

DEPARTMENT OF HIGHER EDUCATION

CLOSING DATE : 13 July 2026

NOTE : "A skilled and capable workforce for an inclusive growth" The full details for the adverts can be accessed on DHET Website At www.dhet.gov.za Or <https://www.dhet.gov.za/sitepages/careers.aspx> And Will Be Placed On The DPSA Circular DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <http://z83.ngnscan.co.za/apply> and following the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake 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. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity in terms of (race, gender, disability) in the organization. People living with disabilities are encouraged to apply".

MANAGEMENT ECHELON

POST 22/44 : **DIRECTOR EXECUTIVE MONITORING AND EVALUATION IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER: NSF (REF NO: NSF 01/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund

SALARY : R1 317 384 per annum. (Level 13) (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Monitoring and Evaluation/ Public Administration/ Public Management/ Development Studies/ Social Sciences/ Economics/ Statistics/ Strategic Management/ Business Management, or a related field. A postgraduate qualification will serve as an added advantage. A minimum of 5 years' experience at middle or senior managerial level. Successful completion of the Nyukela Public Service SMS pre-entry programme is required before appointment, as required for all SMS appointments. Experience in executive monitoring, evaluation, performance tracking, audit action tracking, corrective action monitoring, strategic reporting, governance reporting, public sector programme oversight or institutional transition reporting. Experience in a PFMA regulated entity, Schedule 3A environment, public sector institution or PSET related environment will be an added advantage. Knowledge: PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Skills Development Act, Skills Development Levies Act, DPME planning and reporting frameworks, Framework for Managing Programme Performance Information, AGSA audit requirements, risk management, internal controls, executive governance processes and the NSF mandate. Competencies: Strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem

DUTIES

: solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. A valid drivers licence. Provide executive monitoring and evaluation support to the CEO on CEO directed priorities, Schedule 3A transition milestones, audit action plans, corrective action commitments and governance decisions. Develop and maintain an executive tracking dashboard for priority institutional commitments. Consolidate evidence-based progress reports for the CEO and executive structures. Track implementation of decisions from executive, governance, audit, labour and oversight engagements. Identify delays, risks and unresolved actions requiring CEO intervention. Support evidence readiness and quality of reporting on CEO directed workstreams. Provide monitoring and evaluation advice linked to the NSF's transition to Schedule 3A status. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decisions. Managing employees related matters within the directorate. Preparing monthly reports and make presentations as required. Prepare all relevant submissions and progress reports on the transformation and reforms and reports to the Accounting Authority and Executive Authority and governance structures. Participating as an active member of the NSF. Undertake policy or line function tasks as required. Compile memoranda, reports, submissions and a variety of other correspondence for the Executive Officer as required. Compile presentations and basic speeches for the Executive Officer and or refer complex matters to the relevant unit for preparation. Draft responses for submission to internal and external stakeholders. Source information and compile memoranda as required. Coordinate, follow up and compile reports of a transverse nature for the Executive Officer and advise/sensitise the Executive Officer on reports to be submitted. Provide support and undertake special projects as directed by the Executive Officer. Monitor unit activities to ensure conformance with goals and objectives. Manage public liaison services within the NSF. Manage public liaison services within the NSF. Oversee the logging of public complaints or queries regarding the NSF's service. Oversee the monitoring of progress of the resolution of the public's complaints or queries escalate with the relevant directorates to ensure complaints or queries are attended to timeously and efficiently. Review monthly reports reflecting complaints or queries received and resolved. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decisions. Managing employees related matters within the directorate. Always adhere to the values of NSF.

ENQUIRIES

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

POST 22/45

: **DEPUTY DIRECTOR IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER: NSF (REF NO: NSF 02/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund

SALARY CENTRE REQUIREMENTS

: R932 292 per annum. (Level 11) (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration/ Project Management. A minimum of five (5) years relevant work experience with at least three (3) to five (5) years' proven work experience of junior management level on salary level 9 or 10. Experience in Project Management and managing resources. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's license.

DUTIES

: Providing strategic support to the Executive Office within NSF. Advising the Executive Officer on strategic matters. Ensuring effective coordination and oversight of all strategic initiatives within the NSF. Planning and implementing strategic initiatives in line with the NSF mission and mandate. Conducting assessment to measure the accomplishment of strategic decisions and initiative. Develop and collate reports on strategic initiatives as required within the directorate. Proving support within the office of the Executive Officer. Scrutinise documents to determine actions or information required. Record minutes or resolutions and communicate to the relevant role players, follow up on progress

made and prepare briefing notes as well as other documents. Compile the agenda of meetings chaired by the Executive Officer and ensure the circulation of accompanying memoranda. Coordinate branch meetings including overseeing the logistics. Coordinate parliamentary enquiries with the relevant stakeholders. Coordinate the performance agreements/assessments and financial disclosures pertaining to the Office of the Executive Officer. Assist the Executive Officer in formulating policy recommendations and attend Senior management meetings. Managing general support services within the Office of the Executive Officer. Oversee, support and supervise all administrative functions. Implement administrative measures to ensure efficient working of Office of the Executive Officer. Manage the engagements of the Executive Officer. Manage schedules, calendars, presentations, spreadsheets and other related office tasks. Handle all correspondence and queries requiring the attention of the Executive Officer. Set up and maintain the systems in the office that will ensure efficiency in the office. Oversee safe keeping of all documents for the Office of the Executive Officer so as to ensure compliance with archive legislation and to enhance information security. Provide content support with regards to documents (submissions, reports, letters, etc.) to and from the Office of the Executive Office. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decisions. Managing employees related matters withing the directorate. Always adhere to the values of NSF.

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

POST 22/46 : **DEPUTY DIRECTOR: INTERNAL AUDIT (REF NO: NSF 03/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund Directorate: Internal Audit

SALARY : R932 292 per annum (All-inclusive Remuneration Package) (Level 11)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree / advanced diploma (NQF level 7) in Internal Auditing or related qualification. A postgraduate degree or a professional qualification / designation such as Internal Audit Technician or Professional Internal Auditor or Certified Internal Auditor or Chartered Accountant and a completed article contract with an audit firm will be an added advantage. A minimum of six (6) to eight (8) years of work experience in internal and/or external auditing in an audit firm or large corporation or preferably the public sector. At least five (5) years of junior management and/or ASD experience. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Extensive knowledge of the International Professional Practice Framework (IPPF) including the Global Internal Audit Standards, Internal Audit Methodologies as well as knowledge of developments in the Internal Audit field is also required. A thorough understanding of Government processes and the role and function of internal audit and the audit committee in the public sector, Public Financial Management Act (PFMA) and Treasury Regulations, Skills Development Act (SDA), Skills Development Levies Act (SDLA), Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA) and General Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Skills and competency requirements include people management, project management, financial management, planning and organising, sound report writing and computer literacy skills, effective verbal and written communication and interpersonal skills, attention to detail, preparing and delivering presentations, sound analytical and problem-solving skills, the ability to work independently and in a team. Implementation of effective actions and processes to ensure that deadlines are met. Supervision, training, and guiding all personnel reporting to you. The ability to work under pressure. Proven leadership qualities with strong strategic and operational management thinking. The ability to analyse processes and identify appropriate, value adding and key audit criteria and root causes and to prioritise and assess audit outcomes during the full audit cycle. A valid driver's license and willingness to travel.

