



**higher education
& training**
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

"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](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 that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensq.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered.

"DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

CLOSING DATE: 17 June 2022

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET INSTITUTIONAL FUNDING

DEPUTY DIRECTOR: NATIONAL NORMS AND STANDARDS (REF NO: DHET01/05/2022)

SALARY: R882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma in Bachelor of Commerce or equivalent qualification in Economics/Accounting and/or Financial Management. A minimum of five (5) to ten (10) years, preferably in funding frameworks and policies with at least three (3) to five (5) years of work experience at the Junior Management level. Extensive knowledge and insight into the education policies and legislations for public colleges. Experience in financial management in a government environment will be an added advantage. Policy analysis, development, and

implementation skills. Knowledge of the policies or legislative framework in Technical and Vocational Education and Training Colleges, Public Finance Management Act. Good financial analysis and research skills. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literacy; with extensive knowledge of MS Word and Excel skills. A postgraduate degree or Diploma in Economics or Finance will be an added advantage. Willingness to travel and a valid driver's license.

DUTIES: Plan the equitable distribution of funding in support of policies for education and training delivery in the Technical and Vocational Educational and Training Colleges. Manage models for planning equitable pro-poor funding. Gather, analyse, and utilise data for the development of national Norms and Standards for Technical and Vocational Educational and Training Colleges. Research and analysis of emerging issues to inform the development and the review of funding norms. Determining required education inputs. Analyse and interpret emerging and evolving conditions for review of the funding policies where circumstances demand and/or at certain intervals. Manage the development, review, and implementation of an equitable funding framework for Training and Vocational Educational and Colleges. Manage and monitor implementation to ensure compliance with the funding norms. Facilitate reporting on the implementation of the funding policy to identify areas for improvement as well as maintain and sustain best practices. Analyse, interpret and apply both financial and non-financial data for financial policy development. Benchmarking against other financing policies globally.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

DIRECTORATE: CET GOVERNANCE AND MANAGEMENT SUPPORT

POST: DEPUTY DIRECTOR: CET MANAGEMENT AND GOVERNANCE SUPPORT (REF NO: DHET02/05/2022)

SALARY: R 882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education, Public Management/Administration, or equivalent qualification. Candidates with a Corporate Governance related certificate will have an added advantage. A minimum of five (5) years' work experience in working with governance structures with at least three (3) to five (5) years at the Junior Management level. Experience in working with governance structures. Knowledge and understanding of policies and regulatory frameworks governing the establishment of governance structures within public colleges. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, writing skills, leadership, and people management capabilities. The candidate must have exceptional interpersonal skills and be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, and preparing presentations. Good computer skills. Candidates must be willing to work irregular hours and be committed to meeting deadlines within tight time frames. Willingness to travel and a valid driver's licence.

DUTIES: Responsible for ensuring the effective appointment of councils and good governance in CET Colleges. Determine capacity needs and support capacity building for management, councils, and student leadership. Provide support to CET Colleges in setting up management and governance systems, structures, and procedures. Monitor and report on the activities of the CET Colleges Councils and student leadership in line with applicable legislation, standards, and other secondary policies. Monitor the effectiveness of College Councils.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

COMPONENT: NATIONAL SKILLS FUND

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION DIRECTORATE: INITIATION AND EVALUATION

TWO (2) POSTS: DEPUTY DIRECTOR: INITIATION AND EVALUATION REF NO: DHET03/05/2022)

SALARY: R882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Administration/Management or equivalent qualification. Candidates with Civil/Infrastructure are encouraged to apply. A Nated Diploma with a relevant Trade Certificate will be added advantage. A minimum of five (5) to ten (10) years of work experience in project management with at least three (3) to five (5) years at the Junior Management level. Candidates that have experience in initiating, monitoring, and evaluating large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as candidates that are registered as Project Managers or Professional Project Managers at Project Management South Africa. Good knowledge of the post-school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, 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, 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 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 time frames. Willingness to travel and a valid driver's license.

DUTIES: Responsible for the effective implementation of the project initiation and evaluation process in the NSF; Manage and report on the receipt, logging and evaluation of applications for solicited and unsolicited projects; Manage the Request for Proposal(RFP) process for solicited projects; Manage and report on RFP applications in the various stages of the project initiation process; Perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

NATIONAL SKILLS FUND

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

POST: DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION (EASTERN CAPE REGION) (REF NO: DHET 04/05/2022)

SALARY: R882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management/Administration or equivalent qualification. Candidates with Nated Diploma and relevant trade certificate will be an added advantage. A minimum of five (5) to ten (10) years of work experience in project management with at

least three (3) to five (5) years at the Junior Management experience level. Knowledge and experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post-school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer-focused and 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 time frames. Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa and/or isiZulu will be an added advantage. Willingness to travel and a valid driver's licence.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

COMPONENT: NATIONAL SKILLS FUND

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

POST: DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION (WESTERN/NORTHERN)

CAPE REGION (REF NO: DHET 05/05/2022)

SALARY: R 882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management/Administration or equivalent qualification. Candidates with Nated Diploma and relevant trade certificate will have an added advantage. A minimum of five (5) to ten years (10) years of work experience in project management with at least three (3) to five (5) years at the Junior Management level. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post-school education and training system

will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem-solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer-focused and 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 time frames. Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa and/or isiZulu will be an added advantage. A valid driver's license and willingness to travel.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT

POST: DEPUTY DIRECTOR UNIVERSITY POLICY AND DEVELOPMENT SUPPORT (REF NO: DHET 06/05/2022)

SALARY: R882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of experience in project management as well as the development and implementation of higher education policies with at least three (3) to five (5) years of experience at the Junior Management level. Knowledge and understanding of policies and regulatory frameworks governing higher education. Experience in government financial systems and procedures, including project planning and management. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. Demonstrable understanding of Research Outputs' imperatives and their dynamics in South Africa, particularly in the higher education sector. Ability to monitor and evaluate the implementation of programmes and projects, writing and presentation skills. Excellent communication both in writing and verbally including high-level report-writing. Demonstrable experience in working with teams and working within short deadlines. Ability to function well under pressure. Ability and reputation to build

relationships both individually and institutionally. A creative and innovative thinker. The candidate must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and other government departments or entities. Willingness to travel and a valid driver's licence.

DUTIES: The scope of the work of the successful candidate will include, but not be limited to the Development and implementation of policies in various areas of higher education, with the current focus on the recognition of Research Output for subsidy. Development and maintenance of the evaluation system for measuring innovations and Research Outputs of higher education institutions, and the analysis of related data. Support the development and strengthening of creative fields of study at higher education institutions. Monitor and analyse Research Outputs' plans of higher education institutions. Generate reporting on matters relating to Research Outputs in the sector. Support the Directorate in its oversight and monitoring of the implementation of Research Outputs' policies and plans. Conceptualise and implement programmes and projects to strengthen Research Outputs' initiatives at universities. Assist with drafting of speeches for senior government officials and the Ministry; and participation in departmental, inter-departmental and other various higher education stakeholders' committees/forums. Build relations with internal and external DHET stakeholders to support the advancement of higher education.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: REGISTRATION OF PRIVATE HIGHER EDUCATION AND INSTITUTIONS:

DEPUTY DIRECTOR: REGISTRATION OF PRIVATE HIGHER EDUCATION INSTITUTIONS (REF NO: DHET 07/05/2022)

SALARY: R882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public/Business Administration or equivalent qualification. A postgraduate qualification in Education, Law or another relevant field will be an added advantage. A minimum of five (5) to ten (10) years of working experience in a higher education environment and relevant management experience with at least three (3) to five (5) years of experience at the Junior Management level. The candidate will work closely with private higher education institutions, stakeholders, law enforcement agents and other sections within the Department of Higher Education and Training. The appointee must have an excellent knowledge of Excel, and the legislative and policy context of the higher education system is required. The candidate must be able to lead teams to monitor systems, undertake evaluation, and be able to work innovatively and flexibly across higher education contexts. The ability to interact effectively and communicate with the leadership of the Higher Education system and other relevant stakeholders is a requirement. The ability to work competently with MS Suites such as Word, PowerPoint etc. is required. Willingness to travel and a valid driver's license.

DUTIES: The scope of this position will include but not be limited to providing oversight of the monitoring and evaluation functions concerning annual reports, conversions, and amendment of registration. Liaise between the Department and higher education constituencies, primarily private higher education institutions and other stakeholders in the sector. Ensure efficiency of the Departmental service in dealing with sector queries and complaints received by the Directorate. Oversee referral of cases referred to the law enforcement agents. Liaise with the CHE and SAQA in the verification of qualifications and quality assurance. Provide input on the review of current policy and Regulations. Compile quarterly reports. Managing and supervising a team of officials.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: UNIVERSITY INSTITUTIONAL FUNDING

POST: DEPUTY DIRECTOR INSTITUTIONAL FUNDING (REF NO: DHET 08/05/2022)

SALARY: R882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Finance Management or equivalent qualification. A postgraduate qualification would be a distinct advantage. A minimum of five (5) to ten (10) years of experience within the higher education or related sector and relevant management experience with at least three (3) to five (5) years' experience at the Junior Management level. Knowledge and understanding of policy and regulatory frameworks governing higher education, understanding of key stakeholders in the higher education sector, and the experience of working with students within a higher education context. Knowledge and understanding of the Public Finance Management Act (PFMA), client-oriented and the ability to interact with stakeholders in the higher education sector, having good interpersonal skills, programme and project management skills, conflict resolution and negotiation skills, proficiency in Microsoft Office (Outlook, Word, Advanced Excel, and PowerPoint) and Adobe Acrobat, excellent verbal and written communication skills, numerical, analytical and problem-solving skills, research, report-writing and presentation skills, ability to work independently, ability to work under pressure, people management, ability to mentor and empower subordinates. Willingness and a valid driver's licence.

DUTIES: Provide support in the administration of the annual Ministerial Statement on University Funding, Provide support in the administration of the division of the block grant state budget amongst universities. Administer annual public reports related to the state funding of universities, as well as the performance of universities within the block grant. Administer the completion of progress reports by universities for the earmarked foundation provision grant, and report internally on these progress reports with the view of approving payments to be made to universities.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: ACADEMIC PLANNING, MONITORING AND EVALUATION

POST: DEPUTY DIRECTOR: ENROLMENT PLANNING (REF NO: DHET 09/05/2022)

SALARY: R882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma in Statistics, Mathematics or Data Management. A postgraduate qualification in the specializations will be an advantage. A minimum of five (5) to ten (10) years of experience in the post-school education and training sector with experience with at least three (3) to five (5) years at the Junior Management level. Extensive experience in monitoring and evaluation in the public higher education sector; enrolment planning processes and compiling and analysing institutional profiles. Extensive knowledge of the Programme Qualification Mix and an understanding of academic planning in public higher education institutions. Knowledge and understanding of all the relevant policies and legislation about the higher education sector; knowledge of government priorities and objectives specifically relating to the Medium-Term Strategic Framework of the Minister of Higher Education, Science and Innovation and the National Development Plan; Knowledge of the Higher Education Information Management System (HEMIS). High proficiency in Microsoft programmes, specifically MS Excel, MS

Office, and MS PowerPoint; Analytical and problem-solving skills; Ability to work in a team; Excellent presentation skills; Ability to communicate; High level of both verbal and written communication; Good interpersonal skills and ability to liaise with internal and external stakeholders; Ability to work independently without direct supervision as well as in a team; Ability to work under pressure

DUTIES: The scope of the work of the successful candidate will include, but not limited to: consolidating, analysing and monitoring the enrolment plans of the public higher education institutions (public HEIs); develop the Ministerial statement on the national enrolment plan and the Ministerial statement of the mid-term review on enrolment planning; develop annually a report on the achievement of the Ministerial enrolment planning targets; engage with executive management representatives on issues relating to enrolment planning; advise public higher education institutions on issues pertaining to enrolment planning; develop and maintain institutional profiles for each of the public Higher Education Institutions (HEIs) and apply these analyses in monitoring and evaluation of trends and future projected growth in line with systemic priorities and available funding; assist in academic programme applications processes by providing input and output targets per institution, enrolment projections in line with the public HEIs space capacity and performance; assess business plans submitted by public HEIs in line with national development needs, targets and expansion of the university sector; compile submissions, reports, parliamentary question responses, briefing notes and speaking notes; and carry out any other relevant task as delegated by Management.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT SERVICES

CHIEF DIRECTORATE: INDLELA

DIRECTORATE: ARTISAN DEVELOPMENT

POST: DEPUTY DIRECTOR: ARTISAN RESEARCH AND DEVELOPMENT (REF NO: DHET10/05/2022)

DURATION: THREE (3) YEARS CONTRACT

SALARY: R882 042 per annum (All-inclusive Remunerative Package) (Level 12)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public/Business Administration or equivalent qualification. A postgraduate qualification in research studies would be an added advantage. A minimum of five (5) to ten (10) years of experience in an Artisan, Research and Development system with at least three (3) to five (5) years at the Junior Management level. Understanding of the artisan development system. Five years of administrative and management work experience. Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Departmental Regulations and Policies. Good management and leadership skills. Communication, presentation, planning and organizing skills. Good administration and report writing skills. Office Management skills. Change management skills. Basic research skills. Good Computer literacy. A valid driver's license.

DUTIES: These will include developing, implementing, and maintaining artisan development research in line with the National Artisan Development Strategy, National Acts, Regulations and Policies. Establish the artisan development advisory committee to advise the DHET on relevant artisan research to undertake. Coordinate artisan research in conjunction and in partnership with other artisan stakeholders inclusive of establishing partnerships with research

institutions to carry out approved artisan research topics. Develop and implement required templates and documents, and maintain records related to assigned projects. Create and maintain files and spreadsheets to track activities. Communicate progress towards planned timelines. Prepare progress reports. Develop, implement and maintain benchmarking mechanisms for the artisan development system. Plan and implement advisory committee meetings inclusive of budgets, travel arrangements, meeting schedules and meetings. Take accurate minutes of the advisory committee meetings and ensure they are distributed timeously. Prepare meetings packs for advisory committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of advisory committee meetings and agreements. Coordination of ad-hoc projects.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT SERVICES

CHIEF DIRECTORATE: INDLELA

DIRECTORATE: ARTISAN DEVELOPMENT

POST: DEPUTY DIRECTOR: ARTISAN DEVELOPMENT STEERING COMMITTEES (REF NO: DHET 11/05/2022)

DURATION: THREE (3) YEARS CONTRACT

SALARY: R882 042 per annum (All-inclusive Remunerative Package) (Level 12)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public/Business Administration or equivalent qualification. A postgraduate qualification in research studies would be an added advantage. A minimum of five (5) to ten (10) years of experience in Skills Development processes in a particular artisan development with at least three (3) to five (5) years at the Junior Management level. Knowledge and experience of administrative and management work. Knowledge of Provincial Skills Development processes in a particular artisan development would be an added advantage. A minimum of three (3) of years administrative and management work experience. Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Business workflow processes knowledge. Familiarity with the artisan development environment and strategy. Good management and leadership skills. Communication, presentation, planning and organizing skills. Good administration and report writing skills. Good interpersonal relations. Time management skills. Problem-solving skills. Good Computer literacy. A valid driver's licence is essential.

DUTIES: This will include developing, implementing, and maintaining a Memorandum of Association with TVET Colleges for the implementation of National Artisan Development Objectives. Arrange and attend quarterly meetings with provincial artisan development steering committees (consisting of public TVET colleges, Office of the Premier and/or Provincial Human Resources Development Council). Take accurate minutes of the steering committee meetings and to ensure they ensure they are distributed timeously. Prepare meetings packs for steering committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of PASC meetings and agreements. Arranging and coordinating the PADSC annual multi-steering workshop. Assist Provincial Artisan Development Steering Committees in developing a provincial artisan development strategy aligned to National Artisan

Development objectives. Develop, implement, and maintain a database of TVET College engineering and civil students for apprenticeship progression tracking. Assist in planning and execution of PADSC provincial conferences. Coordination of ad-hoc projects.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT SERVICES

DIRECTORATE: ARTISAN DEVELOPMENT

POST: DEPUTY DIRECTOR: STRATEGY DEVELOPMENT AND STAKEHOLDER MANAGEMENT (REF NO: DHET 12/05/2022)

DURATION: THREE (3) YEARS CONTRACT

SALARY: R882 042 per annum (All-inclusive Remunerative Package) (Level 12)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public/Business Administration or equivalent qualification. Basic knowledge of research principles. A postgraduate qualification in research studies would be an added advantage. A minimum of five (5) to ten (10) years of experience in the artisan development system. At least three (3) to five (5) years at the Junior Management level. Five (5) years of administrative and management work experience. Understanding of the artisan development system. More experience would be an advantage. Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Departmental Regulations and Policies. Good management and leadership skills. Communication, presentation, planning and organising skills. Good administration and report writing skills. Office Management skills. Change management skills. Basic research skills. Good Computer literacy. A valid driver's licence is essential.

DUTIES: The duties will include establishing, implementing, maintaining, managing, and chairing relevant and existing stakeholder forums as required. These will include National and Provincial. Develop and implement a national artisan development strategy in collaboration with Stakeholder forums. Develop and implement national artisan development conferences every two years and ensure that a National Artisan Conference is held every second year. Develop, implement, and continuously maintain a knowledge management system inclusive of a website, research outcome and library for National Artisan Development. Apply good governance and HR management principles. Ensure adherence to departmental and government-wide policies and regulations by self and staff.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: IMPLEMENTATION OVERSIGHT

POST: DEPUTY DIRECTOR: MONITORING AND EVALUATION CLUSTER 5 (REF NO: DHET14/05/2022)

SALARY: R 882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Public Management/Administration or an equivalent qualification. A minimum of five (5) to ten (10) years' work experience in monitoring and evaluation, strategic planning, and corporate governance with at least three to five (5) years at the

Junior Management level in education, training, and development/ skills development environment. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Education and Education, Training and Quality Assurance. Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA, and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures, Client/customer services and Financial Management. Computer literacy; MS Excel, Word, PowerPoint, magic systems, including presentation skills. Planning and facilitation skills. Project management. Business writing skills, Mentoring, and coaching. Quality performance and people management. Statistic development, analytical skills, and report writing. Good communication skills and stakeholder management skills. A valid driver's licence.

