management |
| | | Sub-Directorate: Facilities and Logistics Management |
| <u>SALARY</u> | : | R193 359 per annum (Level 04) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Knowledge of food services aid and cleaning services environment. Ability to work with people and good communication skills. Planning and organizing skills. Computer literacy. Knowledge of Batho Pele principles. |
| <u>DUTIES</u> | : | Supervise all activities in the food/tea services, including food preparation, distribution and serving. Ensure Maintain hygiene and safety measures, ensure that all equipment is in good working order, and it is used effectively replacement or repair of faulty/outdated equipment, responsible for ordering, receiving, storage, stock control and stock taking, responsible for completing monthly statistics, perform administrative duties and processing of monthly accounts and other functions linked to food services. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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 |

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| <u>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | <p>DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.</p> |
| <u>POST 05/243</u> | : | <p><u>DRIVER/ MESSENGER REF NO: DHET108/02/2026</u></p> <p>Branch: Technical And Vocational Education and Training Northern And Western Cape Regional Office</p> |
| <u>SALARY</u> | : | R193 359 per annum (Level 04) |
| <u>CENTRE</u> | : | Cape Town |
| <u>REQUIREMENTS</u> | : | Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Be a driver and can be able to operate in specialized equipment. Be in possession of a valid Public Driving Permit (PDP). Knowledge of Cape Town and surrounding areas. Good communication skills. Pleasant responsibilities, trustworthy and reliable. Good interpersonal skills. Willingness to work over and above normal working hours and physically fit to lift and load items. Knowledge of routine maintenance of vehicle and safety driving skills. Ability to accept accountability and responsibility to work independently. |
| <u>DUTIES</u> | : | Drive light and medium motor vehicle to transport passengers and deliver other items (mail and documents). Conduct routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle. Render a clerical support/driver service in the relevant office. This would, inter alia, entail the following: assist in the registry, copy and fax document and collect and deliver documentation and related items in the department. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos |

are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/244</u> | : | <u>SECURITY OFFICER REF NO: DHET109/02/2026</u> |
| | | Branch: Technical And Vocational Education And Training Northern And Western Cape Regional Office |
| <u>SALARY</u> | : | R163 680 per annum (Level 03) |
| <u>CENTRE</u> | : | Cape Town |
| <u>REQUIREMENTS</u> | : | Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Basic security course and Basic Education and Training. Registration with the Private Security Industry Regulatory Authority (PRISA). Be in possession of a PSIRA Certificate C. knowledge and understanding of security environment. Knowledge of the access control procedures, building patrols, Overseeing security registers and key controls, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribed security procedures and the authority of security officers under these documents, and Knowledge of relevant emergency procedures. A valid driver's license will be an added advantage. Skills required: Reading, Writing, Language, Operating equipment, Literacy, Communication (Verbal and written), People Management, Problem-solving, Planning, and Organizing. Ability to work under pressure, Adaptive, and Maintain high levels of confidentiality, Integrity, and Disciplined. Values: Client service focused, Committed, Proactive, Loyal, and maintaining ethical practices. |
| <u>DUTIES</u> | : | Perform access control functions. Ensure safety in the building and its premises. Ensuring the safety of equipment, documents, and storerooms as well as offices, monitoring the entry and exists of the building and ensuring that no unauthorised entry takes place. Ensure all incidents are recorded in the occurrence books or registers. Any other duties assigned by supervisor. |
| <u>ENQUIRIES</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotsa Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the |

digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered."DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/245

SECURITY OFFICER REF NO: DHET110/02/2026

Branch: Skills Development
Chief Directorate: National Artisan Development
Directorate: Indlela

**SALARY
CENTRE
REQUIREMENTS**

: R163 680 per annum (Level 03)
Olifantsfontein
: Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Basic security course and Basic Education and Training. Registration with the Private Security Industry Regulatory Authority (PRISA). Be in possession of a PSIRA Certificate C and valid driver's license. Knowledge of MISS and MPSS. Report writing, communication and administration skills.

DUTIES

: Perform access control functions, which will include control of visitors and confirm the appointments with the host ensuring that the visitors register is correctly completed and issue the visitor's tags/ cards. Ensuring that unauthorised persons and dangerous objects do not enter the premises. Report and record the incidents inside the occurrence book. Ensure that Departmental assets do not leave the premises unauthorised. Undertake premises/ building patrols to identify water leaks, any signs of break-ins, check unlocked doors, check fire equipment and be able to apply emergency procedures during emergency situations. Report and record all security breaches. Be able to complete all security register.