DUTIES : Assist the Director: Internal Audit (CAE) with the management of the internal audit function of the NSF; Draft the annual NSF internal audit plan and rolling three-year internal audit plan; Draft and/or update key documents as required per Global Internal Audit Standards for the internal audit directorate. Monitor the implementation of the internal audit plan. Provide reasonable assurance to the CAE, management, the Audit Committee and Accounting Authority of the NSF that the organisational internal controls are both effective and efficient. Plan and perform audit procedures to confirm effectiveness of controls over quarterly and

annual performance reporting. Conduct operational audits, financial audits, internal compliance audits, performance audits and evaluate if NSF is being effectively managed and resources are not misused. Plan and perform and/or oversee that audits are performed in accordance with the Global Internal Audit Standards. Internal audits will include project site visits. Complete and/or review audit working papers of high quality in accordance with internal audit methodology of the NSF. Manage follow up audits. Evaluate adequacy of and progress against external and internal audit action plans. Oversee that effective and efficient secretariat services are provided to the Audit Committee. Oversee and monitor the implementation of Audit Committee recommendations. Provide an oversight role of the co-sourced service providers in terms of planning, execution, review and reporting of audits performed by the co-sourced service provider. Provide inputs to the combined assurance audit strategy and related reports relating to internal audit assurance. Provide assurance over the design and implementation of internal controls related fraud prevention and fraud prevention strategy. Evaluate the adequacy of ongoing fraud awareness within business units through regular training and communication initiatives. Communicate audit findings by preparing and/or reviewing a draft report and discuss findings with managers of departments. Draft regular reports to the Audit Committee; Auditor-General and other relevant parties, as requested by the CAE. Evaluate and provide assurance over the risk management functions of the NSF. Manage the performance of the internal audit team in accordance with policy. Provide team members with the necessary information and resources to deliver on their objectives. Motivate team members and create a culture of high performance. Manage employee related matters within the team. Participate as an active member of the management team to facilitate teamwork in achieving overall objectives of the NSF. Operate within delegated authority. Adhere at all times to the values of the National Skills Fund. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions, within objectivity and independence requirements of internal audit.

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

POST 22/47 : **DEPUTY DIRECTOR: RISK AND COMPLIANCE (REF NO: NSF 04/07/2026) MANAGEMENT (2 POSTS)**
(24 Months Contract)

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

SALARY CENTRE REQUIREMENTS : R932 292 per annum (All-Inclusive Remuneration Package) (Level 11)
: Pretoria

: An appropriate LLB degree and admitted as an attorney or advocate. A minimum of five (5) to eight (8) years' collective working experience of which five (5) years should be at a junior management level in legal, governance, risk and/or compliance in the private or public sector. Qualification in Risk Management and/or Compliance will be an added advantage. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to excellent written; verbal communication; computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills, negotiation, quality management, budgeting and financial management and human resource management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

DUTIES : Advise the National Skills Fund (NSF) on legal and litigation matters within the NSF. Drafting legal documents such as contracts, pleadings, agreements, internal policies, etc. Develops operational plans on legal matters in the NSF. Analyses, prepares, and submits legal opinions and comments. Facilitates internal training on legal and regulatory topics to keep the NSF abreast of regulatory issues and disseminates appropriate legal requirements to staff. Manages and engages with third party legal advisors. Interprets legal information. Participates in committees as required. Negotiates, reviews and drafts documentation for transactions with third parties. Reviews and develops contracts, agreements, regulations, and internal policies and ensures they are compliant with all statutory or legal requirements. Acts as custodian for all contracts, agreements, regulations, and internal policies. Keeps abreast of latest legislation, regulation, and policy. Ensures the maintenance of an effective knowledge management system for all legal

related material. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures high risk compliance and governance areas are proactively identified and mitigated. Implements and maintains the risk assessment process and risk profile of the NSF. Investigates and analyses root causes, patterns, or trends of the risk assessment. Consults with department heads to establish, maintain, and improve risk management capabilities. Ensure sufficient capacity to achieve the objectives of the Directorate. Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the Directorate. Motivate team members and create a culture of high performance. Manage leave and related administration for direct reports. Prepare monthly reports and make presentations as required. Positively support the implementation of all management decisions.

ENQUIRIES

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

POST 22/48

: **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN (REF NO: NSF 05/07/2026) (1 POST)**

(24 Months Contract)

Branch: Skills Development

Component: National Skills Fund

Directorate: Human Resources Management and Development

SALARY

: R932 292 per annum (All-inclusive remuneration package) (Level 11)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate bachelor's degree or advanced diploma (NQF Level 7) in Human Resources Management, Industrial and Organisational Psychology, Public Administration, or a related field recognised by SAQA. A postgraduate qualification (NQF Level 8 or higher) will be an added advantage. Certification in job evaluation methodology, work-study, or organisational design will be an added advantage. A minimum of five (5) years' relevant experience in organisational design, post establishment management, or a directly related discipline, of which at least three (3) years must be at junior management level or in a supervisory capacity. Experience must include at least two of the following: developing or reviewing organisational structures in a public sector or public entity environment; conducting work-study investigations or work-measurement studies; coordinating job evaluation processes; developing job descriptions; and producing business process maps or standard operating procedures. Applicants must demonstrate knowledge and understanding of the following: the Public Service Act (No. 103 of 1994) and Public Service Regulations; DPSA guidelines and directives on organisational design, post establishment, and organisational restructuring; the Compensate job evaluation system or an equivalent recognised methodology; PERSAL post administration; work-study investigation methodology; business process mapping principles; and the Public Finance Management Act (No. 1 of 1999). Knowledge of the NSF's mandate as a Schedule 3A Public Entity and the structural and post establishment requirements associated with its transition to autonomous entity status will be a strong advantage. Candidates must be proficient in Microsoft Office Suite. PERSAL proficiency or a PERSAL certificate will be an added advantage. The ability to analyse functional requirements, translate them into post structures, draft technically precise job descriptions, and prepare DPSA-compliant submissions is essential. Strong written and verbal communication, stakeholder engagement, project management, and report-writing skills are required. A DPSA job analyst certificate and a valid driver's licence.