DUTIES: The candidate will be responsible for monitoring and evaluating SETA performance focusing on strategic planning, SETA Governance, Financial Management, and reporting programme performance. Facilitate and manage SETA performance to achieve the NSDS goals and objectives. Develop and review a monitoring and evaluation policy framework on the performance of SETAs through Service Level Agreements (SLA) and other performance management frameworks. Ensure desktop verification and validation of SETA performance information against the SLA, strategic plan and Annual Performance Plan (APP) predetermined objectives is conducted and monitor performance outcomes against predetermined objectives. Design the implementation action plan to ensure the achievement of outputs in performance agreements. Manage the development and approval processes of SETA Constitutions, Service Level Agreements, Strategic Plans, and other legislative requirements. Continuously research and benchmark best practices to review oversight policy agenda/ M&E framework for the SETAs. Manage SETA Corporate governance by ensuring compliance with all corporate governance principles as provided by SETA's good corporate governance charter and king iv good corporate governance report. Research and investigate queries/complaints against SETAs as required by the Minister, Director-General, National Skills Authority and other relevant stakeholders and ensure amicable and timely resolution of such to prevent litigation risks against the department. Manage SETA Strategic planning processes by facilitating engagement with SETAs about the outcomes and priorities of the department and set of targets. Facilitate and manage collaboration between SETAs, SAQA, QCTO and other departments. Provide support to SETAs in terms of implementation of learning programmes. Manage skills development enquiries from the public and presidential queries. Provide support and build the capacity of all SETAs for learning programmes implementation. Analyse and recommend approval of SETAs' Strategic Plans, Annual Performance Plans and Service Level Agreement.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: IMPLEMENTATION OVERSIGHT

POST: DEPUTY DIRECTOR: MONITORING AND EVALUATION CLUSTER 4 (REF NO: DHET15/05/2022)

SALARY: R 882 042 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Public Management/Administration or an equivalent qualification. A minimum of five (5) to ten (10) years' work experience in monitoring and evaluation, strategic planning, and corporate governance with at least three to five (5) years in Junior Management level in education, training, and development/ skills development environment. Knowledge of Skills

Development of Policy, Monitoring and Evaluation, Education and Education, Training and Quality Assurance. Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA, and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures, Client/customer services and Financial Management. Computer literacy; MS Excel, Word, PowerPoint, magic systems, including presentation skills. Planning and facilitation skills. Project management. Business writing skills, Mentoring, and coaching. Quality performance and people management. Statistic development, analytical skills, and report writing. Good communication skills and stakeholder management skills. A valid driver's licence is essential.

DUTIES: The candidate will be responsible for monitoring and evaluating SETA performance focusing on strategic planning, SETA Governance, Financial Management, and reporting programme performance. Facilitate and manage SETA performance to achieve the NSDS goals and objectives. Develop and review a monitoring and evaluation policy framework on the performance of SETAs through Service Level Agreements (SLA) and other performance management frameworks. Ensure desktop verification and validation of SETA performance information against the SLA, strategic plan and Annual Performance Plan (APP) predetermined objectives is conducted and monitor performance outcomes against predetermined objectives. Design the implementation action plan to ensure the achievement of outputs in performance agreements. Manage the development and approval processes of SETA Constitutions, Service Level Agreements, Strategic Plans, and other legislative requirements. Continuously research and benchmark best practices to review oversight policy agenda/ M&E framework for the SETAs. Manage SETA Corporate governance by ensuring compliance will all corporate governance principles as provided by SETA's good corporate governance charter and king iv good corporate governance report. Research and investigate queries/complaints against SETAs as required by the Minister, Director-General, National Skills Authority and other relevant stakeholders and ensure amicable and timely resolution of such to prevent litigation risks against the department. Manage SETA Strategic planning processes by facilitating engagement with SETAs about the outcomes and priorities of the department and set of targets. Facilitate and manage collaboration between SETAs, SAQA, QCTO and other departments. Provide support to SETAs in terms of implementation of learning programmes. Manage skills development enquiries from the public and presidential queries. Provide support and build the capacity of all SETAs for learning programmes implementation. Analyse and recommend approval of SETAs' Strategic Plans, Annual Performance Plans and Service Level Agreement.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS

POST: DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SERVICE MANAGEMENT AND SUPPORT (REF NO: DHET16/05/2022)

SALARY: R744 255 per annum (All-Inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma in Information Communication and Technology (ICT) (NQF Level 7) or equivalent qualification. A minimum of five (5) to ten (10) years' managerial experience in the ICT environment in the Public Service including five (5) years' experience managing ICT Infrastructure Service Delivery with at least five (5) years' experience at the Junior Management level. Experience in operations management practices related to service delivery modes and models, business process management, standard

operating procedures, service standards, and service charters. Knowledge of Customer service management; Government Information Management; Business Development; Information Technology Management; ICT Services; ITIL and COBIT Frameworks. Skills in Business Development, Customer Advocacy Management (Consultancy), Customer Relationship Management Human Capital Management, IT Service Management, Product & Service Lifecycle Management, Vendor/Supplier Management. Leadership Competencies in Customer Experience, Collaboration, Communicating and Influencing, Honesty, Integrity, and Fairness. Understanding of IT LAN and WAN Support, IT Security, and Change Management. Must have effective Strategic thinking, Project and Programme Management, and Team Leadership. Good communication skills (written and verbal). Customer Care, analytical thinking, research, report writing, managing interpersonal conflict, and problem-solving skills. Knowledge of Public Service ICT Regulatory prescripts - Labour Relations Act, 1995, State Information Technology Agency (SITA) Act/Regulations, Public Financial Management Act of 1999, Public Service ICT policies, norms, standards, frameworks, and guidelines. A valid driver's licence.

DUTIES: Manage and perform supervisory duties daily for the IT Desktop Support Team and ensure procedures and processes are adhered to. Ensure adequate staffing levels are always maintained within the Desktop Support team. Ensure targets outlined by the SLA and KPIs are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisals and training plans. Quality checking and auditing of work carried out by the Desktop Support team. To propose, document, and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation, and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major system outages, supplier issues, and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with the Desktop Support group that could relate to potential IT issues. Ensure that all requests from customers for assistance are handled promptly and effectively, and if necessary, escalated to the appropriate level. To assist in the technical development and enhancement of customer support systems and Desktop functionality. Install, configure, maintain, and upgrade desktop hardware and software applications. Assist Users in the choice of appropriate hardware and software – desktops, laptops, PDAs, scanners, printers. Direct, plan, organise and manage operations for stability, availability, and integrity of the organization's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operation, data communications, and telecommunications according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serves as project manager and provides advanced technical guidance to customers and staff; Supports continual improvement in the delivery of customer services and departmental performance. Guide on ICT Procurement in the Department, Ensure conformance to LAN policies, procedures, and standards and training for users on LAN operation.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

DEPUTY DIRECTOR: HR PLANNING, EMPLOYMENT EQUITY, HR POLICIES AND STRATEGY (REF NO. DHET17/05/2022

SALARY: R744 255 per annum (All-inclusive Remuneration Package) (MMS Level 11)

CENTRE: Pretoria

REQUIREMENTS: A recognised bachelor's degree/advanced diploma (NQF 7) equivalent in Human Resource Management/Industrial and Organisational Psychology or related qualification. A minimum of five (5) to ten (10) years' experience in HR Planning, HR strategy, HR Policy, and Employment Equity/Transformation programmes within a Human Resource environment with at least three (3) years at the Junior Management level. Knowledge and understanding of the Public Service Act (PSA), Public Service Regulations (PSR), Employment Equity Act (EEA), Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks. Experience in the development, review and implementation of HR plans, EE plan, HR policies, HR strategy, Diversity Management and Transformation programmes. Ability to work independently and in a team. Good administrative, interpersonal, and problem-solving skills. Basic research or benchmarking skills. Client-oriented, able to work under pressure and able to cope with a high workload. Good communication (written, verbal and liaising) skills. Computer literacy in MS Office (Word, Excel, PowerPoint, and Outlook). PERSAL certificates will be added advantage. Ability to work long hours when required. Willingness to travel. A valid driver's licence

DUTIES: Manage the development, implementation, and monitoring of the Human Resource Plan in the Department. Manage the development, implementation, and monitoring of the Employment Equity in the Department. Manage the development, reviewing, implementation and monitoring of HR policies in the Department. Facilitate the development, reviewing, implementation and monitoring of Delegations of Authority in the Department. Facilitate and implement HR and EE reporting in compliance with DPSA and DOL regulations. Manage the development, implementation, and monitoring of HR Strategy in the Department. Facilitate and coordinate the implementation of Diversity Management and Transformation programmes.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE DEVELOPMENT

POST: DEPUTY DIRECTOR: HRD TRAINING AND DEVELOPMENT (REF NO: DHET18/05/2022)

SALARY: R744 255 per annum (All-Inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF 7) in Human Resource and Development and/or Social Sciences or equivalent. A minimum of five (5) to ten (10) years' experience in the management of development and training programmes, implementation of Work Skills Plan, Management of and implementation of Departmental Bursary Scheme and Youth Development programme/s with at least three (3) years of functional experience at the Junior Management level in Training and Development. Experience in internships, leadership, and experiential learning programmes. Knowledge of policy development and implementation, practical experience, and knowledge of all skills development programmes. Knowledge of government legislative frameworks governed by the Skills Development Act and/or other related policies and procedures. Ability to interpret human resource legislation and policies. Practical experience and knowledge of all skills development programmes, and project management. Skills Development and Facilitation. Good communication skills (writing and verbal). Analytical thinking, research skills, good interpersonal relations, and reporting writing. Planning and organising, presentation and facilitation skills. Problem-solving skills. Computer latency. Willingness to travel and a valid driver's licence.

DUTIES: Manage the development and implementation of the Workplace Skills Plan (WSP). Develop policies, strategies and plans to manage all the training and development programmes. Manage the implementation of the departmental bursary scheme, manage the implementation of the youth developmental programme/s, and manage the implementation of the Recognition of Improved qualification (RIQ). Manage the development and submission of all compliance reports to the internal and external stakeholders. Management of the implementation of the compulsory and departmental orientation. Manage the Internships, leadership and experiential learning programmes. Manage and facilitate the development and submission of compliance reports to the internal and external stakeholders. Manage the implementation of the Compulsory and departmental induction. Ensure the management and development of the operational plan.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE RECORDS MANAGEMENT

POST: DEPUTY DIRECTOR (REF NO: DHET19/05/2022)

SALARY: R744 255 per annum (All-Inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/Advanced Diploma (NQF Level 7) in Records Management/Archives, Public Management, or equivalent qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to (10) years of relevant work experience in a Human Resource Records Management environment with at least three (3) to five (5) years 'experience at the Junior Management level. Knowledge and understanding of the Records Management/ Archiving Services. Theoretical knowledge of Data Protection and Freedom of Information Legislation. Knowledge of electronic Record Management and digital preservation issues. Knowledge of public service legislation and regulations is essential. Communication Skills, excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Experience in people's management and client-oriented focus. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). A valid driver's license and willingness to travel.

DUTIES: The successful candidate will be responsible for the following duties: Establish and maintain Human Resource records for Head Office; Ensure the management of HR Records Management and Registry Services and production services; Ensure the rendering of the effective, efficient records and archiving services; Monitor the smooth running of paper-based and electronic record system; Ensure compliance of Departmental file plan and policies; Maintain the departmental records according to relevant prescripts and ensure disposal; Ensure the management of the daily duties at registry which include among other things; opening and closing of files; Manage the record of all remittance and registered mail in the respective registers; Manage the distribution of internal correspondence to other institutions; Establish and maintain HR records for TVET and CET Colleges; Facilitate records management records management workshops; Drafting of circulars to provide awareness on the importance of filling and guide the staff to ensure compliance on the usage of the General Registry. Ensure proper records management and documents tracking; Monthly reporting requirements and provide analysis of records manually and electronically; Maintain safety and confidentiality of documents; ensure that all documents are well kept and access is strictly for relevant personnel; Ensure that incoming and outgoing files are recorded; Supervision of staff and manage their performance and

development; Capacitate line functions staff to gain shared access to the database (read-only status); Retrieve documents when required and coordinate the movement of documents and files.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF THE CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL SERVICES

POST: DEPUTY DIRECTOR: BAS AND FINANCIAL REPORTING (REF NO: DHET 20/05/2022)

SALARY: R744 255 per annum (All-inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF level 7) in Financial Management or equivalent qualification. A minimum of five (5) to ten (10) years of experience in the financial management field with at least three (3) to five (5) years' experience at the Junior Management level. Knowledge and understanding of financial policies and prescripts, Knowledge and understanding of the financial systems and financial matters. knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations, extensive knowledge of the BAS system and financial statements, client-oriented and the ability to interact with stakeholders in the higher education sector having good interpersonal skills, programme and project management skills, conflict resolution and negotiation skills, proficient in Microsoft Office (Outlook, Word, Advanced Excel, and PowerPoint) and Adobe Acrobat, excellent verbal and written communication skills, numerical, analytical and problem-solving skills, research, report-writing and presentation skills, ability to work independently, ability to work under pressure, people management, ability to mentor and empower subordinates. Willingness to travel and a valid driver's licence.

DUTIES: Manage the Basic Accounting System as the BAS system controller of the Department of Higher Education and Training, the former Department of Education, and the National Skills Fund. To compile the interim and annual financial statements for the Department. Manage and compile the interim and annual financial statements which include the interim statement of financial performance, the interim statement of financial position, the interim statement of net assets, the interim cash flow statement, the notes to the interim financial statement, the disclosure notes to the interim financial statements and the annexure to the interim financial statements and the annual statement of financial performance, the annual statement of financial position, the annual statement of net assets, the annual cash flow statement, the notes to the annual financial statements, the disclosure notes to the annual financial statements and the annexure to the annual financial statements together with working papers that need to be prepared for these statements. Manage the BAS system of the Department and the National Skills Fund. Maintaining BAS code structures, security profiles and the regular communication of updates to staff in the Department. Provide training on BAS and financial statement related matters to Departmental staff when needed. Manage and submit monthly reports on 30 days payments to National Treasury on due dates.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: SECURITY MANAGEMENT

POST: DEPUTY DIRECTOR: PHYSICAL SECURITY (REF NO: DHET21/05/2022)

SALARY: R744 255 per annum (All-inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in security management or equivalent qualification. Grade A PSIRA certificate registered with PSIRA. A minimum of five (5) to ten (10) years of experience in security management with at least three (3) to five (5) years of experience at the Junior Management level. Knowledge and understanding of applicable legislative frameworks, including the Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHSA), Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). Security coordination of Departmental events as well as the development of security policy and Security procedures. Security Management course with State Security Agency as a requirement and SAMTRAC will be an added advantage. Skills and competencies: Communication (written and verbal) skills, Ability to function independently and work extended hours when necessary. A valid driver's licence.

DUTIES: Manage all Physical security functions of the component. Implementation of security policy and other security-related procedures. Ensure compliance with MPSS and MISS documents. Manage physical security aspects of the Department. Conduct preliminary investigations on security breaches and reports. Liaise regularly with the external stakeholders for security advice (i.e., SAPS and SSA,) Conduct Threat Risk Assessments on buildings and personnel. Conduct and implement contingency planning within the Department. Coordinate Departmental events.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: MPUMALANGA/NORTHWEST REGIONAL OFFICE

POST: DEPUTY DIRECTOR: CORPORATE MANAGEMENT SERVICES (REF NO: DHET22/05/2022)

SALARY: R744 255 per annum (All-inclusive Remuneration Package) (Level 11)

CENTRE: Standerton

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in corporate services with at least three (3) to five (5) years' experience at the Junior Management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment. Good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). Excellent verbal and written communication skills. Willingness to travel and a valid driver's licence.

DUTIES: Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the Regional Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Oversee the maintenance of labour peace, ensure staff commitment and productivity; manage the collective bargaining chambers processes and administration; Development and implementation of best practice policies, procedures, and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the Regional Office assets and facilities. Ensure the

provision of appropriate and cost-effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the regional office.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF THE CHIEF FINANCIAL OFFICE

DIRECTORATE: DEVELOPMENT SUPPORT

POST: Deputy Director: Development Support (REF NO: DHET23/05/2022)

SALARY: R744 255 per annum (All-inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public/Business Administration or equivalent qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of experience and appropriate skills to provide support to projects in the postschool sector with at least three (3) to five (5) years' experience at the Junior Management level. Knowledge of financial management and project management. Good communication skills (excellent verbal and writing skills). The prospective candidate should be pro-active, effective, confident, and able to provide leadership and work in a diverse team. Applicants must have a recognised three-year tertiary qualification, backed by eight years' experience in education and training management. Competency in Microsoft Word, Excel, Access, and PowerPoint is a prerequisite. A valid driver's licence.