**ENQUIRIES
APPLICATIONS**

: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
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>

**CLOSING DATE
NOTE**

: 27 February 2026
DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/246</u> | : | <u>TRADE ASSISTANT</u> |
| | | Branch: Skills Development |
| | | Chief Directorate: National Artisan Development |
| | | Direktorate: Indlela Artisan Training |
| <u>SALARY CENTRE</u> | : | R163 680 per annum (Level 03) |
| | : | Olifantsfontein: |
| | | Electrical Ref No: DHET111/02/2026 |
| | | Automotive Ref No: DHET112/02/2026 |
| | | Mechanical Ref No: DHET113/06/2026 |
| <u>REQUIREMENTS</u> | : | Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning. Knowledge to prepare materials and tools for assessment tasks. Communication, reading and writing skills. Technical background knowledge of the trade. Skills to use cleaning material. good knowledge of performing minor maintenance and repairs on assessment aids and machinery. Ability to clean the workshop and equipment. Knowledge of cleaning material and tools and well-kept store. Basic health and safety. Ability to choose the correct assessment material and tools for the trade. Ability to identify stock required. Ability to read and write. |
| <u>DUTIES</u> | : | provide candidates with necessary tools, materials and / or other services where needed. Properly prepare materials and tools for assessment tasks a day before assessment. Safeguard workshop/ assessment area, machines, tools and consumable materials. Maintain cleanliness and general good housekeeping within the workshop/ assessment area. Perform minor maintenance and repairs on assessment aids and machinery and carry out safety activities in the workshop/ assessment area. Transport allocated assets etc. from asset management to the workshop when required. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE</u> | : | 27 February 2026 |
| <u>NOTE</u> | : | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/247

CLEANER REF NO: DHET114/02/2026

Branch: Skills Development
Chief Directorate: National Artisan Development
Directorate: Indlela

**SALARY
CENTRE
REQUIREMENTS**

- : R138 486 per annum (Level 02)
- : Olfantsfontein
- : Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Exposure in cleaning services environment. Good communication and interpersonal skills. Awareness of Batho Pele principles. Be willing to work in a team and under pressure.

DUTIES

- : Cleaning of all offices, boardrooms, absolution facilities. Washing cutlery and crockery. Preparation of meeting refreshments during breaks. Lock the boardroom after meeting. Remove bins and put in new plastics in the morning and afternoon. Polishing and dusting surfaces and furniture. Lock the boardroom after the meeting. Clean and sanitize all the washer basins and check the lists is maintained. Refill the hand soap, change and refill the toilet paper, paper towel. Clean the passages and corridors daily. Perform the spring cleaning of offices. Report faulty assets to the supervisor. Ensure all equipment is kept clean, safe and locked in storage. Assist the supervisor with any additional tasks allocated within the unit.

**ENQUIRIES
APPLICATIONS**

- : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513
- : 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>

**CLOSING DATE
NOTE**

- : 27 February 2026
- : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates

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

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| <u>POST 05/248</u> | <u>GROUNDSMAN MAINTENANCE REF NO. DHET115/02/2026 (X2 POSTS)</u> |
| | Branch: Skills Development |
| | Chief Directorate: National Artisan Development |
| | Directorate: Indlela |
| <u>SALARY</u> | R138 486 per annum (Level 02) |
| <u>CENTRE</u> | Olifantsfontein |
| <u>REQUIREMENTS</u> | Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Exposure in maintenance services. Good knowledge of Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Basic knowledge to attend to minor lawnmower repairs and welding problem. Communication and report writing skills. Good listening skills. Awareness of Batho Pele principles. Be willing to work in a team and under pressure. |
| <u>DUTIES</u> | Assist in regular building inspections and minor in electrical, plumbing and welding. Cutting of lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns, removal of rubble. Cleaning of surrounding areas. Removal of dead flowers and plants including removal of weeds and cleaning of roads. Pruning of trees. Planting new flowers and plants. Safekeeping of maintenance tools and supplies. Report defects. |
| <u>ENQUIRIES</u> | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 |
| <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>CLOSING DATE</u> | 27 February 2026 |
| <u>NOTE</u> | DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: |

<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts”. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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| <u>POST 05/249</u> | : | <u>FOOD SERVICE AID REF NO: DHET116/02/2026 (X2 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | Branch: Corporate Services Directorate: Facilities Management |
| <u>DUTIES</u> | : | R138 486 per annum (Level 02) Pretoria |
| | : | Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Exposure in food services aid environment. Good communication and interpersonal skills. Awareness of Batho Pele principles. Be willing to work in a team and under pressure. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513 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>CLOSING DATE NOTE</u> | : | 27 February 2026 DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.“DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote |

representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.