DUTIES

: Conduct functional analyses across NSF directorates and components to determine optimal post structures, reporting lines, spans of control, and role boundaries aligned to the NSF Strategic Plan 2025-2030 and its operating model as a Schedule 3A entity. Develop, review, and maintain organisational structure proposals and post establishment submissions, including cost implications, in compliance with DPSA prescripts and Treasury requirements. Conduct work-study investigations and work-measurement studies to determine required post numbers, grading rationale, and workload distribution, and produce work-study reports with recommendations. Develop, review, and maintain job descriptions for all posts in the NSF establishment, ensuring alignment to the approved structure, Compensate job evaluation criteria, DPSA post classification directives, and the NSF delegation of authority framework. Coordinate the job evaluation process for NSF posts in accordance with the Compensate system and DPSA directives, and prepare evaluation submissions, motivation reports, and post grading proposals for the relevant approving authority. Develop and maintain business process maps and standard operating procedures for HR and cross-functional processes and facilitate periodic reviews to ensure they remain current and fit for purpose. Prepare business case reports, organisational design proposals, and concurrency submissions for approval by EXCO and, where required, for submission to the DPSA. Monitor the implementation of approved structural decisions, track

- anomalies, and report progress to the Director: HRM&D. Supervise and manage the performance of subordinate staff within the sub-directorate.
- ENQUIRIES** : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki (012) 943 3161
- POST 22/49** : **DEPUTY DIRECTOR: HUMAN RESOURCES STRATEGIC SUPPORT (REF NO: NSF 06/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Human Resources Management and Development
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (All-inclusive remuneration package) (Level 11)
: Pretoria
: An appropriate bachelor's degree or advanced diploma (NQF Level 7) in Human Resources Management, Human Resources Development, Industrial and Organisational Psychology, Public Administration, or a related field recognised by SAQA. A postgraduate qualification (NQF Level 8 or higher) will be an added advantage. A minimum of five (5) years' relevant experience in HR strategy, HR planning, employment equity, or HR compliance, of which at least three (3) years must be at junior management level or in a supervisory capacity within a public sector or public entity environment. Experience must include at least two of the following: developing or implementing HR plans, employment equity plans, or workplace skills plans; managing HR compliance and statutory reporting; developing or reviewing HR policies and procedures; and producing HR management information or analytical reports for executive or oversight structures. Applicants must demonstrate knowledge and understanding of the following: the Public Service Act (No. 103 of 1994) and Public Service Regulations; the Employment Equity Act (No. 55 of 1998) and its reporting requirements; the Skills Development Act (No. 97 of 1998) and Skills Development Levies Act; the DPSA Professionalisation Framework (2024); relevant DPSA circulars and directives on HR planning, equity, and reporting; the Public Finance Management Act (No. 1 of 1999); and PERSAL HR administration. Knowledge of the NSF's mandate as a Schedule 3A Public Entity and the HR compliance obligations associated with its transition to entity status will be a strong advantage. Candidates must be proficient in Microsoft Office Suite. PERSAL proficiency or a PERSAL certificate will be an added advantage. Strong analytical, report-writing, stakeholder engagement, and communication skills are required. The ability to translate legislative and policy requirements into implementable HR plans, and to produce clear compliance reports for EXCO, DPSA, and the Department of Employment and Labour, is essential. A valid driver's licence.
- DUTIES** : Develop, implement, and monitor the NSF Human Resource Plan in compliance with the Public Service Act, Public Service Regulations, and DPSA planning directives, and submit the plan to the Director: HRM&D for approval and onward submission to the DPSA. Develop, implement, and monitor the NSF Employment Equity Plan in accordance with the Employment Equity Act, coordinate EE committee processes, and prepare and submit statutory EE reports to the Department of Employment and Labour within prescribed timeframes. Coordinate the development, review, and implementation of the NSF's HR strategy, ensuring alignment to the NSF Strategic Plan 2025-2030, the DPSA Professionalisation Framework (2024), and the requirements of a Schedule 3A entity. Develop, review, and maintain HR policies, procedures, and guidelines applicable to the NSF, and maintain a current, accessible HR policy register. Coordinate the compilation and submission of all HR statutory and compliance reports required by the DPSA, the Department of Employment and Labour, the NSF Committees or Board, and other oversight structures, within prescribed deadlines. Develop and maintain the NSF's HR management information system data integrity, and produce HR analytical reports, dashboards, and exception reports for management decision-making. Monitor compliance with HR prescripts across the NSF, identify non-compliance risks, and develop corrective action plans for the Director's consideration. Liaise with the DPSA, the Department of Employment and Labour, and other relevant bodies on HR planning, equity, and compliance matters on behalf of the NSF. Supervise and manage the performance of subordinate staff within the sub-directorate.
- ENQUIRIES** : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
- POST 22/50** : **DEPUTY DIRECTOR: FUND MANAGEMENT (REF NO: NSF 07/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund
Directorate: Fund Management
- SALARY** : R932 292 per annum (All-Inclusive Remuneration Package) (Level 11)

<u>CENTRE REQUIREMENTS</u>	<p>: Pretoria</p> <p>: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Financial Management/ Accounting. A minimum of five (5) to ten (10) years of work experience in financial management, accounting, or auditing in the private or public sector with at least three (3) to five (5) years of junior management. Candidates with articles served with accounting/auditing firm registered with South African Institute of Chartered Accountants (SAICA) are encouraged to apply. Candidates with CA (SA) designation or studying towards CA (such as ITC or APC) will have a distinct advantage. Further skills and competency requirements related to strategic capability and leadership, budgeting, and financial management, problem solving and analysis, Knowledge management and technical proficiency, quality management, monitoring and evaluation, negotiations and stakeholder engagement and communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery oriented, customer-focused, maintains high integrity and can perform in a team environment. Good knowledge of financial frameworks and financial legislations and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidate must be willing to travel extensively across the country and work irregular hours with tight timeframes. Knowledge: Public Financial Management Act (PFMA), Skills Development Act, Skills Development Levies Act, Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA), National Treasury Regulation, General Recognised Accounting Practice. Skill and competencies requirements related to people management, project management, financial management, planning and organising, computer literacy, writing skills, verbal communication, attention to detail, preparing and delivering presentations, performing analysis, and resolving problems, and quality management. A valid driver's license and willingness to travel.</p>
<u>DUTIES</u>	<p>: Provide financial management support to NSF team project managers and skills development providers for the portfolio of skills development projects funded by NSF, Perform financial due diligence during the initiation of new skills development projects; Perform financial monitoring of the portfolio of projects including monitoring project expenditure against actual performance and approved budget; Perform financial reporting for the portfolio of projects during the execution and close-out thereof. Check and approve project payment drawdown requests; Prepare relevant financial workbooks, and develop monthly, quarterly, annual, and ad hoc financial reports; Provide the expenditure forecasting for a portfolio of projects; Prepare audits files for a portfolio of projects for use during auditing by the Auditor General of South Africa and internal audit; Participate as an active member of the NSF financial team.</p>
<u>ENQUIRIES</u>	<p>: Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161</p>
<u>POST 22/51</u>	<p>: <u>DEPUTY DIRECTOR: INITIATION AND EVALUATION (REF NO: NSF08/07/2026) (6 POSTS)</u> (24 Months Contract) Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation</p>
<u>SALARY CENTRE REQUIREMENTS</u>	<p>: R1 101 468 per annum (Level 12), (All-Inclusive Remuneration Package)</p> <p>: Pretoria</p> <p>: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Development Studies, Public Management or Public Administration and Governance, Development Finance, Economics, Finance, Philosophy, Politics and Economics (PPE), Monitoring and Evaluation, Project Management, Accounting, or a related qualification within Human Resource Development, Financial Management, Business Management/Administration, Bachelor of Science, Bachelor of Social Sciences, Bachelor of Engineering or Public Sector Governance. This must be coupled with a minimum of five (5) years' relevant experience in project management, programme management, evaluation, or project funding with 3 years' experience in a junior management level. Candidates with a proven track record in project initiation and evaluation, programme and portfolio management, or funding administration within the public or private sector will have a distinct advantage. Experience in managing high-volume funding processes, infrastructure or development projects, and exposure to governance-intensive environments will be beneficial. A sound understanding of the Post-School Education and Training (PSET) system will serve as an added advantage. This is a middle management position within a highly regulated and governance-intensive environment, requiring a dynamic and results-driven individual with strong leadership and coordination capabilities. The successful candidate must possess a solid understanding of project initiation, evaluation, and due diligence processes, as well as knowledge of public sector governance frameworks,</p>