DUTIES: The successful candidate will primarily be required to: Assist in the coordination and management of grants and projects funded by local and international donors. Facilitate the development and implementation of projects for the post-school sector at a national level. Provide support to project managers' branches in the development of proposals and implementation of projects. Ensure the monitoring and evaluation of projects. Provide administrative support to grants and other donor-funded project committees. Develop and maintain the database on various projects. The mandate of the Directorate of Development Support is to render support to the Department through coordination, implementation and support to projects funded by grants and donors at the national level. This mandate includes managing, coordinating, supporting, planning, implementing, monitoring, and evaluating such projects. This Directorate further coordinates interventions requiring budgetary support (grants local and international donor funds) for consideration by the Department in support of ministerial priorities.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: GRIEVANCE, DISPUTES AND MISCONDUCT MANAGEMENT

DEPUTY DIRECTOR: MISCONDUCT (REF NO. DHET24/05/2022)

SALARY: R 744 255 per annum (All-inclusive Remuneration Package) (MMS Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Labour Relations Management/Human Resource Management. A postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of functional experience doing Employment Relations Management Services with at least three years (3) to five (5) years' experience at the Junior Management level. Sound Knowledge and understanding of Public Service Act and Regulations. Good understanding and knowledge of Labour Laws (LRA, BCEA, EEA and other labour-related legislation) and Ethics issues. Knowledge of Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's

Resolutions, ELRC Resolutions. Understanding of the departmental policies and procedures, interpretation of case law and trends in Labour Law. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and able to liaise with stakeholders at different levels. Possess negotiation, research, and analytical skills. Planning and organising skills. Communication (written and verbal skills). Willingness to travel extensively and work long hours. A valid driver's licence.

DUTIES: The candidate will be responsible for coordinating and overseeing the finalization of all misconduct cases within 90 days in the TVET /CET Colleges, Regional Offices and Head Office. Analyse trends on all misconduct cases, and precautionary suspensions registered in the Department and provide quarterly reports to management, PSC (Office of the Public Service Commission) and DPSA (FOSAD). Develop and maintain a database on misconduct cases, and or precautionary suspensions. Represent the Department in all disputes at CCMA, GPSSBC, ELRC and PSCBC. Coordinate and conduct investigations as required. Liaise and maintain relations with internal/external stakeholders including other government departments. Establish and maintain good relations with directorates/colleges/ regions with an emphasis on promoting strategic partnership given promoting sound employee /employer relations. Facilitate information sessions/ workshops to create awareness and enhance understanding of employee relations policy and procedure. Develop, review, and facilitate the implementation of labour relations policies and procedures. Interpret changes in employee relations policies and directives from the DPSA for management and employees. Provide expert labour relations advice to supervisors/ managers and employees. Review and develop labour relations policies /protocols and or circulars. Perform other duties, including administrative related to the job for the effective performance of the Unit. Develop, implement, and maintain processes to ensure proper control of work, compile, and submit required administrative reports. Risk management and provide progress. Monitor internal controls and provide continuous progress. Provide functional advice and technical guidance to employees and management

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: GRIEVANCE, DISPUTES AND MISCONDUCT MANAGEMENT

DEPUTY DIRECTOR: GRIEVANCE AND DISPUTES (REF NO. DHET25/05/2022)

SALARY: R744 255 per annum (All-inclusive Remuneration Package) (MMS Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) Degree in Labour Relations Management/Human Resource Management. A postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of functional experience doing Employment Relations Management Services with at least three years (3) to five (5) years' experience at the Junior Management level. Sound Knowledge and understanding of Public Service Act and Regulations. Good understanding and knowledge of Labour Laws (LRA, BCEA, EEA and other labour-related legislation) and Ethics issues. Knowledge of Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council and General Public Service Sectoral Bargaining Council's Resolutions, ELRC Resolutions. Understanding of the departmental policies and procedures, interpretation of case law and trends in Labour Law. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Ability to work independently and able to liaise with stakeholders at different levels. Possess negotiation, research, and analytical skills. Planning and organising skills. Communication (written and verbal skills). Willingness to travel extensively and work long hours. A valid driver's licence is essential.

DUTIES: The candidate will be responsible for coordinating all grievances and complaints received from employees in the Department. Conduct and analyse all grievances, appeals and complaints received from employees throughout the

country and provide trend analysis quarterly reports to management, Office of the Public Service Commission (PSC) and Department of Public Service and Administration (DPSA) and Forum of South African Director-General (FOSAD). Develop and maintain data/reports on grievances and appeals cases. Represent the Department on all disputes at CCMA, GPSSBC, ELRC AND PSCBC. Coordinate and attend to investigations as required. Liaise and maintain relations with internal and external stakeholders including other government departments. Establish and maintain good relations with directorates/colleges/regions to promote strategic partnerships in view to promoting sound employee/employer relations. Facilitate implementation sessions/workshops to create awareness and enhance understanding of employee relations policies and procedures. Interpret changes in employee relations policies. Develop, review, and facilitate the implementation of employees. Provide expert employee relations advice to supervisors/managers and employees.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: MANAGEMENT INFORMATION SYSTEM

POST: DEPUTY DIRECTOR: DATA ANALYST (REF NO: DHET26/05/2022)

SALARY: R744 255 per annum (All-inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national bachelor's diploma (NQF Level7) in Statistics /Information Management/Economics. This must be backed by a minimum of five (5) to ten (10) years of experience working with large datasets and writing statistical reports with at least three (3) to five (5) years' experience at the Junior Management level. Knowledge and experience in using at least one statistical package (e.g., STATA/SAS) to analyse large datasets, data mining, report writing and the ability to present complex information understandably. The candidate must understand the statistical value chain, and have advanced data analysis, report writing, problem-solving, project management and analytical skills. Excellent written and oral communication skills, proficiency in MS Word, Excel, Access and PowerPoint, presentation skills and ability to write submissions and memos are required for this position. A valid driver's licence is essential.

DUTIES: The successful candidate will be reporting to the Director: Management Information System and be responsible for the management of the Sub-Directorate: Information Management and Reporting. The candidate will be required to process, analyse, store, retrieve and disseminate data and information relating to the Post-School Education and Training sector (i.e. private and Public Higher Education Institutions, Technical and Vocational Education and Training colleges, Community Education and Training colleges, private colleges and Sector Education and Training Authorities); quality assure all acquired data; develop and implement information standards; support branches on the implementation of Management Information Systems; respond to international data requests; supervise and mentor staff in the Sub-Directorate, and provide support to the Directorate when required.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: MANAGEMENT INFORMATION SYSTEM

POST: DEPUTY DIRECTOR: MANAGEMENT INFORMATION SYSTEM (REF NO: DHET27/05/2022)

SALARY: R744 255 per annum (All-inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 7) in Public Management/Business Administration or equivalent qualification in policy/standards development. A minimum of five (5) to ten (10) years of working experience in the development of policies, standards, guidelines, project management and report writing are required with at least three (3) to five (5) years' experience at the Junior Management level. Advanced knowledge of the Post-School Education and Training (PSET) sector, legislations relevant to PSET, policies and standards development processes are required. Ability to write submissions, memos, minutes of meetings and produce quality reports; ability to develop standards and policies; advanced report writing, project management; problem-solving; written and oral communication; presentation skills as well as proficiency in Ms Word, Excel, Access, and PowerPoint. Data analysis experience will be an added advantage. Willingness to travel and a valid driver's licence.

DUTIES: The successful candidate will be reporting to the Director: Management Information System and be responsible for the management of the Sub-Directorate: Information Policy Implementation. The responsibilities include management and monitoring implementation of the PSET Information Policy and the review of the policy when required, providing secretarial support, and managing forums and committees of the Directorate. Develop, review and monitor implementation of information standards such as the Dictionary of Terms and Concepts for PSET; Data Quality Assurance standard, Master List Standard, Data Dissemination Standard etc. and any required standards to be developed. Develop a Memorandum of Understanding and Standard Operating Procedures as required. Manage projects undertaken by the Directorate. Supervise and mentor staff in the Sub-Directorate and provide support to the Directorate as required.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: POLICY, RESEARCH AND EVALUATION

POST: DEPUTY DIRECTOR: POLICY AND EVALUATION REF NO: DHET13/05/2022)

SALARY: R744 255 per annum (All-inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development or relevant qualification in Social Sciences. A postgraduate qualification in Education or a relevant Social Science qualification will be an added advantage. A minimum of five (5) to ten (10) years of experience in policy development, policy analysis and managing evaluations writing evaluation reports in areas of post-school education and training with at least three (3) to five (5) years at the Junior Management level. High-level communication skills (writing and verbal). Advanced level of computer literacy (MS Office, Excel, and PowerPoint). Willingness to travel and a valid driver's licence.

DUTIES: Provide policy development support in the Department; facilitate and support the use of Socio-Economic Impact Assessment (SEIAS) tools in the Department and serve as the Department's link with the Department of Planning, Monitoring and Evaluation; manage and support evaluations in the Department; develop guides, standards, tools and templates to support policy and evaluation development and implementation in the Department; facilitate capacity building on policy and evaluation in the Department; undertake any other activities to promote and support policy development and evaluation; make oral presentations at seminars, workshops and conferences; work independently as well as part of a team, especially across departmental units and perform any other reasonable task assigned by the Director.

NOTE: Short-listed candidates will be required to undergo a competency assessment as well as provide written evidence of their experience in evaluation, evaluation management and reporting.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: LIMPOPO REGIONAL OFFICE

DIRECTORATE: CET CURRICULUM AND INSTITUTIONAL SUPPORT

POST: ASSISTANT DIRECTOR: MONITORING AND EVALUATION (REF NO: DHET28/05/2022)

CENTRE: Polokwane

SALARY: R477 090 per annum (Level 10)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) or equivalent qualification in Education and Training. A postgraduate qualification in Education and Training will be an added advantage. A minimum of five (5) years' work experience in an Education and Training environment with at least three (3) to five (5) years' experience at the Supervisory level. Actual work experience of teaching in Community Education and Training (CET) will be treated as an added advantage. Knowledge of the Constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum and support, A good understanding of matrix management. Knowledge and understanding of ICT in Education as it relates to curriculum and support. A sound understanding of curriculum transformation issues, capacity building, interpretation, analyse and apply current legislation and departmental policies, organizational skills, decision-making skills, and proven written and verbal skills. Attention to detail and high level of accuracy, effective public relations, and public speaking. Computer literacy with specific reference to functional MS Excel, MS Word, MS PowerPoint, and MS Outlook. Willingness to travel and a valid driver's licence.

DUTIES: Manage, conduct, and coordinate curriculum and support processes in the region. Write reports to go to institutions and compile regional reports. Conduct regular on-site visits to CLCs. Identify gaps in evaluated institutions and develop intervention strategies to improve teaching and learning support services. Communicate the identified curricular gaps in institutions to the CET college. Manage, monitor, evaluate and coordinate curriculum implementation and support CLCs. Work collaboratively to improve student performance. Establish systems and structures that allow effective management. Assist the deputy director to establish channels of communication with relevant stakeholders. Manage information by collecting, analysing, and translating data into knowledge for planning, decision making and reporting. Facilitate policy formulation, analysis, and implementation. Provide management and support in line with approved Strategic and Annual Performance Plans. Undertake research and development to improve teaching and learn support to CET institutions in the region. Ensure proper record-keeping, control and reporting. Conduct student enrolment verification. Assist the CET college to conduct unit-level records and annual surveys. Perform any other reasonable function assigned by the employer within the job function.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT

POST: ASSISTANT DIRECTOR: RESEARCH SUPPORT AND POLICY DEVELOPMENT (REF NO: DHET29/05/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public/Business Administration or an equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in project management. Good knowledge of the post-school education and training system. Knowledge and understanding of policies and regulatory frameworks governing higher education.

Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. A dynamic individual with proven project management capabilities. Willingness to travel where necessary. Technical proficiency; monitoring and evaluation; problem-solving and analysis; report writing, compiling presentations; knowledge and research management; quality management, budgeting, and financial management. Ability to function well under pressure. Good computer skills. Excellent communication both in writing and verbal including high-level report-writing. Good planning, organizational and management skills. A valid driver's licence.

DUTIES: Assist with the implementation of the Creative and Innovation Outputs Policy; Assist with the implementation of the Research Outputs Policy; Assist with the development and implementation of any other policies within the Directorate as required; Keep records of the financial activities of the Directorate; write reports; liaise with the Higher Education Sector; Provide general administrative support to the Directorate to ensure efficient delivery on goals and targets.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION

POST: ASSISTANT DIRECTOR: ACADEMIC PLANNING, MONITORING AND EVALUATION (REF NO: DHET30/05/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 6) in Public/Business Administration or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in the Higher Education and Training sector. Experience and knowledge of the higher education sector with specific reference to institutional planning; academic planning and quality assurance. Knowledge of the higher education policy environment. Good communication skills, including proposal and report writing. Good computer skills: Knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an added advantage. A valid driver's licence.

DUTIES: The scope of the Assistant Director's work will include but not be limited to: Facilitate and coordinate the administrative and operational processes relating to applications received from universities for academic qualifications and programmes; Processing the Programme Qualification Mix (PQM) applications, extended curriculum programme applications for inclusion on the PQM database of public Higher Education Institutions (HEI); Maintain the PQM applications database and institutional applications progress reports; Liaising with universities and higher education stakeholders regarding their PQM applications and developments and their PQM; Monitor each HEI PQM and update as and when qualifications are accredited by the Council on Higher Education and registered on the National Qualifications Framework; Prepare submissions, documentation, briefing notes and arrange meetings related to the PQM processes; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions; and carry out any other relevant task as delegated by Management.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: TEACHER EDUCATION**POST: ASSISTANT DIRECTOR: POST-SCHOOL TEACHER EDUCATION (REF NO: DHET 31/05/2022)****SALARY: R477 090 per annum (Level 10)****CENTRE: Pretoria**

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 6) in Education or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in a university-related teacher education environment. Experience in technical and vocational education and training (TVET) college lecturer education and development and/or in educator development for the adult and community education and training (ACET) environment will be a distinct advantage. A good understanding of the historical and emerging technical and vocational education and training (TVET) and the adult community education and training (ACET) landscape in South Africa, including policy frameworks that regulate these sectors. Well-developed research and information management skills. Good computer skills. High-level computer skills. A valid driver's licence.

DUTIES: The scope of work of the Assistant Director: Post-School Teacher Education will include, but not be limited to Assisting to ensure that a suitable range of quality initial professional, post-professional and postgraduate teacher education qualifications are available at universities for the development of technical and vocational education and training, and community education and training lecturers; Assist to implement projects and programmes to support and strengthen the provision and development of teachers and lecturers for the post-schooling system in line with system needs; Assist the Deputy Director in the analysis of data and the development of relevant reports for the TVET and ACET sectors; Curate the knowledge management repository for TVET and ACET research, published articles and other relevant artefacts, and support the Deputy Director in communication and visibility of the work of the sub-directorate.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING**DIRECTORATE: ASSESSMENT, ITEM DEVELOPMENT AND MARKING SERVICES****POST: ASSISTANT DIRECTOR: EDITING SERVICES (REF NO: DHET32/05/2022)****SALARY: R477 090 per annum (Level 10)****CENTRE: Pretoria**

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in English/Editing/Language Practice/Communication or Journalism and Media Studies, which must include English. A postgraduate qualification in English/Editing/Language Practice/Communication or Journalism and Media Studies will be an added advantage. A minimum of three (3) to five (5) years of functional experience. Good interpersonal, organisational and communication skills are additional requirements. Extensive knowledge and experience of MS Office, especially MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment. A valid driver's licence will be added advantage.

DUTIES: The candidate will be responsible for editing, translating, and/or proofreading national assessment instruments submitted by examining/moderation and/or Quality Council panels. Conduct technical quality checks of national assessment instruments. Interpret and apply policies and guidelines relevant to language style, editing, and translation conventions. Interpret and apply policies and guidelines relevant to the in-house style guide. Maintain a

workflow register and electronic filing system. Maintain the security of national assessment instruments. Perform relevant administrative functions related to the functioning of the Unit.

Note: The successful candidate will be required to sign a performance agreement, and declaration of secrecy and may undergo security clearance. Shortlisted candidates may write a competency test.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: LIMPOPO REGIONAL OFFICE

DIRECTORATE: TVET CURRICULUM AND INSTITUTIONAL SUPPORT

POST: ASSISTANT DIRECTOR: (REF NO: DHET 33/05/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Polokwane

REQUIREMENTS: An appropriate bachelor's degree/diploma/ national diploma (NQF Level 6) in Education or an equivalent qualification. A certificate in facilitation/ assessor/ moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues, and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management. Willingness to travel and a valid driver's licence.

DUTIES: Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in the public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshop. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no-compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: WESTERN/NORTHERN CAPE REGIONAL OFFICE

DIRECTORATE: TVET CURRICULUM AND INSTITUTIONAL SUPPORT

POST: ASSISTANT DIRECTOR: (REF NO: DHET34/05/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Cape Town

REQUIREMENTS: An appropriate bachelor's degree/ diploma/ national diploma (NQF Level 6) in Education or an equivalent qualification. A certificate in facilitation/ assessor/moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues, and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management, Willingness to travel and a valid driver's licence.

DUTIES: Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in the public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshop. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET INSTITUTIONAL FUNDING

POST: ASSISTANT DIRECTOR: NATIONAL NORMS AND STANDARDS FOR TVET COLLEGES INFRASTRUCTURE FUNDING (REF NO: DHET35/05/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Pretoria

(This is a re-advert, candidates who applied are encouraged to re-apply)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Bachelor of Commerce or equivalent qualification in Economics/Accounting and/or Financial Management. A qualification in the built environment will be an added advantage. Research methodologies. A minimum of three (3) to five (5) years at the Supervisory level, preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislations for public colleges. Policy analysis, development, and implementation skills. Knowledge of the policies and legislative framework in Technical and Vocational and Educational Training (TVET) colleges, and the Public Finance

Management Act. Financial analytical and research skills. Basic knowledge of the built environment. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literate with basic knowledge of MS Word and Excel skills. A valid driver's licence.

DUTIES: The candidate will be responsible to gather, analyse, and utilise data for the development of National Norms and Standards for funding the infrastructure of Technical and Vocational Education and Training colleges. Draft and review the infrastructure funding norms for Technical and Vocational Education and Training colleges. Develop and manage advocacy strategy of the infrastructure funding norms. Develop models for implementation of infrastructure funding policy. Conduct readiness assessment for implementation of the infrastructure funding norms. Responsible for implementation of the infrastructure funding norms. Manage payments of infrastructure funds to the TVET Colleges.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

POST: ASSISTANT DIRECTOR: ARPL MONITORING AND EVALUATION (REF NO: DHET36/05/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate bachelor's degree/ national technical diploma (NQF Level 6) plus recognised South African Trade Qualification, Assessor Certificate. A minimum of five (5) years of industry-related work experience and three (3) years' experience in artisan development (Training, ARPL and Trade Testing). Knowledge of assessment principles. Knowledge of Training and trade test environments. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the SDA, PFMA and OHSA. Understanding of the trade test regulations. Understanding of the Criteria and Guidelines for the implementation of ARPL. Ability to plan, organize, manage, and monitor activities and processes. Ability to implement and comply with related artisan policies and procedures. Coordination and group facilitation skills. Skills to interpret and understand the policy. Skill to develop standard operating procedures and processes. Report writing and supervisory skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's licence.

DUTIES: This will include monitoring the implementation of the trades for which ARPL toolkits were approved at accredited Trade Test Centres. Provide guidance and support on ARPL implementation and processes to accredited Trade Test Centres and SETAs. Report monitoring and evaluation of ARPL implementation nationally. Plan, prepare and schedule for support, monitoring, and evaluation activities. Submit NSF and section reports on activities and work performed. Liaising with stakeholders regarding Artisan Recognition of Prior Learning processes and model.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

TWO (2) POSTS: CHIEF ARTISAN GRADE B: AUTOMOTIVE (REF NO: DHET37/05/2022)

SALARY: R476 052 per annum (OSD)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national technical Diploma with related subjects in Panel Beater and Vehicle Painter Trade Engineering or equivalent qualification. A Trade Test Certificate in Panel Beater and Vehicle Painter or related trades coupled with Assessor and Moderator Certificates. A minimum of five (5) to ten (10) in technical training

experience after qualifying as an artisan. Good knowledge of Trade Test Regulations. Good knowledge of the Skills Development Act, 1998. Good knowledge of the Occupational Health and Safety Act. The candidate must be able to assess candidates in Panel Beater and Vehicle Painter or related trades. Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. Ability to perform moderations within the panel beater and vehicle painter trades. A valid driver's licence.

DUTIES: this will include conducting trade testing in the Panel Beater and Vehicle Painter trades as well as implementing and maintaining ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure the safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment, tools, and consumable stock. Procurement and control of assessment equipment, tools, and consumable stock. Maintain safety in the workshop.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

POST: CHIEF ARTISAN GRADE A: CARPENTER AND JOINER (REF NO: DHET38/05/2022)

SALARY: R392 283 per annum (OSD)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national technical certificate N3 in Civil Engineering or equivalent qualification. Qualified as a Carpenter and Joiner as well as an Assessor. A minimum of five (5) to ten (10) years of technical training or assessment experience after qualifying as an artisan. An appropriate Trade Test Certificate in Carpentry and Joiner trade. Any additional trade certificate in the civil engineering field, as well as a Moderator Certificate, will be an advantage. Knowledge of Skills Development Act, 1998, Occupational Health and Safety Act and Trade Test Regulations. Must be able to assess candidates in Carpentry and Joiner trades. Computer literacy (MS Word, Excel, PowerPoint). Good report writing. Good planning and organising skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. A valid driver's licence.

DUTIES: Will include Conducting assessment and ARPL in the Carpenter & Joiner, Joiner, and Carpenter trades. Conduct Moderation of Trade Test internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures. Assess the performance of staff reporting to him/her. Conduct Moderation of Trade Test internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures.

Assess the performance of staff reporting to him/her. Conduct Moderation of Trade Test internally and externally. Maintain and ensure the safekeeping of assessment records. Supervise Trade Assistants. Assess the performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop, Adhere to health and safety policies and procedures.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: IMPLEMENTATION OVERSIGHT

POST: ASSISTANT DIRECTOR: MONITORING AND REPORTING (REF NO: 39/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF Level 6) in Public Management/Administration or an equivalent qualification. A minimum of three to five (5) years' work experience in monitoring and evaluation, strategic planning, and corporate governance with at least three (3) years at the Supervisory level in education, training, and development/ skills development environment. Knowledge of Skills Development of Policy, Monitoring and Evaluation, Education and Education, Training and Quality Assurance. Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA, and Artisan regulations. Knowledge of Departmental policies and procedures, public service processes and procedures, Client/customer services and Financial Management. Computer literacy; MS Excel, Word, PowerPoint magic systems, including presentation skills. Planning and facilitation skills. Good interpersonal relations skills and communication skills (written and verbal). A valid driver's licence.

DUTIES: Develop a SETA Performance Management, Monitoring and Evaluation Tools and Mechanisms. Prepare quarterly monitoring reports on the implementation of the National Skills Development Strategy (NSDS). Coordinate written responses to Parliamentary, Presidential hotline and public queries and complaints. Provide coordination and secretarial support to performance strategy development and implementation. Analyse and recommend approval of SETA strategic plans and Service Level Agreement. Support SITAs to deliver their obligations in terms of the National Skills Development Strategy. Facilitate engagements with SETAs on the implementation of Sector Education and Training Management Information System (SETMIS). Assist in ensuring performance outcomes and reported and in line with the legislative framework. Provide support to SETAs on extraction and dissemination of quarterly performance reports. Prepare quarterly monitoring reports and good governance reports on the implementation of SETA targets and objectives.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: APPLICATION DEVELOPMENT AND MANAGEMENT

POSTS: ASSISTANT DIRECTOR: APPLICATION DEVELOPMENT AND SUPPORT (REF NO: DHET40/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Computer Science or Information Technology or an equivalent qualification. A minimum of three (3) to five (5) years at the Supervisory level in systems development according to the Systems Development Life Cycle (SDLC). Specialized skills needed are Programming in Visual Studio 2013 or 2015, ASP. Net and Visual Basic. Net Languages, Relational Database concepts and experience in SQL for database and query design, Design and Develop Business Intelligent dashboards and Reports in Microsoft SQL. Advanced experience in application development. Web application development. Web services experience. Ability to interpret ERDs, process flow charts and sequence diagrams. Ability to document requirements using UML. SQL - Database design, queries, reporting. Possess advanced programming logic and the

ability to write pseudo-code. Strong skills to investigate and analyse information in troubleshooting. Good understanding of project management principles. Good logical and analytical thinking, Ability to work independently, under pressure and in a team, time management and pro-activeness. Good communication skills (written and oral) and interpersonal, as well as good organising and planning skills. A valid driver's licence.

DUTIES: The candidate will be responsible to perform systems analysis, design and development based on user requirements. Evaluate, investigate, and apply new technologies to enhance systems within the department. Design and develop new features for the applications, and improvement of the existing systems; Implementation, debugging, documentation and release of software solutions. Develop efficient and effective IT solutions to diverse and complex business problems. Provide maintenance and enhancement support of the existing systems; Communicate accurately on Project status in all appropriate meetings as well as on the relevant reports. Prepare business cases for projects and technology updates. Support best practice and innovation in the operational model through critical assessment of its workings and challenges to its design assumptions. Analyse and develop business improvements based on data analysed, data collected, reviewed, and incorporated of all internal and external benchmarking data into applications project planning, Develop Business Intelligent dashboards, and reports for various systems. Work closely with other stakeholders and team members to provide system solutions.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST: ASSISTANT DIRECTOR: FLEET MANAGEMENT (REF NO: DHET41/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Transport/Logistics Management/Public/Administration or equivalent relevant qualification. A minimum of five (5) years of experience in Transport Management or a related field. A minimum of three (3) to five (5) years at the Supervisory level. Knowledge of contract management and the legislative framework governing Transport management well as in-depth knowledge of Fleet Management Systems. Good coordination, planning, communication (written and spoken), interpersonal relations, conflict management and resolution, report writing and organizational skills. Ability to work long hours and help subordinates and clients voluntarily, gathering and analysing information, drafting reports, interpreting, and applying policies, work independently and in a team. A valid driver's licence.

DUTIES: Manage Departmental fleet travel arrangements. Acquisition and disposal of Departmental vehicles. Update Departmental vehicle assets register. Ensure inspection and maintenance of Departmental and subsidized vehicles. Coordination of Subsidized vehicle process and convene Departmental Transport Advisory Committee (DTAC) Manage departmental parking allocation function. Development and implementation of transport policies and directives. Conducting information sessions on transport policies and directives to employees and relevant stakeholders. Coordinate payment of service providers, compiling reports on fleet-related matters. Monitor vehicle tracking system. Manage damages and losses on Departmental fleet vehicles.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: STRATEGIC PLANNING AND REPORTING

POST: ASSISTANT DIRECTOR: ORGANISATIONAL PERFORMANCE MONITORING: (REF NO: DHET42/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor' degree/national diploma (NQF Level 6) in Public/ Business Administration/ Management or equivalent qualification. A relevant postgraduate qualification will serve as an added advantage. A minimum of three (3) to five (5) years of work experience in strategic planning and reporting environment with at least three (3) years at the Supervisory level. An understanding of the Public Financial Management Act and applicable regulations in respect of performance monitoring; understanding and application of Monitoring and Evaluation policies/prescripts and framework of Government. Good communication skills (both written and verbal). Attention to detail, creativity, and innovation. Excellent report writing, and computer and analytic skills are key to this post. The incumbent should be able to perform in a team environment. A valid driver's licence is essential.

DUTIES: The scope of the Assistant Director's work will include, but not be limited to the following: Contribute to the development and implementation of the M&E Framework; Provide M&E capacity building and support to business units; Assist in the development and implementation of the M&E system; Develop monitoring data collection tools; Analyse and evaluate the departmental programme performance on annual and quarterly basis.; Determine the actual correctness or accuracy of programme actual achievements against set targets as detailed in the annual and quarterly performance reports. Provide support in generating quarterly monitoring reports and submissions to the Accounting Officer, Assist and benchmark the latest organisational performance monitoring best practices across the public sector and advise the department accordingly. Provide advice and support for branches/business units in monitoring their initiatives. Provide support in compiling the Annual Report according to the relevant prescripts.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF THE CHIEF FINANCIAL OFFICER

DIRECTORATE: DEVELOPMENT SUPPORT

POST: ASSISTANT DIRECTOR: GRANTS AND DONOR PROJECTS SUPPORT (REF NO: DHET43/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public/Business Administration Project Management or equivalent qualification. A minimum of three (3) to five (5) years of experience at the Supervisory level in education and training and skills to provide support to projects will be strongly recommended. Apart from project management, the candidate should have financial management and experience in project grant local and international donor funds management. A qualification in Financial Management is an added advantage. Proactive, and effective with the ability to work in a diverse team. The candidate must have proficiency in MS Office Packages as well as communication and report writing skills.

DUTIES: The successful candidate will primarily be required to: Assist in compiling quarterly semester performance reports on projects funded by grants and donors. Assist in ensuring strict adherence to reporting procedures of projects and deadlines. Assist in the coordination, management and monitoring of grants and donor-funded projects. Provide administrative support to grants and other donor-funded project committees. Develop and maintain the database on various projects. Evaluate project proposals and appraise Business Plans for the effective and efficient utilization of project funds. Manage the interface with different stakeholders of the DHET at the required level. Perform other duties delegated from time to time in the Directorate.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT SUPPORT (REF NO: DHET44/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate bachelor's degree/ diploma (NQF level 6) in Human Resource Management / Public Administration. A minimum of five (5) years' work experience in human resource appointments and conditions of service in the Public Sector with at least three (3) to five (5) years at the Supervisory level. Good knowledge of the PERSAL System. Good knowledge and understanding of Human Resource Management prescripts and Policies. Leadership skills. Planning, organising, and coordinating skills. Communication, mentoring/coaching skills. Report writing and problem-solving skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's licence.

DUTIES: Responsible for the implementation of the Performance Management Development System (PMDS) for all INDLELA Staff. Receive, verify, and capture Performance Agreements, Work Plans, and half-yearly and annual performance assessments. Management of Staff Condition of Employment. Verify leave applications captured on SMARTHET and leave credits on PERSAL appointment dates, qualifications, and employee benefits. Provide guidance and manage Human Resources at INDLELA: Compile submissions/memos regarding the positions to be advertised and make follow-ups on advertised positions. Arrange Boardrooms for shortlisting and interviews for advertised positions. Compile Memo regarding requests for acting allowance and transfers. Management of queries from internal and external clients.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

COMPONENT: NATIONAL SKILLS FUND

CHIEF DIRECTORATE: OFFICE OF THE CHIEF FINANCIAL OFFICER

POST: ASSISTANT DIRECTOR: FINANCE (REVENUE) REF NO: DHET45/05/2022

SALARY: R382 245 per annum (Level 9)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Accounting and or equivalent qualification. A minimum of three (3) to five (5) years at the Supervisory level in financial management, accounting and or auditing of which three (3) years of experience must be in Financial Management. Candidates with a Chartered Accountant (South Africa) qualification will have a distinct advantage. Knowledge of Public Service and National Authority Fund (NSF) mandates and strategies. Knowledge of the education system and pedagogy and post-school education framework. Knowledge of prescripts; Public Financial Management Act (PFMA) Treasury Regulations, Skills Development Act, Skills Development Levies Act, Public Service Act and Public Service Regulations. Budgeting and financial management, problem-solving and analysis. Knowledge of management, technical proficiency, quality management, stakeholder engagement and management, communication management, change management and people management and empowerment. Good knowledge of legislative frameworks relevant to the post. Good computer skills. Willingness to travel and a valid driver's licence.

DUTIES: Review and prepare relevant finance workbooks. Review and capture accounting transactions. Perform daily, weekly, and monthly reconciliations. Perform debtor and creditor functions. Review invoices and payment packs for payment and approve payments. Review payment security checks. Manage the upload of payment batches. Capture supplier banking details. Review receipts and accounting of revenue. Ensure proper recordkeeping of transactions.

Ensure that suspense accounts are cleared monthly. Manage the resources of the Directorate. Participate as an active member of the NSF finance team.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

COMPONENT NATIONAL SKILLS FUND

CHIEF DIRECTORATE: OFFICE OF THE FINANCIAL OFFICER

POST: ASSISTANT DIRECTOR: FINANCE (EXPENDITURE) REF NO: DHET46/05/2022

SALARY: R382 245 per annum (Level 9)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Accounting and /or an equivalent qualification. A minimum of three (3) to five (5) years at the Supervisory level in financial management, accounting and or auditing of which three (3) years' experience must be in Financial Management. Candidates with a Chartered Accountant (South Africa) qualification will have a distinct advantage. Knowledge of Public Service and National Authority Fund (NSF) mandates and strategies. Knowledge of the education system and pedagogy and post-school education framework. Knowledge of prescripts; Public Financial Management Act (PFMA) Treasury Regulations, Skills Development Act, Skills Development Levies Act, Public Service Act and Public Service Regulations. Skills required: Budgeting and financial management, problem-solving and analysis. Knowledge of management, technical proficiency, quality management, stakeholder engagement and management, communication management, change management and people management and empowerment. Good knowledge of legislative frameworks relevant to the post. Good computer skills. Willingness to travel and a valid driver's licence.

DUTIES: Review and prepare relevant finance workbooks. Review and capture accounting transactions. Perform daily, weekly, and monthly reconciliations. Perform debtor and creditor functions. Review invoices and payment packs for payment and approve payments. Review payment security checks. Manage the upload of payment batches. Capture supplier banking details. Review receipts and accounting of revenue. Ensure proper recordkeeping of transactions. Ensure that suspense accounts are cleared every month. Manage the resources of the Directorate. Participate as an active member of the NSF finance team.

BRANCH: OFFICE OF THE CHIEF FINANCIAL OFFICER

POST: ASSISTANT DIRECTORATE: COMPLIANCE (REF NO: DHET47/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/diploma (NQF Level 6) in Accounting / Internal Audit / Risk Management / Supply Chain Management / Legal Services or an equivalent qualification. A relevant post-Graduate qualification will be an added advantage. A minimum of three (3) to five (5) years of work experience at the Supervisory level in Compliance / Quality Management Systems / Internal Auditing / Risk Management/ ISO training spheres, as well as appropriate experience within a relevant line function of a department, is strongly preferred. The incumbent must be knowledgeable regarding all relevant legislation, procedures and policies and possess the ability to ensure compliance with applicable laws, policies, and legislation, as well as exhibit the traits of reliability, dependability, and conscientiousness. As well as possess the skills and understanding of all phases of the job and related matters. A high level of accuracy, thoroughness and resourcefulness is required for functions performed, while the incumbent should also possess analytical capabilities and advanced report-writing skills. In addition, a sound knowledge of the relevant legislation and policies governing the Higher Education and Training and Public Service sectors will be an added

advantage. Experience in managing staff and projects with an ability to plan proactively and strategically is preferred. The incumbent must also be a resourceful, independent thinker and adept in clear communication, with a strong ability to interact with officials at different levels in the Department, other Departments, entities, and institutions. A clear understanding of change management, client orientation and customer-focused, as well as diversity and risk management processes, is a requirement. Excellent project management, problem-solving and computer skills are key to this post. A willingness to work during irregular hours and travel intermittently will prove advantageous. A valid driver's licence is essential.