including the Public Finance Management Act (PFMA) and related regulatory prescripts. The role requires excellent analytical, problem-solving, and report writing skills, with the ability to manage multiple complex processes simultaneously. The incumbent must demonstrate strong communication and stakeholder engagement capabilities and be proficient in monitoring and evaluation, financial analysis and budgeting, risk and compliance management, knowledge management, and quality assurance processes. The candidate must be client-oriented, service delivery focused, and able to perform effectively within a team and under pressure. Proficiency in Microsoft Office and ICT systems is essential. A valid driver's license is required. The successful candidate must be willing to travel extensively across the country and occasionally internationally, work irregular hours, and meet strict deadlines within tight timeframes. A valid driver's license.

DUTIES

: The successful candidate will be responsible for the effective implementation of the project initiation and evaluation lifecycle within the National Skills Fund (NSF), ensuring that all funding processes are conducted in a compliant, transparent, and efficient manner. This includes the implementation and management of Requests for Proposals (RFPs), Expressions of Interest (EOIs), and unsolicited funding processes, as well as the development and application of funding frameworks, evaluation templates, and application guidelines aligned to NSF policies and strategic objectives. The incumbent will oversee the receipt, logging, and tracking of all funding applications and ensure the effective coordination and execution of evaluation processes. This includes conducting and/or overseeing administrative compliance checks, tax compliance verification, restriction checks, technical evaluations, and reputational risk assessments. This requires ensuring that all evaluation processes are conducted fairly, consistently, and in accordance with approved criteria and governance standards. A key responsibility of the role includes conducting and reviewing due diligence processes, including site visits and institutional verification, to assess the capacity, credibility, and readiness of applicants. The incumbent will be required to validate the accuracy of information provided by applicants and identify and mitigate risks associated with funding decisions. The Deputy Director will play a critical role in supporting governance and decision-making processes by preparing and submitting comprehensive reports, submissions, and recommendation packs for internal governance structures, including the Funding Recommendation Committee (FRC) and the Funding Adjudication Committee (FAC). The role also involves coordinating and administering committee processes, including scheduling meetings, preparing documentation, and recording minutes, as well as preparing submissions and memoranda for the Executive Office (EO), Director-General (DG), and other relevant stakeholders. The incumbent will support contracting readiness by facilitating the preparation of Memoranda of Agreement (MOA), and related documentation, ensuring alignment between approved project budgets and implementation plans. The role further requires contributing to the development of monitoring and evaluation frameworks and conducting or overseeing project reviews, impact assessments, and performance evaluations to assess the effectiveness and outcomes of funded programmes. In addition, the Deputy Director will be responsible for preparing and submitting reports, presentations, and performance updates as required, and ensuring that all documentation and information related to project initiation and evaluation are properly maintained for knowledge management and audit purposes. The role requires active engagement with internal and external stakeholders across the PSET sector, participation in national, regional, and local platforms, and provision of guidance and support on skills development initiatives. The incumbent will also be responsible for managing staff under his or her supervision, providing leadership, guidance, and performance management, and contributing to the overall effectiveness and cohesion of the Directorate. The role requires active participation as a member of the Directorate team and contributing to continuous improvement and organisational excellence within the NSF.

ENQUIRIES

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POST 22/52

: **DEPUTY DIRECTOR: RESEARCH (REF NO: NSF09/07/2026) (1 POSTS)**
 (24 Months Contract)
 Branch: Skills Development
 Component: National Skills Fund
 Chief Directorate: Strategy, Innovation and Organizational Performance

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11) (All-Inclusive Remuneration Package)
 : Pretoria
 : An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Economics, Econometrics and/or Statistics. A minimum of three (3) to five (5) years' collective working experience within the Research field with three (3) years' experience in a junior management level. The candidate should also have experience in economic research and analysis, experience in statistical analysis and/or economic

modelling, good writing skills, intermediate to advanced level proficiency in Excel with prior experience in using STATA, SPSS or SAS with knowledge of the Public Service and NSF mandates and strategies, Knowledge of the education system and pedagogy, Post school education and training system, Government wide legislation, Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations, NSF business strategies and goals, NSF Services, NSF business processes and value chain, NSF policies, procedures and regulations, Customer Service, NSF Values, NSF goals and performance requirements. Must be able to take accountability, practice service excellence, be collaborative, have Integrity, passion, developmental, be objective, dedicated, committed and willing to work irregular hours and do extensive travel. A valid driver's license. Skills: Applying Technology, Citizen Focus and Responsiveness, Diversity Management, be able to have an impact and influence decisions, to manage interpersonal conflict and resolving problems, be able to do networking and build bonds, plan and organize with excellent problem solving and decision making skills, shows concern for others with good self-management abilities, have good quality management, be able to manage and exercise research and analysis with technical proficiency.

DUTIES

: The successful candidate will be expected to conduct and manage socio-economic analysis and research by analysing and evaluating the effectiveness and impact of the NSF's projects and programmes on beneficiaries and institutions. Undertake cost benefit analysis to determine the value for money of the NSF's programmes. Establish the demand for scarce and critical skills across different sectors of the economy and assess the supply of training programmes across the different types of institutions and match them to NSF's planned interventions. Estimate the contribution of the NSF to the goals set out in the White Paper for Post School Education and Training and keep abreast of developments in research on labour markets and the skills system. Provide evidence and analysis to support the NSF's strategic planning and reporting processes by providing evidence and analysis to support the NSF's strategic planning processes. Draft reports on the NSF's progress against its targets and draft research reports for publication on the NSF website. Work with the skills planning mechanism within the DHET to ensure strategic alignment. Participate as an active member of the Directorate team by operating within delegated authorizations, adhering at all times to the values of the NSF and preparing monthly reports and making presentations as required.

ENQUIRIES

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

POST 22/53

: **DEPUTY DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY AND ANALYTICS (REF NO: NSF10/07/2026) (1 POST)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Information Communication Technology And Analytics

SALARY CENTRE REQUIREMENTS

: R932 292 per annum (Level 11) (All-Inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree / advanced diploma (NQF level 7) in Information Technology, Computer Science, Information Systems, Informatics or a related field and certified in Veeam Certified Engineer (VMCE) or VMware Certified Professional (VCP). A postgraduate qualification and certifications such as ITIL, COBIT, PMP, CISM or CISSP, CompTIA Security+ (for security-focused environments and knowledge of virtualization (VMware Hyper-V) and Microsoft D365 will be an added advantage. A minimum of five (5) years' relevant experience in ICT, of which at least three (3) years must have been at a junior management level. Working knowledge of the Public Service Corporate Governance of ICT Policy Framework (DPSA), the National e-Government Strategy and Roadmap, the Protection of Personal Information Act (POPIA), the Cybercrimes Act, the PFMA, and the ICT House of Values. Practical experience in managing, maintaining and lead the core Backup infrastructure, rectify faults affecting Backup Infrastructure availability and capacity, install Backup server, and ensure that the organisational data is backed up and restores are functional. Provide 2nd,3rd line, and supervisor support to End User Computing (EUC) resources. Resolve medium to high operational incidents and provide support and associated services in the client's enterprise LAN /End-user environment to ensure good service delivery, and ICT vendor and SLA management. Strong leadership, project management, stakeholder engagement and report-writing skills. A valid driver's licence.