DUTIES: The incumbent will be adept in performing functions about Compliance, Auditing, Internal Control and Auditor-General processes. These include but are not limited only to: the oversight / management of inspection and audit procedures and related methodologies in tandem with IT Systems associated with quality management; the interpretation and review of policies in relation to the governance environment of higher education and training and its Compliance Programme and related activities aimed at preventing illegal, unethical and improper activities; oversight and implementation of annual reporting requirements; ongoing monitoring of performance management development systems; managing effective compliance monitoring and reporting of the Department; identifying potential compliance risk areas in conjunction with the compilation of comprehensive risk registers to ensure adherence across the Department and its functionaries; identifying and monitoring non-compliance and developing proposed strategies / plans in addressing areas of concern; developing and periodically reviewing and updating Standards of Conduct; communicating and directing identified compliance issues to the relevant structures for investigation and resolution; reviewing and evaluating delegations of the Department so as to ensure that high-risk areas and non-compliance matters are effectively addressed and; improving management and coordination of the Departmental audit processes and the compilation of the required Audit Action Plan.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

CHIEF DIRECTORATE: INFORMATION TECHNOLOGY AND BUSINESS SYSTEMS MANAGEMENT

POST: ASSISTANT DIRECTOR: INFORMATION SECURITY MANAGEMENT AND GOVERNANCE (REF NO: DHET48/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Security/ Information Technology or equivalent qualification. A minimum of three (3) to five (5) years at the Supervisory level in information technology and business system management. The candidate must be certified with one (1) of the following international certifications: CompTIA Security+ or Certified Information Systems Security Professional (CISSP) or Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) or Certified in the Governance of Enterprise IT (CGIEIT). Five (5) years of Information Technology experience of which three (3) years must be within an Information Security Role. Knowledge of CGICTPF, ISO27001/2:2013, ISO22301 and COBIT will be advantageous. Willingness to travel and a valid driver's licence.

DUTIES: Planning, Conducting and Reporting on Information Security Awareness and Training Programme for the Department. Implementation and Maintenance of information technology policies, procedures and standards using frameworks such as CGICTPF, and COBIT. Implementation and maintenance of information security policies, procedures and standards using frameworks such as ISO27001/2:2013 and DPSA Security Guidelines. Tracking and reporting on remedial actions to mitigate risks by the Department's standard for plans of action and milestones. Mitigate

all IT-related risks as part of the enterprise governance process and maintain an IT Risk Register. Assist the Information Security Officer with remedial actions on Audits by Internal Audit and Auditor General. Access review and reporting on the Department's critical ICT infrastructure.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: ADMINISTRATION COORDINATION AND COMMUNICATION

POST: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT (REF NO: DHET49/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF level 6) in Human Resource Development/Marketing/Communication/Public Administration or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level. Experience in developing communication and marketing plans. Experience in events management and coordination of campaigns. Good communication and marketing skills. Experience in management of communication and marketing projects. Understanding of the education and training sector. Demonstrable ability to coordinate multiple stakeholder meetings and workshops. Demonstrable ability to produce reports. Good oral and written communication skills. Knowledge of management, technical proficiency, quality management, stakeholder engagement and management, communication management, project management, change management and people management and empowerment. Good knowledge of legislative frameworks relevant to the post. Good analytical, coordination and report writing skills. Computer literate; (MS Word, MS Excel, MS PowerPoint, and Outlook). A valid driver's licence.

DUTIES: The Assistant Director: Communication - will assist in the following duties: Developing a communication and marketing plan and monitoring the implementation of the branding of the Council. Developing tools to market the work of the Council and the Human Resource Development Strategy towards 2030. Developing marketing catalogues and information brochures. Promoting the functioning and achievements of the Council through marketing material; Responsible for the launch of the Council events e.g., Annual Performance Reports and Strategic Plan Documents. Participate in events with HRDC social partners in marketing the activities of the Council and its committees. Launching and coordinating campaigns in awareness-raising. Coordinating the events conducted by the HRD Council in partnership with the communication representatives from the Presidency, GCIS, and DHET. Liaison with social partners to ensure that they are informed of the programmes of the Council and its committees.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

TWO (2) POSTS: ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND TRANSFORMATION (REF NO: DHET50/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management /Industrial Psychology/Organisational Development and/or Public Administration/Management. A minimum of five (5)

years' work experience in a Change Management/ Organisational Development environment and/or Transformation is required with at least three (3) years at the Supervisory level. Knowledge and understanding of organizational culture and human behaviour, management of resources. Knowledge of policies/ implementation strategies. Knowledge of Change/Transformation and Legislation/Directives. Knowledge of and experience in organizational culture interventions, and project management. Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer literacy (MS Word, MS Excel, MS PowerPoint, and Outlook). Willingness to travel and a valid driver's licence.

DUTIES: Develop change management, and organisational development strategy to support the culture realignment strategy. Design and implement change management initiatives (culture, behaviour, systems, organisational climate assessment. Develop change management plans, including communication plan, sponsor roadmaps, coaching and training and resistance management plan. Assess projects to identify change management requirements, proactively identify required organisational development interventions, provide advice, as well as monitor and evaluate interventions. Support the implementation and delivery of the Operations Management Framework in the Department. Develop and implement Service Delivery Improvement Plan for the Department. Support the implementation of Batho Pele principles programmes in the Department. Conduct Business Process Mapping to ensure the mainstreaming of Gender and Disability in the Department. Coordinate and implement the Public Service Women Management week including monitoring of the Head of Department (HOD) 8 principles action plan. Facilitate the development, coordination, implementation and review of programmes and projects aimed at achieving the Department's and Government's transformation goals. Respond to Government legislation and policies on equality, transformation, and empowerment as well as international and regional obligations regarding vulnerable groups.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: COLLECTIVE BARGAINING

POST: ASSISTANT DIRECTOR: COLLECTIVE BARGAINING (REF NO: DHET51/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF level 6) in Labour/Industrial Relations/ Labour Law and/or Human Resource Management. A minimum of five (5) years of relevant experience in a Collective Bargaining environment within the public sector with at least three (3) years of functioning experience at the Supervisory level. Competency Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies. Sound knowledge of relevant PSCBC, ELRC and GPSSBC collective agreements, disciplinary codes in the public service, dispute resolution rules, strategies, and related matters. Understanding of the Public Service reporting procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Willingness to travel, work in a team and work under pressure. Computer literacy; (MS Word, MS Excel, MS PowerPoint, and Outlook). A valid driver's license is a prerequisite. Willingness to travel and a valid driver's licence.

DUTIES: Maintain labour peace and promote sound relations through arranging multilateral meetings at Head Office, Regions, and Colleges. Represent and support the Department at the PSCBC, ELRC and GPSSBC bargaining councils' meetings. Ensure Labour Relations related to policy development and implementation. Monitor and evaluate compliance with collective agreements, policies, and relevant legislation. Render advisory service to all institutional

management and employees regarding labour relations matters. Provide labour relations support to Regional Offices and Colleges. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions. Represent the Department and Colleges at the bargaining councils' dispute resolution meetings. Draft submissions and memos. Support the management of projects in the Directorate. Act as a secretariat to various forums hosted by the Directorate.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: GRIEVANCE, DISPUTES AND MISCONDUCT MANAGEMENT

POST: ASSISTANT DIRECTOR: GRIEVANCE AND DISPUTES (REF NO: DHET52/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/diploma (NQF Level 6) in Labour/Industrial Relations/Labour Law and/or Human Resources Management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities with at least three (3) years at the Supervisory level. Sound knowledge of labour legislation and prescripts within the TVET or Public Service sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies. Demonstrable experience in project management, collective bargaining, and labour relations processes. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Computer literacy (MS Word, MS Excel, MS PowerPoint, and Outlook). Excellent communicator, both written and verbal. Strategic thinking and meticulous record-keeping. Willingness to travel and a valid driver's licence.

DUTIES: The candidate will be responsible for investigating misconduct cases and compiling investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council / General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in Labour Relations. Manage resources of the section. Monitor precautionary suspensions, and financial misconduct. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour related cases trends and report to the Management. Facilitate training and advocacy on labour relations matters. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports.

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

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

EASTERN CAPE REGIONAL OFFICE

POST: ASSISTANT DIRECTOR: LABOUR RELATIONS (REF NO: DHET53/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: East London

REQUIREMENTS: An appropriate bachelor's degree/diploma (NQF Level 6) in Industrial Relations/Labour Law and/or Human Resource Management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities with at least three (3) years at the Supervisory level. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Sound Knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006, and CET Amendment Act 2012, Higher Education sector and relevant public service regulations and policies. Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organisational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's licence.

DUTIES: Investigate misconduct cases and compile investigation reports. Management of Discipline, represent the Department during a formal disciplinary hearing, provide advice on informal disciplinary hearings and ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training and advocacy on labour relations matters in the region. Attend Departmental Multi-Lateral Labour Forums in the region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to Head Office.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT

POSTS: ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT (REF NO: DHET54/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/diploma (NQF Level 6) in Human Resource Management/ Human Resource Development/Public Management or equivalent qualification. A minimum of five (5) years of experience in Performance Management and Development and Integrated Quality Management Systems (IQMS) with at least three (3) years at the Supervisory level. Knowledge of implementing IQMS/Performance Management Development systems, drafting performance agreements, work plans and assessments for TVET Educators and support staff. Drafting policies. Knowledge of implementing IQMS for lectures. Knowledge and understanding of the Employment of Educators Act, 1998, Community Education and Training Act, 2006. Public Service Act, 1994 and Public Service Regulations, 2016, Department of Public Service Administration (DPSA) Directives, Educators Collective Agreements, PSCBC Resolutions and policies and legislative frameworks applicable to human resources management and lecture development, Knowledge of Educational Labour Relation Council (ELRC) Resolutions. Knowledge of PFMA and Treasury Regulations. Ability to interpret policies, frameworks, and legislation. Computer literacy in MS Word, Excel, PowerPoint, and Outlook; Good coordination and report writing skills. High standard of values such as effectiveness, cooperation, high sense of integrity and positive attitude. Extensive presentation Skills, Problem Solving Skills, Analytical skills,

Client orientated, Project Management, Team Leadership, Planning and Organising, and People Management. Willingness to travel and a valid driver's licence.

DUTIES: Manage the implementation of the Department's performance management development system (PMDS) and an integrated quality management system (IQMS). Provide technical advice and guidance on the Implementation of IQMS. Develop and implement Operational Plans, Provide support and assistance with Work plan development and performance appraisals/ assessments. Quality assures IQMS work plans and assessments. Ensure alignment of educator's workplans with the Annual Performance Plan of the department and the Operational Plan of the unit. Facilitate the processing of performance management outcomes for lecturing staff. Facilitate monitoring for lecturing staff. Facilitate and present in IQMS and PMDS workshops and training sessions, coordinate performance moderation sessions. Ensure safekeeping of IQMS and PMDS documents. Manage disputes and grievances emanating from IQMS and PMDS. Ensure legislative and policy compliance. Respond to Auditor-General queries

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: SECURITY ADVISORY SERVICES

POSTS: SENIOR VETTING INVESTIGATOR (REF NO: DHET55/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor' degree/national diploma (NQF Level 6) in Security Management and/or qualification in Social Science. A certificate on a course provided by State Security Agency (SSA) or South African National Defence Force. (SANDF). Short courses in analysis, conflict management, listening and interviewing skills. A minimum of three (3) to five (5) years of experience at the Supervisory level in management and investigations. Knowledge in Security Management. Knowledge of enabling legislation relating to Security. Ability to interpret policies, frameworks, and legislation. Knowledge of Minimum Information Security Standards. Attention to detail and problem-solving skills. Computer literacy in MS Word, Excel, PowerPoint, and Outlook. Good communication skills (written and verbal). Good analytical, coordination and report writing skills. Willingness to travel and A valid driver's licence.

DUTIES: Provide inputs for the development and implementation of policies, guidelines, norms, and standards in vetting investigations. Provide effective communication channels and systems between the Department and State Security Agency (SAA) and other related agencies. Identify units within the Department that deals with sensitive and classified information. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Conduct vetting fieldwork investigations. Compile and submit reports to management and SSA on all vetting files and reports completed on regular basis. Conduct security vetting awareness training and guidance regarding Security vetting policy and the Minimum Information Security Standards. Liaise regularly with SSA, SAPS, Home affairs and other critical stakeholders for advice, and assistance and to obtain additional information. Obtain information from other resources and contacts. Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC) guidelines. Conduct security vetting awareness programmes. Monitor and report cases of non-compliance to Management in line with the security policy. Protect information obtained during the interview process. Ensure confidentiality of the information collected. Conduct administration of vetting in accordance with the SSA norms.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: POLICY, PLANNING, MONITORING AND EVALUATION

POSTS: ASSISTANT DIRECTOR: PSET SYSTEM PLANNING (REF NO: DHET56/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public/Business Administration or equivalent qualification in social sciences. A minimum of three (3) to five (5) years' experience at the Supervisory level in the post-school education and training system and working in multiple stakeholder environments is essential. Specialised qualification in planning, skills development and/or experience in public service will be an added advantage. Experience in skills planning and in the analysis of skills needs is essential. A good track record of working in multiple stakeholder environments is essential. The candidate must be able to understand the SA PSET system, approaches to identify skills and labour market analysis. Ability to work independently. Ability to interpret policies, frameworks, and legislation. Attention to detail and problem-solving skills. Computer literacy in MS Word, Excel, PowerPoint, and Outlook. Good communication skills (written and verbal). Good analytical, coordination and report writing skills. Willingness to travel and a valid driver's licence.

DUTIES: Analyse national and provincial economic strategies, skills plans, and provincial human resource development strategies to identify skills needs. Assist in the establishment of relationships of national, provincial, and local stakeholders, including, the development of memoranda of agreement (MOA), protocols and service level agreements. Coordinate the sharing and gathering of information regarding skills needs across national, provincial, and local government stakeholders.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: POLICY, PLANNING, MONITORING AND EVALUATION

POSTS: ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT FOR PSET SYSTEM (REF NO: DHET57/05/2022)

SALARY: R382 245 per annum (Level 9)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public/Business Administration/Education or equivalent qualification in social sciences. A relevant postgraduate qualification in planning and or skills development will be an added advantage. A minimum of three (3) to five (5) years' experience at the Supervisory level in the post-school education and training system and working in multiple stakeholder environments. Experience in skills planning and in the analysis of skills needs is essential. Specialised qualification in planning, skills development and/or experience in public service will be an added advantage. A good track record of working in multiple stakeholder environments is essential. The candidate must be able to understand the SA PSET system, approaches to identify skills and labour market analysis. Ability to work independently. Ability to interpret policies, frameworks, and legislation. Attention to detail and problem-solving skills. Computer literacy in MS Word, Excel, PowerPoint, and Outlook; Good communication skills (written and verbal). Good analytical, coordination and report writing skills. Willingness to travel and a valid driver's licence.

DUTIES: Analyse national and provincial economic strategies, skills plans, and provincial human resource development strategies to identify skills needs. Assist in the establishment of relationships of national, provincial, and local stakeholders, including, the development of memoranda of agreement (MOA), protocols and service level agreements.

Coordinate the sharing and gathering of information regarding skills needs across national, provincial, and local government stakeholders.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: POLICY, PLANNING AND STRATEGY

DIRECTORATE: SYSTEM MONITORING AND LABOUR MARKET INTELLIGENCE

POST: ASSISTANT DIRECTOR: SYSTEM MONITORING (REF NO. DHET58/05/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/National Diploma (NQF Level 6) in Bachelor of Commerce in Economics/Population Development/Statistics or equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in the field of economic research and analysis. Consideration will be given to a candidate with extensive experience in the use of statistical software and an advanced Ms Excel programme. Good knowledge of education policy and planning issues. Good understanding of the post-school education and training sector, including the SETA environment; experience in the calculation of indicators in the field of education and training and related fields; excellent report writing and presentation skills and the ability to work under pressure and meet deadlines. Willingness to travel and a valid driver's licence.

DUTIES: The candidate will be responsible for Identifying indicators to monitor the PSET system and coordinate the implementation and reporting of the Sustainable Development Goals and the African Union Agenda 2063 within the PSET system. Assist in the development of a framework for monitoring the PSET system. Develop research reports on the performance of the PSET, e.g., Fact Sheets, Snap reports, etc. Assist in analysing and reporting on the findings of the Workplace Skills Plans/Annual Training Reports (WSP/ATR); Render secretariat services for various Committees managed within the Directorate and respond to national and international reporting requirements in relation to the performance of the PSET system and the financing thereof.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: COLLECTIVE BARGAINING

TWO (2) POSTS: SENIOR LABOUR RELATIONS OFFICER: COLLECTIVE BARGAINING (REF NO: DHET59/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/diploma (NQF level 6) in Labour Relations, Labour Law or Human Resource Management or equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in a Collective Bargaining environment within the public sector. Competency Knowledge of LRA, BCEA, PSA, PSR, CET Act, and CET Amendment Act, Higher Education sector and relevant public service regulations and policies. Sound knowledge of relevant PSCBC, ELRC and GPSSBC collective agreements, disciplinary codes in the public service, dispute resolution rules, strategies, and related matters. Understanding of the Public Service reporting procedures, good report writing, communication, negotiation, sound interpersonal and conflict resolution skills. Innovative and creative thinker. Must be willing to travel, work in a team and work under pressure. Computer literacy. Willingness to travel and a valid driver's licence.

DUTIES: Maintain labour peace and promote sound relations between employer and employees. Represent and support the Department at the PSCBC, ELRC and GPSSBC bargaining councils' meetings. Ensure Labour Relations related to policy development and implementation. Supervise, monitor, and evaluate compliance with collective agreements, policies, and relevant legislation. Render advisory service to all institutional management and employees regarding labour relations matters. Provide labour relations support to Regional Offices and Colleges. Facilitate capacity building to management and employees on all labour relations and labour law matters. Manage industrial action (strike) and dispute resolutions. Assist with managing the relationship with trade unions. Represent the Department and Colleges at the bargaining councils' dispute resolution meetings. Perform routine administrative duties of the directorate including travel arrangements, accommodation bookings, procurement and preparing meetings and minutes. Perform any other task as may be required from time to time. Draft submissions and memos. Support the management of projects in the Directorate. Act as a secretariat to various forums hosted by the Directorate.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

TWO (2) POSTS: SENIOR PRACTITIONER: CHANGE MANAGEMENT AND TRANSFORMATION (REF NO: DHET60/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource/Industrial Psychology/Organizational Development/Public Administration/Management. A minimum of two (2) to three (3) years of relevant experience in Change Management/Organisational Development/Transformation environment is required. Knowledge and understanding of organisational culture and human behaviour, Management of resources, Knowledge of policies/ implementation strategies, Knowledge of Change/Transformation Legislation/Directives, Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and in writing, informally and formally, Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity, Computer skills and Project Management skills. Willingness to travel and a valid driver's licence.

DUTIES: Provide support in the development of change management initiatives (culture, behaviour, systems, organisational climate assessment). Participate in project teams to integrate change management activities into the overall project plans. Provide support in the implementation and delivery of the Operations Management Framework in the Department. Provide support in the implementation of Batho Pele Principles programmes in the Department. Participate and provide support in the development of the Service Delivery Model for the Department. Participate in the mainstreaming and implementation of transformation programmes in the Department. Provide support in the development and coordination campaigns on sector transformation and gender mainstreaming. Render general administrative support to the unit.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

COMPONENT: EASTERN CAPE CET COLLEGE

POST: SENIOR ADMINISTRATIVE OFFICER: EASTERN CAPE CET COLLEGE (REF NO: DHET61/05/2022)

SALARY: R321 245 per annum (Level 8)

CENTRE: East London

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or equivalent qualification. A minimum of two (2) to three (3) years of relevant experience in the administration and management environment. Knowledge of the PERSAL system will serve as an added advantage. Knowledge of the Public Financial Management Act (PFMA), General Public service procurement frameworks and policies will be required. Ability to develop and manage strategic and organisational plans, analytical and attention to detail, and be able to read and write accurately. Knowledge of computer programmes, including MS Excel, MS Access, MS PowerPoint, and MS Outlook is required. Written and verbal communication skills, report writing and logistical skills. Events planning and administration skills and information management skills are essential. A valid driver's licence will be added advantage.

DUTIES: The successful candidate will be expected to execute the various administrative tasks including but not limited to: Render administrative support services; assisting in the preparation of submissions and memorandums for the principal, and preparation of Principal presentations and speeches. Assist with the Human resource matters including, among others, reconciling and reporting all lecturers that are verified and ensuring that leave forms, REQV qualification, Termination, Performance Agreements and Reviews are verified and captured on PERSAL. Provide administrative support to the principal regarding the preparation of reports. Manage the filing system in ensuring proper filing of Personnel files, Audit files, Reports and Council minutes. Assist with the management and monitoring of the budget allocated to the Principal CET College. Analyse and perform reconciliation where necessary on all the reports submitted by Finance and Principal's office for Principal CET College and advise if there is anticipated budget under-spending and over-spending.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES**DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT****SUB DIRECTORATE: ORGANISATIONAL DEVELOPMENT**

THREE (3) POSTS: SENIOR PRACTITIONERS: ORGANISATIONAL DEVELOPMENT (REF NO: DHET62/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: A recognised bachelor's degree/national diploma (NQF Level 6) in Organisational Development/Human Resource Management or equivalent qualification. A job Evaluation Certificate will be an added advantage. A minimum of two (2) to three (3) relevant experience in an Organisational Design and Job Evaluation environment is required. Thorough knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA) etc. and organisational Design principles, procedures, PSCBC resolutions and DPSA directives applicable. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A driver's licence is essential.

DUTIES: Provision of Organisational Design and Development Processes. Conducting Job Evaluation (JE) for all posts in the Department (Head Office, Technical Vocational Education and Training (TVET) and Community Education and Training (CET). Facilitate the development of Job Descriptions (JD) for all posts in the Department. Conducting work-study investigation for the Department (Head Office, TVET and CET. Rendering of general support services to the component. Management of all human, financial and other resources of the unit, including mentoring of interns.

Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF THE CHIEF FINANCIAL OFFICER

DIRECTORATE: DEVELOPMENT SUPPORT

POST: PROJECT FINANCIAL ADMINISTRATOR: EDUCATION FOR EMPLOYABILITY (E4E) (REF NO: DHET63/05/2022)

DURATION: 4 YEAR CONTRACT

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 7) in Bachelor of Arts/Financial Management or equivalent qualification. A minimum of two (2) to three (3) years' experience in providing project administration/monitoring and evaluation of donor-funded projects and financial support. Must have effective communication and report writing as well as sound financial administration skills. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be proactive, effective, and self-confident and be able to work in a diverse team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel and PowerPoint is a prerequisite. Basic knowledge of project management and Microsoft Project/Access would be an advantage. A valid driver's Licence.

DUTIES: Assist in the coordination and monitoring of projects funded from grants and donor funding. Provide financial and administrative support to donor-funded projects including Education for Employability project (E4E). Assist as a Secretariat for projects meetings. Assist in the Development of Terms of Reference. Provide projects/administrative support services within the Directorate. Draft project financial and narrative reports, Compile submissions, reports, and memos. Managed/Supervise the project budget. Support the middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of projects funds. Recording and tracking of submissions received by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate Provide administrative support to project managers on the Education for Employability (E4E)

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF THE CHIEF FINANCIAL OFFICER

DIRECTORATE: DEVELOPMENT SUPPORT

**POST: SENIOR ADMINISTRATIVE OFFICER: DEVELOPMENT SUPPORT
(REF NO.: DHET64/05/2022)**

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Bachelor of Arts/Financial Management or equivalent qualification. A minimum of two (2) to three (3) years' experience in rendering /providing Project Coordination/Administration /Monitoring and Evaluation of Donor funded Projects and Financial support. The candidate must have effective communication and report writing as well as sound financial administration skills. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be pro-active, effective, and self-confident and be able to work in a diverse

team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel, Project and PowerPoint is a prerequisite. Basic knowledge of Project Management would be an advantage. A valid driver's Licence.

DUTIES: Assist in the Coordination and Monitoring of Projects funded from grants and donor funding. Provide Financial and Administrative support to all Donor and Grant-funded Projects. Assist as a Secretariat for Projects Steering meetings. Assist in the Development of Terms of References. Provide Projects/Administrative support services within the Directorate. Draft project financial and narrative reports, Compile submissions, reports, and memos. Manage/Supervise the Directorate Budget. Support the middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of projects funds. Recording and tracking of submissions received by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

COMPONENT: NATIONAL SKILLS FUND

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

POST: SENIOR PRACTITIONER: SKILLS DEVELOPMENT IMPLEMENTATION (EASTERN CAPE AND KWAZULU-NATAL): (REF NO: DHET65/05/2022

SALARY: R321 543 per annum, (Salary Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration or equivalent qualification. A minimum of two (2) to three (3) years of experience in project management and/or office administration. Experience in have project administration experience for large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Knowledge of the post-school education and training system will also be an added advantage. Proven administrative capabilities. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be pro-active, effective, and self-confident and be able to work in a diverse team. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, monitoring, and evaluation, problem-solving and analysis, report writing, quality management, budgeting and financial management, and stakeholder engagement/management. The incumbent must be client orientated, customer-focused, responsive, and be able to perform in a team environment. Good computer skills are required. Although the position will be mainly office-based, candidates must be willing to travel when required. Candidates must also be committed to meeting deadlines within tight timeframes and be willing to work overtime to meet the deadlines. A valid driver's licence.

DUTIES: Assist in implementing activities related to the administration and implementation of projects for the regional office. Assist in conducting learner verification visits and gathering information for monitoring and reporting purposes. Ensure that all documents and information related to the portfolio are submitted for knowledge management purposes. Prepare project reports, presentations, and spreadsheets. Manage office assets; manage travel, accommodation, S&T claims, and other logistical requests for staff in the Directorate; Maintain the filing system. Answer telephone calls and take messages. Make travel bookings and schedule meetings for the Director. Manage Director's diary, manage the directorate/regional filing and system, perform any additional administrative duties as requested by the Deputy Director and the Director. Schedule appointments and maintain an electronic diary. Ensure the legislative dates are documented in the diary and those constant reminders are sent out to ensure project managers' compliance with due dates. Assist the Director and management in the region with preparing project reports, reporting templates,

presentations and spreadsheets. Assist the Director and management in the region with uploading all project related documentation onto the knowledge management system in accordance with policy and procedure. Maintain the asset register for the region on the asset management system and, where required, provide updates to the Assistant Director: Facilities and Assets at Head Office. Take minutes of regional and management meetings, type up the minutes and distribute them to meeting participants. Plan, prepare timeously relevant documentation for meetings and arrange venue venues and refreshments as required and record proceedings of meetings. Prioritise work received from the Chief Directorate or other Directorate including EO's office. Type correspondence, reports, minutes, presentations, Meeting agendas, spreadsheets etc. Competent in Word, Excel, and PowerPoint. Prepare meeting documents and distribute information/documents as requested by the Directorate/Region in hard copy or electronically. Source information as requested by the Directorate. Receive and register incoming mail and documents and distribute them within the Directorate/ Region as required. Stock control of office stationery and COVID-19 PPEs. Perform secretarial and administrative tasks related to expense claims and quality check all documents from the project managers as well as claims to ensure correctness. Make photocopies, scan documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate/ Region. Ensure all files are readily accessible and retrievable at all times. Register the movement and file all documents that come in the Directorate or leaving the office. Track and follow up on documents that were sent from the Directorate/Region that requires action or approval. Perform other administrative support functions.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT

POST: SENIOR PRACTITIONER: PERFORMANCE MANAGEMENT (REF NO: DHET66/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF level 6) in Human Resource Management / Human Resources Development or equivalent qualification. A minimum of two (2) to three (3) years of experience in the Educator's Performance Management and Development/Performance Management environment. Good knowledge and background in developing educators' work plans and performance appraisals/ assessments, Understanding of Public Service legislation, regulations, and policies. Ability to interpret and implement the integrated quality management system (IQMS) policies, relevant Collective Agreements and Circulars. Knowledge of implementing IQMS/ educators management system, drafting of educators' workplans, understanding of the Employment of Educators Act, 1998, Public Service Act and Public Service Regulations, DPSA's Directives, Educators Collective Agreements, PSCBC Resolutions and policies applicable to human resources management/ Educators development, as well as the ability to interpret policies, framework, Educational Labour Relation Council (ELRC) Resolutions and Knowledge of PFMA and Treasury Regulations. Extensive presentation Skills, Problem Solving Skills, Analytical skills, Client orientated, Project Management, Team Leadership, Planning and Organising, and People Management. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination, presentation, and report writing skills. A valid driver's licence.

DUTIES. Provide technical advice and guidance on the Implementation of IQMS. Provide support and assistance with work plan development, drafting of performance agreements and conducting performance appraisals/assessments. Quality assures IQMS work plans and assessments. Ensure alignment of educators' work plans with the Annual

Performance Plan of the department and the Operational Plan of the unit. Facilitate monitoring for lecturing staff. Facilitate and coordinate performance moderation sessions. Facilitate the processing of performance management outcomes for lecturing staff. Facilitate and present in IQMS workshops and training sessions. Conduct validation on IQMS documents. Ensure legislative and policy compliance and ensure the safekeeping of IQMS documents.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: TEACHER EDUCATION

POST: SENIOR ADMINISTRATION OFFICER: TEACHER EDUCATION (REF. NO: DHET67/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or equivalent qualification. A minimum of two (2) to three (3) years of experience in administration related. Environment. Knowledge of financial management systems and proven experience of at least three years in administration. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements are essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. The candidate must have above average computer skills (MS Office). Good communication skills (written and verbal). Good general office management skills and interpersonal skills. A valid driver's licence.

DUTIES: The scope of work of the candidate will include, but not be limited to Managing the MTEF budget process and monthly cash flow statement for the Directorate, Providing administrative, logistical and financial support to the Directorate, Providing general office support, including filing, tracking and processing of documents and correspondence, Compiling, managing and updating monthly, quarterly and annual financial and progress reports, Setting up meetings, compiling and distributing accurate minutes of meetings, Managing the Director's diary, Assuming secretarial functions when required.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: INTERNATIONAL SCHOLARSHIPS

POST: SENIOR ADMINISTRATION OFFICER: SCHOLARSHIPS STUDENT SUPPORT (REF NO: DHET68/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in International Relations, Education, Public Administration, PPE (politics, philosophy, and economics), Political Studies, Sociology, Marketing, or an equivalent qualification. A postgraduate relevant qualification will be an added advantage. A minimum of two (2) to three (3) years of experience in higher education. Experience related to the administration of international scholarships or study programmes is an advantage. Experience studying or working abroad is an advantage. The candidate must be able to work in a team and the ability to work under pressure, be willing to travel and work overtime when required and be able to think strategically and communicate well (written and verbal) with both internal and external stakeholders. Shows pride in work and achievements, demonstrates professional competence, is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by

professional rather than personal concerns. A high level of expertise and experience in the MS Office Suite. Excellent email, web, and social media skills. Speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately, tailors language, tone, style, and format to context. Demonstrates openness to sharing information and keeping others informed. Interpersonal skills and the ability to manage conflict. Ability to plan and prioritise work. Aptitude in problem-solving and ability to collect, manage and articulate data and information. A valid driver's licence.

DUTIES: Provide administrative support for the implementation of scholarship programmes including stakeholder engagement. Support scholarship recipients during their studies, including responding to queries, reviewing quarterly reports, following up on areas of concern for students and elevating problems, when necessary, travel bookings and record management. Provide administrative assistance in the development of policies, guidelines, and instruments for offering support to scholarship recipients. Administrative support for pre-departure orientations for scholarship recipients. Assist with monitoring and reporting on scholarship expenditure. Generally, support the work of the International Scholarships Directorate, including drafting correspondence and reports on request.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

POST: PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: UNIVERSITY EDUCATION (REF NO: DHET69/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration or equivalent qualification in Secretariat support. A minimum of two (2) to three (3) years of experience in rendering secretariat and administration services. Advanced office management qualifications will be a distinct advantage. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. The ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES: The scope of work of the Personal Assistant will include but not be limited to providing administrative support in the DDG's office; Managing and administering the DDG's diary and itinerary; Type and preparing all the necessary documentation for the DDG; Ensuring the safekeeping and filing of all documentation and records in the office of the DDG in line with the relevant legislation and policies; Ensure the smooth running of the DDG's office by handling all correspondence and queries requiring attention; Respond to enquiries received from internal and external stakeholders; Obtain inputs, collate and compile reports, e.g., progress, monthly and management reports; Scrutinize routine submissions/reports and make notes and/or recommendations for the manager; Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager; Handle and manage cash flow in the office of the manager including petty cash; Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders; Interface with internal and external clients.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: INFORMATION TECHNOLOGY AND BUSINESS SYSTEMS MANAGEMENT

POST: SENIOR INFORMATION SECURITY ANALYST: INFORMATION SECURITY MANAGEMENT AND GOVERNANCE (REF NO: DHET70/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in information Security or Information Technology and Communication (ITC) or an equivalent qualification. A minimum of two (2) to three (3) years of experience in international certifications: CompTIA Security+ or Certified Information Systems Security Professional (CISSP) or Certified Information Systems Auditor (CISA) will be highly advantageous. Knowledge of Information Technology experience within an Information Security environment. Proven working experience in Security technologies such as Symantec Endpoint Protection (SEP), Symantec Endpoint Encryption (SEE aka PGP), Symantec Data Loss Prevention (DLP), Symantec Advanced Threat Protection (ATP), Zscaler Cloud Web Security, Identity and Access Management (IAM), Public Key Infrastructure (PKI) will be very advantageous. Knowledge of ISO27001/2:2013 will be advantageous.

DUTIES: Administration and Operations of the Department's Managed Security Services infrastructure which includes both Endpoint and Perimeter Security. Manage the process of vulnerability assessments within the Department. Resolve identified issues as per the Department's audit action plan. Implement and manage an effective Patch Management Process to ensure compliance with the Department's IT Systems. Implementation of information security policies on the department's ICT infrastructure. Perform penetration testing on the Department's IT Systems.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS

POST: SENIOR INFORMATION TECHNICIAN: SERVICE MANAGEMENT AND SUPPORT (REF NO: DHET71/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/diploma (NQF Level 6) in Information and Communication Technology (ICT) or equivalent qualification. ITIL and COBIT Frameworks, N+, A+, A minimum of two (2) three (3) years' experience at a technical level in the ICT environment in the Public Service. Good Customer Care, Very Good communication (Verbal and Written skills, Troubleshooting and problem-solving skills. Must be Innovative and self-driven. Must understand IT LAN and WAN Support, IT Security, Change Management. Installation and troubleshooting Apple Mac and Microsoft environment. Knowledge of Office365. Knowledge and troubleshooting transversal systems (BAS, LOGIS and PERSAL) systems. A valid driver's licence.