DUTIES

: Infrastructure Management: Deploy, patch, and monitor physical and virtual servers, storage networks (SAN/NAS), and cloud environments (Azure). Oversee and manage backup jobs and schedules, restore process (VM, files and databases) and resolution of high medium operational incidents. Implementation of all backup services and solutions relating to the Backup infrastructure and Directory services. Design procedures and standards for Directory integrated

systems, Servers and related services and monitor implementation thereof. Manage Mimecast platform administration of secure email gateway, email continuity and targeted thread projection. Incident Response: Troubleshoot system bottlenecks, hardware failures, and software issues, providing 2nd and 3rd-line technical support. Monitor availability of the backup infrastructure full, incremental, differential backups, replication and failover. Implementation of Server and Services Toolsets & Dashboards. Performing DR drills and recovery tests. Performing DR drills and recovery tests. Publish/ distribute server software/hardware upgrade. Vendor Management & Procurement: Assist with budgeting, contract negotiations, and evaluating third-party IT service providers. Coordinate incident response and risk-mitigation actions. Manage ICT vendors and Service Level Agreements; review performance against SLAs and PFMA-compliant procurement. Manage the budget, expenditure and human resources of the sub-directorate. Compile inputs into ICT governance committee, EXCO, Board and Audit & Risk Committee reports. Support internal and external audits (AGSA, Internal Audit) on ICT controls.

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

POST 22/54 : **DEPUTY DIRECTOR: INFRASTRUCTURE (REF NO: NSF11/07/2026) (3 POSTS)**
 (24 Months Contract)
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Infrastructure PMU

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Civil Engineering/Construction Management/ Quantity Surveying/Architecture/ Building Science/ Infrastructure Management/ Project Management/ Build Environment. This must be coupled with a minimum of five (5) years' relevant experience in infrastructure delivery, project management, programme management, construction management, or infrastructure programme management with 3 years' experience in a junior management level. A sound understanding of the Post-School Education and Training (PSET) system will serve as an added advantage. This is a middle management position within a highly regulated and governance-intensive environment, requiring a dynamic and results-driven individual with strong leadership and coordination capabilities. The successful candidate must possess a solid understanding of infrastructure delivery as well as knowledge of public sector governance frameworks, including the Public Finance Management Act (PFMA), infrastructure Delivery Management System, Infrastructure Programme Management Plans, Treasury Regulations, Construction Industry Development Board Act, Government Immovable Asset Management Act, National Building Regulations and Building Standards Act and related regulatory prescripts. The role requires excellent analytical, problem-solving, and report writing skills, with the ability to manage multiple complex processes simultaneously. The incumbent must demonstrate strong communication and stakeholder engagement capabilities and be proficient in programme and project management, financial analysis and budgeting, risk and compliance management, monitoring and evaluation, and quality assurance processes. The candidate must be client-oriented, service delivery focused, and able to perform effectively within a team and under pressure. Proficiency in Microsoft Office and ICT systems is essential. A valid driver's license is required. The successful candidate must be willing to travel extensively across the country and occasionally internationally, work irregular hours, and meet strict deadlines within tight timeframes. A valid driver's license.

DUTIES : The successful candidate will be responsible to manage and coordinate infrastructure programmes and projects from planning to completion. Develop, review and update infrastructure programme management plans. Review and approve infrastructure programme implementation plans. Monitor implementation of infrastructure projects to ensure compliance with approved plans, budgets and timeframes. Monitor project progress and expenditure. Conduct site visits and inspections to assess project performance and quality. Prepare monthly, quarterly and annual infrastructure performance reports. Identify project risks and implement mitigation measures. Ensure adherence to infrastructure norms, standards and legislative requirements. Prepare procurement plans and project specifications. Support infrastructure procurement processes in line with supply chain management policies. Monitor performance of consultants, contractors and implementing agents. Ensure compliance with contractual obligations and service level agreements. Manage infrastructure budgets and expenditure. Monitor cash flow projections and project financial performance. Ensure effective utilization of infrastructure grants and NSF allocations. The role also involves coordinating and administering committee processes, including scheduling meetings, preparing

documentation, and recording minutes, as well as preparing submissions and memoranda for the Executive Office (EO), Director-General (DG), and other relevant stakeholders. The role requires active engagement with internal and external stakeholders across the PSET sector, participation in national, regional, and local platforms, and provision of guidance and support on skills development initiatives. The incumbent will also be responsible for managing staff under his or her supervision, providing leadership, guidance, and performance management, and contributing to the overall effectiveness and cohesion of the Directorate. The role requires active participation as a member of the Directorate team and contributing to continuous improvement and organisational excellence within the NSF.

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

POST 22/55 : **ASSISTANT DIRECTOR: INTERNAL AUDIT (REF NO: NSF12/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund Directorate: Internal Audit

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 9)
: Pretoria
: An appropriate bachelor's degree / national diploma (NQF Level 6) in Internal Auditing or related qualification. Registration with a professional body, professional qualification / designation such as Internal Audit Technician or Professional Internal Auditor will be an added advantage. A minimum of four (4) years' experience in internal and/or external audit, including at least three (3) year's experience at supervisory level. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Sound knowledge of Global Internal Audit Standards, Internal Audit Methodology, Risk Management principles, Public Finance Management Act (PFMA) and National Treasury Regulations, National Treasury Internal Audit Framework, Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA), Occupational Health and Safety standards and Generally Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Project Management and ability to meet deadlines. Good verbal and written communication skills, problem solving skills, analytical skills and attention to detail. Good interpersonal skills and ability to interact at all levels and ability to work in a team. Computer literacy, including experience with Microsoft Office. Administration, planning and organising skills. Supervision, coaching, training and motivation of team members. Ability to work under pressure. A valid driver's license and willingness to travel.

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

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

<u>POST 22/56</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT MONITORING (15 POSTS)</u> (24 Months Contract) Branch: Skills Development Component: National Skills Fund Chief Directorate: Skills Development Implementation
<u>SALARY CENTRE</u>	:	R605 742 per annum (Level 10)
	:	As per the reference number stated in the advertisement.
	:	KZN Region: (Ref No: NSF13/07/2026) (3 Posts)
	:	GP/FS/NW Region (Ref No: NSF14/07/2026) (5 Posts)
	:	EC Region: (Ref No: NSF15/07/2026) (4 Posts)
	:	LP/MP Region: (Ref No: NSF16/07/2026) (3 Posts)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/Management/ Business Management/ Monitoring and Evaluation/ Project Management/ Finance/ Human Resource Development. A minimum of three (3) to five (5) years' work experience at a supervisory level in project management environment. Successful candidate must be willing to relocate to the relevant Region as the Centre of operation will be within the relevant region and Province. Must have the relevant knowledge of the Public Service and NSF mandates and strategies. Knowledge of Post School Education Framework, Government wide Legislation, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations, NSF Business Strategies and goals, NSF services, NSF business processes and value chain, NSF Policies, procedures and regulations, NSF values, goals and performance requirements. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organizing, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage Stakeholders. Monitoring and evaluation skills. The suitable candidate must also be accountable, belief in service excellence, be collaborative with integrity, passion and commitment towards the NSF and its values. Must be willing to work irregular hours and do extensive travel. A valid driver's license.
<u>DUTIES</u>	:	Responsible for monitoring the implementation of projects at site level against the log framework by monitoring the implementation of projects within the Region. Facilitate the orientation and training of project service providers at learner site level. Implement the monitoring and evaluation of log frames within a portfolio of learner sites. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by service providers meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to the relevant Supervisor. Manage invoice and financial reporting. Liaise with project payment officers on invoices and financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and uploading monthly and quarterly project progress reports onto the knowledge management system. Manage and maintain relationships with service providers of projects at site level and engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team by operating within delegated authorizations, preparing monthly reports and presentations as required and always adhering to the values of the NSF.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
<u>POST 22/57</u>	:	<u>ASSISTANT DIRECTOR: PROGRAMME MONITORING (REF NO: NSF17/07/2026) (2 POSTS)</u> (24 Months Contract) Branch: Skills Development Component: National Skills Fund Directorate: Programme Monitoring
<u>SALARY CENTRE</u>	:	R605 742 per annum (Level 10)
	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/Management/ Business Management/ Monitoring and Evaluation/ Project Management/Finance A minimum of three (3) to five (5) years' work experience at a supervisory level in project management environment. Knowledge and experience in assisting with the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the

ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES

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

ENQUIRIES

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

POST 22/58

: **ASSISTANT DIRECTOR: INITIATION AND EVALUATION (REF NO: NSF18/07/2026) (12 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS

: R605 742 per annum (Level 10)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Development Studies, Public Management or Public Management and Governance, Development Finance, Economics, Finance, Philosophy, Politics and Economics (PPE), Monitoring and Evaluation, Project Management, Accounting, or a related qualification within Human Resource Development, Financial Management, Business Management/Administration, Bachelor of Science, Bachelor of Social Sciences, Bachelor of Engineering or Public Sector Governance is required. A minimum of three (3) to five (5) years' work experience at a supervisory level in project management. Candidates that have experience or proven track record of assisting in initiating and evaluating projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Candidates that have experience in infrastructure or build project environment are encouraged to apply. Good knowledge of Post School Education and Training System will also be an added advantage. This is junior management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, initiation, monitoring, evaluation, problem solving, analysis, report writing, preparing presentations, marketing, communication, knowledge management, quality management, budgeting, financial management, human resources management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's licence.

DUTIES

: Effective implementation of the project initiation and evaluation process in the National Skills Fund (NSF). Receipt, logging and evaluation of applications for solicited and unsolicited projects. Implement the Request for Proposal (RFP) process for solicited projects. Effectively report on RFP applications in the various

stages of the project initiation process. Perform, engage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited received project applications. Review due diligence/research conducted on applicants for solicited and unsolicited projects. Check the accuracy of the information received from applicants. Prepare draft Memorandum of Understanding (MOU) /Agreement (MOA) or Service Level Agreements (SLAs) for service providers. Alignment of final implementation plan/business plan of the approved project versus the approved project budget. Collaboratively develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Prepare reports and packs for the Funding Adjudication Committee (FAC). Manage and coordinate the preparation of committee meetings. Administer administrative duties to the FAC including the taking of meeting minutes. Prepare submissions/memorandums for the Executive Office (EO), Director-General (DG) and other relevant stakeholders. Effectively manage and implement the project evaluation process. Review the impact and effectiveness of projects/programmes by conducting impact assessments/reviews and/or overseeing impact assessments conducted externally. Timely submit reports and make presentations as required. Ensure that all documentation and information related to projects and programmes initiation and evaluation are submitted for knowledge management purposes. Manage and engage with internal/external stakeholders relevant to the initiation and evaluation of projects. Actively participate in national, regional and local structures and platforms that are relevant for effective skills development implementation. Manage staff under his/her supervision. Provide feedback and advice regarding skills development activities.

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

POST 22/59 : **ASSISTANT DIRECTOR: STAKEHOLDER COORDINATION AND REPORTING IN THE OFFICE OF THE CHIEF EXECUTIVE OFFICER: NSF (1 POST) (REF NO: NSF 19/07/2026)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund

SALARY CENTRE REQUIREMENTS : R487 197 per annum. (Level 9)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/ Public Management/ Communications/ Stakeholder Relations/ Development Studies/ Social Sciences/ Business Administration/ Monitoring and Evaluation/ or a related field. A minimum of three (3) to (5) years' relevant experience in stakeholder coordination, reporting, executive support, governance administration, communications support, public liaison, project administration or performance information support. Experience in stakeholder coordination, report writing, meeting administration, correspondence tracking, action log management, public liaison, records management and information coordination. Knowledge: Stakeholder coordination, Batho Pele principles, report writing, records management, meeting administration, Public Service Regulations, PFMA, correspondence management, governance support, performance reporting and the NSF mandate. Problem solving and analysis, client orientation, communication, interpersonal relations, planning and organising, report writing, computer literacy, teamwork, flexibility, attention to detail, confidentiality, integrity and service delivery orientation. Good computer skills and a valid driver's license.

DUTIES : Provide stakeholder coordination and reporting support for CEO office engagements. Maintain stakeholder records, engagement schedules, meeting packs and follow up trackers. Draft reports, briefing notes, minutes, action logs and stakeholder engagement summaries. Coordinate inputs from internal components and external stakeholders for CEO engagements. Track stakeholder commitments, correspondence and matters requiring CEO attention. Maintain complete records and evidence files for reporting, audit and institutional memory. Support reporting on Schedule 3A transition workstreams where required. Managing employees related matters within the directorate. Always adhere to the values of NSF.