DUTIES: Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (Ipad and Tablets). Installing and upgrading applications (e.g., Microsoft Office 365, Adobe Reader, etc.). Creating user accounts on Active Directory and email accounts (using O365 exchange) for DHET employees. Connecting users to both network and local printers. Ensure network availability for all ICT infrastructures. Adding computers to the domain. Installation and updating of antivirus software. Installation and support of transversal systems (BAS, PERSAL, and LOGIS). Ensure reliable connection and access to shared network drives. Upgrading of operating systems. Mapping of network drives. Liaise with external vendors and service providers. Analyse and resolve user technical problems. Assist in performing configuration management on the network. Assist in performing and monitoring backups in line with the Department

backup policy and disaster recovery plan. Assist with the monitoring and performing health checks on the network. Provide technical support in virtualized server environments. Provide technical support in a LAN environment (routing & switching), server (DHCP, DNS) and wireless access systems. Supervise interns and junior technicians.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE DEVELOPMENT

POST: SENIOR PRACTITIONER: TRAINING AND DEVELOPMENT (REF NO: DHET72/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/ Development/Management of Training or related Social Sciences qualification. A minimum of three (3) to five (5) years of proven experience in youth development programmes i.e., graduate internship and work-integrated learning (WIL). Supervisory experience is essential. Knowledge and youth development regulations and directives. Knowledge of legislative frameworks governed by the Skills Development Act and other related policies and procedures. Knowledge and understanding of PMDS and IQMS. Knowledge and understating of coordination and facilitation of training. A relevant PERSAL certificate will be an added advantage. A certificate in facilitation/ Assessor/Moderator will be added advantage. Good administration skills, ability to reach deadlines and teamwork. Ability to work under pressure, interpersonal skills, presentation skills, knowledge of computer (Microsoft Office programmes). Planning and organising skills. Good communication skills (verbal and writing) and coordinating skills. Research skills. A valid driver's licence.

DUTIES: Coordinate the implementation of youth development programmes. Conduct needs analysis throughout various branches and facilitates the advertisement of youth development programmes. Coordinate interviews and coordinate the placement of graduate and student interns in the department. Facilitate the signing of contracts, compile progress reports, and coordinate and facilitate youth development forums. Facilitate the development of the Work Skills Plan. Establish and maintain a good relationship with ETDP Seta. Develop the annual Work Skills Plan (WSP) from the data collected, coordinate Skill Development Committee (SDC) meeting and communicate with SDC relevant staff and units regarding the preparation and reporting of WSP. Facilitate the submission of quarterly performance assessments and coordinate the induction in line with the Breaking Barriers to entry (BB2E) programme. Coordinate farewell ceremony. Administer Internship and leadership programmes. Coordinate quarterly meeting forums with graduate and student interns. Supervise the staff and manage the development and performance of the staff.

BRANCH: SKILLS DEVELOPMENT

COMPONENT: NATIONAL SKILLS AUTHORITY

POST: SENIOR ADMINISTRATIVE OFFICER: NATIONAL SKILLS AUTHORITY (REF NO: DHET73/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration, Social Sciences, or any other relevant qualification. A minimum of two (2) to three (3) years of employment experience in rendering secretariat and administration support for senior management. Good interpersonal and communication skills to interface with people from various backgrounds and skills development

stakeholders. Knowledge and experience in computer applications in office management including MS Word, Excel, PowerPoint, and Outlook. Good organizational, secretarial, administration, events, and project management skills. Excellent report, minute writing skills and knowledge of Batho Pele principles.

DUTIES: Render secretarial and administrative support in the National Skills Authority Chief Directorate. Provide secretarial support for Directorate's meetings. Coordinate NSA events and projects. Maintain electronic and manual records, keeping system for Directorate meetings. Prepare documentation for NSA meetings and events. Provide support for NSA projects and assist in the coordination of research studies to enable the NSA to fulfil its advisory role. Provide administrative support during the development of NSA reports. Any other work as directed by the Director/ Executive Officer of the NSA.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: SETA SUPPORT AND LEARNERSHIP

POST: SENIOR ADMINISTRATION OFFICER: OCCUPATIONAL QUALITY INSTITUTIONAL PLANNING AND SUPPORT (REF NO: 74/05/2022)

SALARY: R321 245 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/National Diploma (NQF Level 6 in Public Administration/Financial Management/Auditing or equivalent qualification. A minimum of two (2) to three (3) years of experience within the Education and Training or Skills Development environment. Knowledge of Training and Development. Knowledge of Project Management and Financial management. Knowledge of Skills Development legislation such as the National Qualification Framework (NQF) Act, Skills Development Act (SDA), Skills Development Levies Act, Public Finance Management Act; Labour Relations Act; key South African labour market issues and partners; skills supply and demand in South Africa, a good understanding of the Quality Council for Trades and Occupations (QCTO) and Sector Education and Training Authorities (SETAs); Demonstrable ability to produce reports and coordinate multiple stakeholder meetings and workshops. Excellent oral and written communication skills. Computer literacy, investigation skills, report analytical skills, monitoring, and evaluation skills. Experience in organisational development, support, and conflict resolution. A valid driver's licence.

DUTIES: Assist in the monitoring performance of the QCTO against predetermined objectives. Assist in ensuring that the QCTO complies with the legislative framework for strategic planning. Assist in ensuring that the QCTO performance outcome is in line with the legislative framework; evaluation of the QCTO Strategic Plans (SP) and Annual Performance Plan (APP) to ensure alignment to the sector skills plans. Develop and manage strategic plans and annual performance plans of the QCTO in line with the implementation of priorities of the NSDS and other Government and sectorial priorities; develop and agree on the key performance measures for delivery of core functions for the QCTO; Develop and agree on sector-specific key deliverables and provide support to the QCTO and resolve matters relating to quality assurance. Manage the process of determination for the QCTO funding in line with the SETA Grant Regulations. Develop and communicate a schedule for the approval of the QCTO funding by the Minister to relevant stakeholders. Ensure that the QCTO submits the budget as per the date scheduled for the Minister's approval of the QCTO funding request. Manage the QCTO corporate governance matter, assist in the process of appointing the QCTO Council and the Chief Executive Officer, assist in guiding and coordinating the induction of the newly appointed QCTO Council

members. Provide support to the QCTO and monitor the implementation of its APP, assist with the coordination of meetings between the Skills Development Branch Management and the QCTO Executives designed to address issues of governance, funding, and performance. Assist with drafting of circulars, letters, and submissions.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT

POST: SENIOR ADMINISTRATIVE OFFICER: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT (REF DHET 75/05/2022)

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration or equivalent qualification in Social Sciences. A minimum of two (2) to three (3) years of employment experience in rendering secretariat and administration support. Good knowledge of the post-school education and training system. Knowledge and understanding of policies and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Good interpersonal and communication skills, planning and organization of work, and administration skills. Technical proficiency; monitoring and evaluation; analysis and compiling presentations. Knowledge management. Strong time management and problem-solving skills are an advantage. Budgeting and financial management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. Ability to function well under pressure and ability to interact well with people from a wide variety of backgrounds and levels. Excellent communication both in writing and verbally. Good planning, organizational and management skills. Knowledge and experience in computer applications in office management including MS Word, Excel, PowerPoint, and Outlook. A valid driver's licence.

DUTIES: The scope of the work of a successful candidate will include, but not be limited to Coordination of administrative support and activities pertaining to the Directorate; Assist with the implementation of the research output and various other policies; Supporting the process of journal applications for inclusion on the South African approved journals list; Regular update and maintenance of the South African approved journals list; Prepare data and carry out analyses of research output performance of Universities; Liaison with internal and external stakeholders relating to the work of the Directorate; Track and maintain records of all financial transactions in the Chief Directorate; Management of monthly cash flow statements, procurement policies and practices and risk and fraud management; Manage all logistical arrangements for the Directorate; Participate actively as a team member in the activities and functions of the Directorate.

NOTE: All short-listed candidates will be required to undertake a competency assessment

BRANCH: SKILLS DEVELOPMENT SERVICES

COMPONENT: NATIONAL SKILLS FUND

POST: ADMINISTRATION ASSISTANCE: REF NO: DHET76/05/2022

SALARY: R 261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/diploma (NQF Level 6) in Financial Management. A minimum of two (2) to three (3) years of experience in financial management systems and proven experience years in

administration. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements are essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. Possess good computer skills (MS Office), Good interpersonal and communication skills, planning and organization of work, and administration skills. General office management skills and excellent interpersonal skills. A valid driver's licence.

DUTIES: Perform administrative duties for the DHET projects funded by NSF through the DHET growth grant. Correspond with internal and external stakeholders. Source information and supporting documentation related to DHET projects. Identify projects the contract date has ended and obtain a close-out report to finalise the closure of the project. Verify the contract values, contract start, and end dates and payments made. Type correspondence, reports, spreadsheets, and any other related material as requested. Compare the information in the NSF records with DHET records to ensure the accuracy of information. Verify information on the commission schedule and cash flows against documents in the file. Prepare documents and distribute information or documents internally or externally as requested. Arrange meetings. Type correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or handwritten notes. This involves working on Word, Excel, and PowerPoint. Perform administrative tasks related to expense claims. Make photocopies, scan documents, file documents electronically in a logical order and receive or send facsimiles. Maintain an appropriate filing system for the Chief Directorate. Coordinate business travel and accommodation as required. Participate as an active member of the NSF.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT SERVICES

DIRECTORATE: SETA SUPPORT AND LEARNERSHIP

POST: ADMINISTRATION OFFICER: LEVY GRANT (REF NO: DHET 77/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management/Social Sciences/Economics. A minimum of one (1) to two (3) years' experience in rendering administration functions within a Training and development environment. A relevant work experience in Post-School Education and Training sector will serve as an added advantage. Knowledge of Departmental policies and procedures; Skills Development Act; Skills Development Levies Act; Basic Conditions of Employment; Batho Pele Principles; Communication Skills; excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Computer literacy. A valid driver's licence.

DUTIES: Responsible for assisting stakeholders with the Inter-SETA transfer process. Compile BAS payments for the 21 SETAs and National Skills Fund (NSF). Liaise with SETAs, South African Revenue Services (SARS) and other stakeholders on skills levy related matters. Provide support in the development of policies and regulations, draft and compile letters, submissions, memos, reports, and other official correspondence. Handle enquiries from various stakeholders within the PSET system; coordinate meetings and arrange the logistics timeously in preparation for the meetings, arrange travelling and accommodation; analyse and evaluate the Inter-seta transfers applications. Safekeeping records of official documents; and performing other administrative duties as assigned by the Supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS

FOUR (4) POSTS: INFORMATION TECHNOLOGY TECHNICIAN (REF NO: DHET78/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Technology or equivalent qualification. A minimum of one (1) two (2) years' work experience in the Information and Communication Technology (ICT) field as an IT Technician. An experience at a technical level in the ICT environment in the Public Service will serve as an added advantage. Good Customer Care and client-oriented focus. Good communication skills (Verbal and Written), Troubleshooting and problem-solving skills. Knowledge and understanding of IT LAN and WAN Support, IT Security. Installation and troubleshooting Apple Mac and Microsoft environment. Knowledge of Office365. Knowledge and troubleshooting transversal systems (BAS, LOGIS and PERSAL). A valid driver's licence.

DUTIES: Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (Ibads and Tablets). Installing and upgrading applications (e.g., Microsoft Office 365, Adobe Reader, etc.). Creating user accounts on Active Directory and email accounts (using O365 exchange) for DHET employees. Connecting users to both network and local printers. Ensure network availability for all ICT infrastructures. Adding computers to the domain. Installation and updating of antivirus software. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Ensure reliable connection and access to shared network drives. Upgrading of operating systems. Mapping of network drives. Liaise with external vendors and service providers. Analyse and resolve user technical problems.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF DIRECTOR-GENERAL

DIRECTORATE: RISK, FRAUD, ETHICS, AND INTEGRITY MANAGEMENT

POST: FRAUD PREVENTION OFFICER: FRAUD PREVENTION (REF NO: DHET79/05/2022)

SALARY: SALARY: R 261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/National Diploma qualification (NQF Level 6) in Fraud Management/ Auditing/Accounting/ Forensic Investigation equivalent qualification. A minimum of one (1) to two (2) years of work experience in anti-fraud experience in an anti-fraud/ corruption environment. Knowledge: High level of investigation and audit skills, principles and practices, knowledge and experience of investigative interviews techniques, knowledge of Government/Departmental and Anti-Corruption/Anti-Fraud Policies Processes and Procedures, knowledge of the environment of Whistleblowing in South Africa and the handling of classified information/or and "Protected Disclosures", Legal environment: taking of Section 204 statements, the handling of evidence (laws of evidence, the ability to work independently and the ability to work with law enforcement agencies to prepare cases for Court in criminal matters. Fraud related administration and operational duties. Knowledge and understanding of Batho Pele Principles, Public Service Regulations, and other relevant prescripts. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer literacy, Presentation. Ability to work under pressure and to deliver within agreed time frames. Willingness to travel and a valid A valid driver's licence.

DUTIES: Assist in the Implementation of Fraud and Anti-Corruption Strategies. Assist with investigations in reported cases of Fraud and Corruption. Assistant in the recovery of all assets acquired fraudulently. Analyse system capabilities for anti-fraud & corruption management programmes. Safekeeping of evidence. Organizing meetings with people of interest. Arrangement of travel logistics.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: WESTERN/NORTHERN CAPE REGIONAL OFFICE

POST: IT TECHNICIAN: CORPORATE MANAGEMENT SERVICES (REF NO: DHET80/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Cape Town

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Technology or equivalent qualification. A minimum of one (1) to two (2) years' work experience in the Information Technology field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance frameworks will be an added advantage. Good communication, problem-solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge of COBIT 5 Foundation, ITIL and other IT Governance frameworks. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Willingness to travel and a valid driver's licence.

DUTIES: To provide Local Area Network and Desktop support services: Creating a user account on desktop and laptop (mailbox and windows). Unlocking of password using AdminPack. Setting up desktops, printers, and data projectors. Configuring mainframe applications. Provide support for data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyse users' issues in ICT and provide solutions. Provide support for identified Level 8 and/ Level 910 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: WESTERN/NORTHERN CAPE REGIONAL OFFICE

POST: COMMUNICATION OFFICER: CORPORATE MANAGEMENT SERVICES (REF NO: DHET81/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Cape Town

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing. A minimum of one (1) to two (2) years of working experience in the relevant field. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing, and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem-solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical

conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Willingness to travel and a valid driver's licence.

DUTIES: To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/or facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g., Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, nameplates for officials within the Department, Design, and layout of publications for printing, and design draft for printing companies. Assist in the development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to the drafting of responses to media- and press releases, newsletters, and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.

Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: MPUMALANGA/NORTH WEST REGIONAL OFFICE

POST: COMMUNICATION OFFICER: CORPORATE MANAGEMENT SERVICES (REF NO: DHET82/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Standerton

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/National Diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing. A minimum of three (3) years of working experience in the relevant field. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing, and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem-solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Willingness to travel and a valid driver's licence.

DUTIES: To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/or facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g., Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, nameplates for officials within the Department, Design, and layout of publications for printing, and design draft for printing companies. Assist in the development of and ensure the successful implementation of the department

communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to the drafting of responses to media- and press releases, newsletters, and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: EASTERN CAPE REGIONAL OFFICES

POST: COMMUNICATION OFFICER: CORPORATE MANAGEMENT SERVICES (REF NO: DHET83/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: East London

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication Studies /Media Studies /Journalism/ Public Relations/ Marketing. A minimum of one (1) to two (2) years of working experience in the relevant field. News writing expertise. Proficiency in at least three (3) official languages. Knowledge and practical working experience in news writing, reviewing, and proofreading. Knowledge and understanding of media management. Knowledge of techniques and procedures for the planning and execution of media activities. Programme and project management. Problem-solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meet deadlines. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies, and programmes. Willingness to travel and a valid driver's licence.

DUTIES: To handle various matters related to internal and external communication in the Regional Office. Conduct elementary research on matters related to communication. Collect information towards assisting with the drafting of speeches, media statements/press releases, etc. for different events or occasions of the Department. Prepare and/or facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g., Annual reports, Departmental newsletters/ brochures. Annual calendars, Event programmes, Greeting cards, nameplates for officials within the Department, Design, and layout of publications for printing, and design draft for printing companies. Assist in the development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and outside the Department. Update information on the Departmental website and liaise with the website designer on matters related thereto. Handle various matters related to the drafting of responses to media- and press releases, newsletters, and articles. Rendering photographer services to the Department. Monitor media coverage and compile a synoptic report of issues that affect and/or impact the Departments towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and/or coordination of departmental events to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: MPUMALANGA/NORTHWEST REGIONAL OFFICE

POST: STATE ACCOUNTANT: CORPORATE MANAGEMENT SERVICES (REF NO: DHET84/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Standerton

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting. A minimum of three (3) year's relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS, and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines. Willingness to travel and a valid driver's licence.