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

POST 22/60 : **ASSISTANT DIRECTOR: INFRASTRUCTURE (REF NO: NSF20/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Directorate: Infrastructure PMU

SALARY CENTRE : R605 742 per annum (Level 10)
: Pretoria

<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ national diploma (NQF Level 6) in Building Environment, Civil Engineering, Construction Management, Quantity Surveying, Architecture, Project Management. A minimum of three (3) to five (5) years' work experience at a supervisory level in infrastructure project management, infrastructure delivery, construction management, or project monitoring and evaluation. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations, Infrastructure Delivery Management System, Occupational Health and Safety Act; Project Management principles and methodologies. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.
<u>DUTIES</u>	:	Support the development and implementation of infrastructure project plans and schedules. Participate in project initiation, feasibility assessments, and planning processes. Review project implementation plans and ensure alignment with NSF objectives and approved funding agreements. Assist in defining project scope, deliverables, milestones, and performance indicators. Coordinate project activities with implementing agents, service providers, beneficiaries, and stakeholders. Monitor infrastructure projects throughout the project lifecycle. Conduct site visits and inspections to assess project progress, quality, compliance, and performance. Verify project milestones and deliverables against approved plans and contracts. Identify project risks, delays, and implementation challenges and recommend corrective actions. Monitor adherence to approved project schedules, budgets, and quality standards. Assist in managing infrastructure-related contracts and service level agreements. Monitor compliance with applicable legislation, policies, standards, and funding conditions. Ensure adherence to procurement and contract management requirements. Verify compliance with Occupational Health and Safety requirements and applicable construction regulations. Maintain project records and documentation for audit and governance purposes. Liaise with beneficiaries, implementing agents, consultants, contractors, government departments, and other stakeholders. Facilitate communication and coordination between project stakeholders. Identify and assess project risks and recommend mitigation measures. Monitor implementation of risk management plans. Support internal and external audit processes relating to infrastructure projects. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team in all relevant structures of the NSF.
<u>ENQUIRIES</u>	:	Mr D Moyane (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
<u>POST 22/61</u>	:	<u>ASSISTANT DIRECTOR - EVENTS MANAGEMENT (REF NO: NSF 21/07/2026) (1 POST)</u> (24 Months Contract) Branch: Skills Development Component: National Skills Fund – PR & COMMS
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum. (Level 9) Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ national diploma (NQF level 6) in Public Relations, Communication/ Marketing/ Hospitality Management/ Project Management or related qualification. Public management and/or post-school education and training experience will be advantageous. A valid driver's license is a requirement. A minimum of three (3) years relevant event management experience with at least three (3) years' work experience at a supervisory or management role. Portfolio submitted demonstrating relevant experience. Process competencies: Be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully. Have excellent interpersonal skills. Have excellent organizational and planning skills and ability to work on multiple projects simultaneously. Have sense of urgency and ability to identify, analyse and resolve problems in a timely manner. Be able to work independently and as part of a team and also work well under pressure. Excellent telephone etiquette. Have project management skills. Have effective oral and written

		communication skills Good office management skills. Be able to handle confidential matters and has integrity and is trustworthy. Knowledge: Good understanding of protocol and security measures. Good computer knowledge. Good knowledge of travel and subsistence procedures. Good understanding of Public Service Regulatory Framework.
<u>DUTIES</u>	:	Planning NSF events from start to finish according to requirements, target audience and objectives. The successful candidate will be responsible for the development and maintenance of the NSF events calendar inclusive of own, partner and industry events. Proactively make recommendations to enhance the success of NSF events and/or participation in stakeholder events. Participate in the budget planning processes and ensure adherence to approved budget and budget items. Coordinate branding requirements for internal and external events. Provide relevant specifications for events towards the sourcing of venues and procurement of event management service providers. Manage sourced personnel (professional MCs, audio-visual technicians, caterers and waiters etc.) including setting up and strike down activities. Coordinate all event operations and maintaining a stakeholder liaison role. Lead promotional activities for the event. Identify event risks and implement mitigation measures and resolve any challenges which may affect the successful delivery of events. Administer event feedback surveys, analyse event successes and prepare reports. Extensive travel. The position forms of the Directorate: Public Relations and Communication based in Pretoria and involves extensive travel nationwide.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
<u>POST 22/62</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL PERFORMANCE AND REPORTING (REF NO: NSF22/07/2026) (2 POST)</u> Branch: Skills Development Component: National Skills Fund Directorate: Organizational Performance And Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Pretoria
	:	An appropriate bachelor's degree / national diploma (NQF level 6) in Strategic Management, Monitoring & Evaluation, Public Administration, Public Management, Development Studies. A minimum of three (3) years' relevant experience in strategic planning, performance information management, monitoring & evaluation or reporting within the public sector or a Schedule 3A Public Entity with at least three (3) years' work experience at a supervisory or management role. Working knowledge of the DPME Revised Framework for Strategic Plans and Annual Performance Plans, the National Treasury Framework for Managing Programme Performance Information (FMPI), the PFMA, the Public Service Regulations, the AGSA Audit of Predetermined Objectives (AoPI) methodology, the Skills Development Act and NSDP 2030. Strong analytical, report-writing, data-validation and stakeholder-engagement skills. Computer literacy (MS Office, performance information systems, BI/reporting tools). A valid driver's licence.
<u>DUTIES</u>	:	Support the development, consolidation and quality-assurance of the NSF Strategic Plan, Annual Performance Plan (APP) and Operational Plan, in line with the DPME Revised Framework. Coordinate the collection, validation and verification of performance information from NSF programmes and business units. Compile draft quarterly, mid-year and annual performance reports to the Executive Authority, National Treasury, DPME and DHET. Maintain Technical Indicator Descriptions (TIDs) and the Performance Information Management Framework. Support AGSA Audit of Predetermined Objectives (AoPI) processes. Prepare audit files, evidence portfolios and management responses. Identify under-performance trends, raise findings with line management and track corrective actions. Contribute inputs into the NSF Annual Report. Support implementation and continuous improvement of the Performance Information System. Engage internal and external stakeholders on performance data, reporting timelines and assurance requirements.
<u>ENQUIRIES</u>	:	Mr D Moyane Tel No: (012) 943 3105 / Ms C Els (012) 943 3250 / Ms B Setuki (012) 943 3161
<u>POST 22/63</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY - MICROSOFT D365 SUPPORT (REF NO: NSF23/07/2026) (2 POSTS)</u> (24 Months Contract) Branch: Skills Development Component: National Skills Fund Directorate: Information Communication Technology And Analytics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197per annum (Level 09) Pretoria
	:	An appropriate bachelor's degree/ national diploma (NQF Level 6) in information technology, Computer Science. A minimum of 3-5 years of relevant experience in

ICT, with at least (3) to five (5) years of Microsoft D365 Application Support and work experience at a supervisory role. Must have experience with all phases of Microsoft D365 software development life cycle using a combination of Azure DevOps and LCS. Experience with Microsoft Azure Platform (Azure Service Bus, Logic App, PowerApps, Event Hub, Power Automate, etc.) will be an added advantage. Knowledge of public sector ICT governance frameworks (e.g., DPSA, CGICTPF, POPIA, ISO/IEC standards). Experience in IT project management and user support, the incumbent will also be a person who works well under pressure, pays attention to detail, works well within a team environment and has good communication skills. Excellent technical knowledge of ICT systems, and security, Strong leadership, communication, and stakeholder management skills. Analytical thinking and problem- solving abilities.

DUTIES

: The D365 Support Technician (Assistant Director Level) will oversee technical support and operational readiness during the implementation of Microsoft Dynamics 365. Act as a bridge between the technical team, business stakeholders, and end-users, ensuring system stability, issue resolution, and successful rollout. The Administrator will be responsible for analysis, configuration, and maintenance of the Microsoft Dynamics D365. The ideal candidate should have knowledge of D365 system, workflows, configuration (including UI / form development), security, reporting / dashboards, any custom development, web portals, data integrations, and any device integration. Knowledge of ICT legislation and policy frameworks in the public service. Continue monitoring & fine-tuning performance for D365 instances. Assist the team to ensure compliance with IT policies and procedures. Collaborate with developers, integrators, and business partners for system enhancements/upgrades. A valid driver's license. Coordinate ICT service delivery, including user support, and system administration. Oversee the implementation and maintenance of business systems and enterprise resource planning. Ensure proper ICT governance, including risk management, business continuity, and disaster recovery planning.

ENQUIRIES

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

POST 22/64

: **ASSISTANT DIRECTOR: FUND MANAGEMENT (REF NO: NSF 24/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund
Directorate: Fund Management

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 9)
: Pretoria
: An appropriate bachelor's degree/ national diploma (NQF level 6) in Financial Management/ Accounting. A minimum of three (3) to five (5) years of work experience in financial management, accounting, or auditing in the private or public sector with at least three (3) years at a supervisory level. Further skills and competency requirements related to strategic capability and leadership, budgeting, and financial management, problem solving and analysis, Knowledge management and technical proficiency, quality management, monitoring and evaluation, negotiations and stakeholder engagement and communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery oriented, customer-focused, maintains high integrity and can perform in a team environment. Good knowledge of financial frameworks and financial legislations and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidate must be willing to travel extensively across the country and work irregular hours with tight timeframes. Knowledge: Public Financial Management Act (PFMA), Skills Development Act, Skills Development Levies Act, Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA), National Treasury Regulation, General Recognised Accounting Practice. Skill and competencies requirements related to people management, project management, financial management, planning and organising, computer literacy, writing skills, verbal communication, attention to detail, preparing and delivering presentations, performing analysis, and resolving problems, and quality management. A valid driver's license and willingness to travel.

DUTIES

: Provide financial management support to NSF team project managers and skills development providers for the portfolio of skills development projects funded by NSF, Perform financial due diligence during the initiation of new skills development projects; Perform financial monitoring of the portfolio of projects including monitoring project expenditure against actual performance and approved budget; Perform financial reporting for the portfolio of projects during the execution and close-out thereof. Check and approve project payment drawdown requests; Prepare relevant financial workbooks, and develop monthly, quarterly, annual, and ad hoc financial reports; Provide the expenditure forecasting for a portfolio of

projects; Maintain a central filing system for all project financial documents for use by the Auditor General of South Africa and internal audit; Participate as an active member of the NSF financial team. Supervise a team of financial officers/clerks responsible for project financial administration. Allocate and review work of junior staff to ensure accuracy, completeness and adherence to deadlines. Provide on the job training and mentoring junior staff on policies, systems and procedures. Liaise with internal support units e.g. HR and supply chain on routine administrative matters affecting the fund management unit.

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

POST 22/65 : **ASSISTANT DIRECTOR: RESEARCH (REF NO: NSF25/07/2026) (1 POSTS)**
(24 Months Contract)
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Strategy, Innovation and Organizational Performance

SALARY : R487 197 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/ national diploma (NQF Level 6) in Economics, Econometrics and/or Statistics. A minimum of three (3) to five (5) years' collective working experience within the Research field with three (3) years' experience in a supervisory position. Knowledge of the education system and pedagogy, Post school education and training system, Government wide legislation, Legislative Knowledge and Prescripts, e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations, NSF business strategies and goals, NSF Services, NSF business processes and value chain, NSF policies, procedures and regulations, Customer Service, NSF Values, NSF goals and performance requirements. Must be able to take accountability, practice service excellence, be collaborative, have Integrity, passion, developmental, be objective, dedicated, committed and willing to work irregular hours and do extensive travel. A valid driver's license. Skills: Applying Technology, Citizen Focus and Responsiveness, Diversity Management, be able to have an impact and influence decisions, to manage interpersonal conflict and resolving problems, be able to do networking and build bonds, plan and organize with excellent problem solving and decision making skills, shows concern for others with good self-management abilities, have good quality management, be able to manage and exercise research and analysis with technical proficiency.

DUTIES : The successful candidate will be expected to conduct socio-economic analysis and research by analysing and evaluating the effectiveness and impact of the NSF's projects and programmes on beneficiaries and institutions. Undertake cost benefit analysis to determine the value for money of the NSF's programmes. Establish the demand for scarce and critical skills across different sectors of the economy and assess the supply of training programmes across the different types of institutions and match them to NSF's planned interventions. Estimate the contribution of the NSF to the goals set out in the White Paper for Post School Education and Training and keep abreast of developments in research on labour markets and the skills system. Provide evidence and analysis to support the NSF's strategic planning and reporting processes by providing evidence and analysis to support the NSF's strategic planning processes. Draft reports on the NSF's progress against its targets and draft research reports for publication on the NSF website. Work with the skills planning mechanism within the DHET to ensure strategic alignment. Participate as an active member of the Directorate team by operating within delegated authorizations, adhering at all times to the values of the NSF and preparing monthly reports and making presentations as required.

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

POST 22/66 : **SENIOR PRACTITIONER: INTERNAL AUDIT (REF NO: NSF 26/07/2026) (4 POSTS)**
(24 Months Contract)
Branch: Skills Development Component: National Skills Fund Directorate: Internal Audit

SALARY : R413 001 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree / national diploma (NQF Level 6) in internal auditing or related qualification. Registration with a professional body, professional qualification / designation such as Internal Audit Technician or Professional Internal Auditor will be an added advantage. A minimum of three (3) years' experience within the internal audit and/or external audit environment. Experience in specialised audits such as Information Technology auditing and/or forensic auditing will be an added advantage. Competencies: Sound knowledge of Global

Internal Audit Standards, Internal Audit Methodology, Risk Management principles, National Treasury Internal Audit Framework, Public Finance Management Act (PFMA) and Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act (BCEA), Occupational Health and Safety standards and Generally Recognised Accounting Practice. Good knowledge of public service mandates and strategies, and in particular the post school education and training system, will be an added advantage. Project Management and ability to meet deadlines. Good verbal and written communication skills, problem solving skills, analytical skills and attention to detail. Good interpersonal skills, ability to interact at all levels and ability to work in a team. Computer literacy, including experience with Microsoft Office. Administration, planning and organising skills. Ability to work under pressure. A valid driver's license and willingness to travel.

DUTIES

: Provide administrative support to the Internal Audit Directorate, including secretariat support to the Audit Committee, when assistance is required. Assist with the planning, execution, and reporting of internal audits as per the approved Internal Audit Plan and in accordance with the Institute of Internal Auditors (IIA) standards and best practice. Complete audit working papers of high quality in accordance with the Internal Audit methodology of the NSF. Draft internal audit findings. Assist with drafting of reports when required. Assist with follow up audits on internal audit and/or external audits. Assist with queries of compliance or performance put forward to the internal audit directorate and assist with performing of compliance and performance audits where required. Compile an indexed and audit file for each audit conducted, according to quality procedure and policy requirements. Meet deadlines for submissions. Review current audit systems and processes to recommend improvements to enhance effectiveness. Flag audit risks and breakdowns in the internal control environment. Contribute to raising awareness of the internal audit directorate by engaging with stakeholders. Compile regular time sheets. Supervise Interns. Provide secretariat services during the audits such as recording, compilation and distribution of minutes of meetings, where required. Keep abreast with global trends and best practice. Adhere at all times to the values of the National Skills Fund. Operate within the policies, procedures and rules of the National Skills Fund.

ENQUIRIES

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