DUTIES: The successful candidate will be responsible for compiling and monitoring of budget Mpumalanga/North West Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending by set policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocation is committed in the relevant items and corrected where needed. Provide technical support and advice to Mpumalanga/North West Regional Office Staff, programme managers and institutions. Assist in preparing audit pack for internal and external audit purposes. Basic knowledge of supply chain duties, and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed in the procurement of stock and services. Maintain proper update of Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: GAUTENG/ FREE STATE REGIONAL OFFICE

POST: PERSONAL ASSISTANT TO THE REGIONAL MANAGER (REF NO: DHET85/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Johannesburg

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage. A minimum of two (2) to three (3) years in rendering secretarial and administrative support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organisational and basic events management skills. The ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES: The successful candidate will be responsible for the following duties: Provide administrative support in the Regional Manager's office. Manage and administer the Regional Manager's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies. Ensure the smooth running of the Regional Manager's office by handling all correspondence and queries requiring the attention of the Regional Manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the Regional Manager. Clarify instructions and notes

on behalf of the Regional Manager. Perform routine duties in the office of the Regional Manager including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

CHIEF DIRECTORATE: HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT

POST: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR (REF NO: DHET86/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage. A minimum of two (2) to three (3) years in rendering secretarial and administrative support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organisational and basic events management skills. The ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES: The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office. Manage and administer the Chief Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies. Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

CHIEF DIRECTORATE: CORPORATE COMMUNICATION AND MEDIA LIAISON

POST: PERSONAL ASSISTANT TO THE CHIEF DIRECTOR (REF NO: DHET87/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage. A minimum of two (2) to three (3) years in rendering secretarial and administrative support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organisational and basic events management skills. The ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES: The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office. Manage and administer the Chief Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Regional Manager in line with the relevant legislation and policies. Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g., progress, monthly and management reports. Scrutinise routine submissions/reports and make notes and/or recommendations for the Chief Director. Clarify instructions and notes on behalf of the Chief Director. Perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

CHIEF DIRECTORATE: SECURITY ADVISORY SERVICES

POST: VETTING INVESTIGATOR (REF NO: DHET88/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate three-year NQF Level 6 qualification in Social Science/ Security Management. State Security Agency (SSA) Security Vetting Course/SANDEF or SAPS. A minimum of three (3) years' experience in vetting investigations. Knowledge and understanding of government legislative framework in security, and other relevant prescripts. Good planning and organising skills. Time management, conflict management and analytical, Investigation Skills, and communication skills (verbal & written). Computer literacy, Presentation. Ability to work under pressure and to deliver within agreed time frames. Ability to liaise with internal and external stakeholders on matters of importance and ability to keep confidentiality. Willingness to travel and a valid driver's licence.

DUTIES: The collection of information and conducting of security vetting investigation. Conduct security vetting awareness programmes. Conduct fieldwork security vetting investigations and collection of information. Ensure confidentiality of the information collected. The processing of information collected and administration of vetting files. Compile vetting reports. File and manage vetting documents. Report findings and recommendations to the supervisor. The liaison with the State Security Agency (SSA).

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: EMPLOYEE HEALTH AND WELLNESS

THREE (3) POSTS: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (REF NO: DHET89/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: an appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology/Behavioural Science/ Social Work majoring in Psychology. A minimum of one (1) to two (2) years of practical experience in the Employee Health and Wellness environment. Knowledge of HIV/AIDS legislation and related policies. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Knowledge of all four EHW

Pillars, in-depth knowledge in conducting counselling, psycho-education, and trauma debriefing. Knowledge of the Mental Health Care Act, EHWP related legislations and understanding of all PILIR processes and COIDA Act. Registration with the relevant professional body will be an added advantage. Membership with Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. A valid driver's licence will be added advantage.

DUTIES: Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, and Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for DHET staff, Promote health awareness and the facilitation of health-related events, activities and interventions. Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EHW reports, system monitoring tools and submissions/internal and external memorandums.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: WESTERN/NORTHERN CAPE REGIONAL OFFICE

DIRECTORATE: CORPORATE MANAGEMENT SERVICES

POST: PERSONNEL PRACTITIONER: HRM&D (REF NO: DHET90/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Cape Town

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/Human Resource Development/Administration or equivalent qualification. Personnel Administration PERSAL Certificate is essential. A minimum of three (3) to five (5) years' experience in Human Resource Management. Knowledge of Human Resource Management, Legislation, Regulations and Policies. Personnel Administration PERSAL system. Good facilitation skills, organisational, coordination, presentation and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts and PERSAL system. Good communication skills (verbal and non-verbal), negotiation, team building, problem-solving, conflict resolution and ability to work under pressure. Computer Literacy in MS Office (MS Word, Excel, PowerPoint, and Outlook). Willingness to travel and a valid driver's licence.

DUTIES: Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative service and ensure compliance with applicable legislation. Implement and

monitor Personnel and salary policies and procedures. Implementation and monitoring of appointments; transfers; translations; allowances GEHS; Terminations. Perform other duties requested by supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: WESTERN/NORTHERN CAPE REGIONAL OFFICE

POST: EMPLOYEE HEALTH AND WELLNESS OFFICER: (REF NO: DHET91/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Cape Town

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Psychology and/or Social Work majoring in psychology or equivalent qualification. A minimum of three (3) to five (5) years of practical experience in the Employee Health and Wellness environment. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COIDA Act. Interpersonal relations skills. Communication skills (written and verbal) presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. Willingness to travel and a valid driver's licence.

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

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 51

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

POST: PRACTITIONER: AUXILIARY SUPPORT SERVICES (REF NO: DHET92/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Olifantsfontein

REQUIREMENT: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Business administration or equivalent qualification. A minimum of three (3) to five (5) working experience in a Support Services environment with at least two (2) years of experience at the Supervisory level. Good knowledge and understanding of HR prescripts and Policies. Knowledge of Occupational Health and Safety Act. Knowledge of Batho Pele Principles. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing and time management skills. Good understanding of procurement processes. Ability to communicate with Stakeholders. Good supervisory skills. A valid driver's licence.

DUTIES: These will include supervising and inspecting the daily cleaning of assigned offices, admin blocks, bathrooms, corridors area and public areas to the highest standards, this includes a hygiene services contract. Planning the working schedules of staff and cleaning programs. Ensure the registry offices are maintained, ensure all the telephones are working and the reception area is maintained. Maintain and control the shredding machine and recycling contracts. Telecom and Post offices payment is processed on time. Supervision of Auxiliary personnel, managing and controlling staff performance working schedules are used. Ensure staff is assessed and that performance agreements are in place. The signing of leave forms, leave register as well as resolving internal staff conflicts and misunderstandings. Ensure the booking of the venues and hall is maintained. Maintain a good standard of cleanliness, the place is controlled, and assets are secured. Report any faults for repairs. Ensure the ordering of cleaning material for daily usage and do the request of goods and services required by the unit. Issuing and receiving the stock and submitting the invoices. Keep updated on the stock register.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: INFORMATION RESOURCE AND KNOWLEDGE MANAGEMENT

TWO (2) POSTS: CHIEF REGISTRY CLERK (REF NO: DHET93/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate/ (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Records Management or equivalent qualification will serve as an added advantage. A minimum of three (3) to five (5) relevant working experiences in the registry environment. Knowledge of registry duties, and practices. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of disposal procedure. Knowledge of records/ documents management, a file plan, mail, and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Planning and organizing skills. Communication (verbal and written) skills. Problem-solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal skills. Telephone etiquette. Good leadership skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

DUTIES: Supervise the implementation of the manual and electronic document management system (EDMS) and ensure that all scanned documents are filed to the establishment standard procedure. Ensure verification of files, opening, scanning, filing, and replenishing of files. Attend to clients, handle telephonic and other enquiries received and register hand-delivered mail/files. Facilitate a process to address archiving of files for employees who exited the system. Ensure that all day-to-day transactions are scanned and filed on the employee's files. Manage Records staff, Leave and PMDS. Supervise and render an effective filing and record management service. Supervise the processing of documents for archiving and/or disposal of electronic scanned files or documents, and package files for archives and

distribution. Supervise, develop, and implement best practice model on paper-based records management. Compile a list of documents to be archived and submit to the supervisor, Keep records for archived documents. Supervise Human Resources/staff and allocate and ensure the quality of work, Manage Records staff, Leave and PMDS, Personnel development. Assess staff development, apply discipline and do monthly and weekly Reports.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: NATIONAL QUALIFICATION FRAMEWORK AND PSET SYSTEM PLANNING

POST: ADMINISTRATIVE OFFICER: (REF NO: DHET94/05/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 7) in Public Administration/Management or related qualification in Social Sciences. A minimum of three (3) years of relevant administrative experience. Good knowledge of the Post-School Education and Training system. Knowledge and understanding of policies and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Budgeting and financial management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. Ability to function well under pressure and ability to interact well with people from a wide variety of backgrounds and levels. Good interpersonal and communication skills, report writing, problem-solving skills, financial management, planning and organisation of work, and administration skills. Time management and problem-solving skills. Ability to work independently and attention to detail. Computer literacy (MS Word, MS Excel, MS PowerPoint, and Outlook). A valid driver's licence.

DUTIES: These will include providing administrative support and activities pertaining to the Directorate; Office management and receiving and tracking of all correspondence and submissions within the Directorate. Liaise with internal and external stakeholders relating to the work of the Directorate; Track and maintain records of all financial transactions in the Directorate. Process monthly cash flow statements and procurement. Ensure that all logistical arrangements for the Directorate. Track and process correspondence and documents. Prepare supporting documentation for meetings where required and any other matters relating to the administration of the Directorate. Participate actively as a team member in the activities and functions of the Directorate.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

POST: SENIOR HOUSEKEEPER SUPERVISOR: AUXILIARY SUPPORT SERVICES (REF NO: DHET95/05/2022)

SALARY: R211 713 per annum (Level 6)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in hospitality or equivalent qualification will serve as an added advantage. A minimum of three (3) years to five (5) years of working experience in a housekeeping or hospitality related environment. The candidate must be computer literate (MS Office) Good interpersonal relations, administration, have and good communication skills. Good knowledge of Departmental policies. Computer literacy (MS Word, Excel,

PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing, and time management skills.

DUTIES: will include general supervision of food and accommodation. Ordering stock from stores/suppliers. Control booking of meetings. Supervise the preparation of meals for candidates. Supervise serving of meals. Assess the performance of staff and arrange training.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: SETA SUPPORT AND LEARNERSHIP

POST: GENERAL ADMINISTRATIVE CLERK: LEARNING PROGRAMME SUPPORT (REF NO: DHET 96/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS. An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management/Social Sciences/Economics will be an added advantage. A minimum of one (1) to two (2) years of experience in rendering secretariat and administrative functions in supporting SETAs to implement the National Skills Development Strategy (NSDS III) and National Skills Accord. Knowledge of Departmental policies and procedures; Skills Development Act; Skills Development Levies Act; Organising Framework for Occupations (OFO); SETA Workplace-Based Learning Programme Agreement Regulations; National Qualifications Framework Act; Basic Conditions of Employment; and Batho Pele Principles; Communication Skills; excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders. Basic computer skills.

DUTIES: Responsible for assisting with the registration of learners' applications on the Learnership Registration system and providing general administrative support relating to other learning programmes. Assisting with drafting and compiling letters, submissions, memos, and other official correspondence. Handle enquiries from various stakeholders within the PSET system; coordinate meetings and arrange the logistics timeously in preparation for the meetings, travelling and accommodation; Assist with the analysis and evaluations of the Organizing Framework for Occupations (OFO)'s inputs from SETAs in conjunction with the OFO Task Team; Update and maintain the OFO Register; Participate in the OFO capacity building sessions; provide general administrative functions in relation to the OFO matters; handle record keeping of official documents, and perform other administrative duties as assigned by the Supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF THE CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL SERVICES

POST: SECRETARY TO THE DIRECTOR: FINANCIAL SERVICES (REF NO: DHET97/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate/ (Vocational) NCV Level 4 certificate. An appropriate bachelor's degree/national diploma in Office Administration/Secretarial, Administration or equivalent

qualification in secretarial and administrative functions will be an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: NATIONAL QUALIFICATIONS FRAMEWORK

POST: SECRETARY TO THE DIRECTOR: NATIONAL QUALIFICATION FRAMEWORK (REF NO: DHET98/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

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

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: COLLECTIVE BARGAINING

POST: SECRETARY TO THE DIRECTOR: COLLECTIVE BARGAINING (REF NO: DHET99/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

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

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

meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow and petty cash.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: INFORMATION RESOURCE AND KNOWLEDGE MANAGEMENT

SIX (6) POSTS: REGISTRY CLERK (REF NO: DHET100/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

Requirements: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Records Management or equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) relevant working experiences in the registry environment. Knowledge of records/ documents management, a file plan, and mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) skills. Problem-solving skills, Customer care and Client orientation skills. Computer literacy. Interpersonal Skills. Telephone etiquette. Good leadership skills. Confident, Ability to work under pressure. Ability to work in a team and independently.

Duties: Sort and package files for archives and distribution, compile a list of documents to be archived and submit to the supervisor. Keep records for archived documents. Opening and close files according to the record classification system. Handle the filing, storage, tracing (electronically and manually) and retrieval of documents and files. Complete index cards for all files. Safekeeping of all files with a clear tracking system of in, out and transfer of files, control movement of files and access to files. Make follow-up of files if not returned to Registry after the due date. Retrieve files from off-site and on-site storage. File documents to the relevant files. Perform any other administrative tasks as requested by the supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

NATIONAL SKILLS AUTHORITY

POST: SENIOR ADMINISTRATION CLERK (REF NO: DHET101/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or relevant equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Organisational and prioritisation skills. Customer care and Client orientation skills. Telephone etiquette and document management are some of the skills required for this job. Ability to work in a team and independently.

DUTIES: Responsible for overall general administration in the Directorate NSA including coordination of meetings. Provide office administration support to the Directorate, including filing, tracking, and processing of documents and

correspondence. Performance of administrative tasks such as taking minutes, and typing correspondence such as reports, letters, and internal memos. To assist the NSA in running the office and provide support when required. Provide clerical support in the development of strategic plans, and annual performance plans. Provide/Maintain Clerical duties/support. File copies of all documentation. Logistical arrangements as required.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: GOVERNANCE SUPPORT

POST: SECRETARY TO THE DIRECTOR: GOVERNANCE SUPPORT (REF NO.: DHET102/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

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

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

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF THE DIRECTOR-GENERAL

DIRECTORATE: RISK, FRAUD, ETHICS, AND INTEGRITY MANAGEMENT

POST: SECRETARY TO THE DIRECTOR: RISK, FRAUD, ETHICS, AND INTEGRITY MANAGEMENT (REF NO: DHET103/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

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

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

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING**COMPONENT: LIMPOPO REGIONAL OFFICE**

POST: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES (REF NO: DHET104/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Polokwane

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES: Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: KWAZULU-NATAL REGIONAL OFFICE

POST: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES (REF NO: DHET10505/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pietermaritzburg

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES: Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: WESTERN/NORTHERN CAPE REGIONAL OFFICE

POST: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES (REF NO: DHET106/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Cape Town

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES: Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION

COMPONENT: EASTERN CAPE REGIONAL OFFICE

DIRECTORATE: CORPORATE MANAGEMENT SERVICES

POST: HUMAN RESOURCE CLERK: CORPORATE MANAGEMENT SERVICES (REF NO: DHET107/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: East London

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate a computer and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. Good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES: Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: EASTERN CAPE REGIONAL OFFICE

POST: HUMAN RESOURCE AUXILIARY SERVICES CLERK: CORPORATE MANAGEMENT SERVICES (REF NO: DHET108/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: East London

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma in Human Resource Management. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well able to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer orientated and client focus. Be able to conduct him/herself ethically and accountable. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES: The candidate will be responsible for the Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service and attending employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF CHIEF FINANCIAL OFFICER

DIRECTORATE: DEVELOPMENT SUPPORT

POST: PROJECT ADMINISTRATOR: EDUCATION FOR EMPLOYMENT (E4E) (REF NO: DHET109/05/2022)

DURATION: THREE (3) YEARS CONTRACT

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational)/ (NCV) Level 4. A bachelor's degree/national diploma in Bachelor of Arts/ Financial Management or equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in office administrative and secretarial support. Must have effective communication and report writing as well as sound administration skills. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be proactive, effective, and self-confident and be able to work in a diverse team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel and PowerPoint is a prerequisite. Basic knowledge of project management would be an advantage.

DUTIES: Assist in the coordination and monitoring of projects funded from grants and donor funding. Assist as a Secretariat for projects meetings. Compile submissions, reports, and memos. Support the middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of projects funds. Recording and tracking of submissions received by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate Provide administrative support to project managers on the Education for Employability (E4E).

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

TWO (2) POSTS: SENIOR ADMINISTRATION CLERKS: REGISTRATION (REF NO: DHET110/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Olifantsfontein

Requirements: An appropriate national senior certificate/grade 12 certificate (Vocational)/ (NCV) Level 4 certificate. A bachelor's degree/national diploma in Public/Office Administration or equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Good knowledge of the Skills Development Act (SDA), Trade Test Regulations and Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organising, verbal and written communication skills. Problem-solving, administration, filing and time management skills.

Duties will include Capture assessment applications within 2 working days of receiving an application from the SETA's and on-site according to norms per trade. Ensure that notification letters with assessment dates are dispatched to stakeholders within five working days as per trade test Regulations. To check and confirm the work experience of the applicant to determine whether they meet the requirements for trade testing registration. Ensure that all enquiries in respect of trade test requirements to apply for a trade test, test dates for candidates who applied on-site and SETA trade test results and issuing of certificates are handled immediately, politely when approached telephonically or personally. Filing of on-site and SETA applications and results for easy access and reference. Collate monthly stats for completion and forward them to the Manager for consolidation

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: HUMAN RESOURCE ADMINISTRATION AND SYSTEM CONTROL

POST: SENIOR PERSONNEL OFFICER: RECRUITMENT AND SELECTION (REF NO: DHET111/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

(This post is being re-advertised and candidates who had previously applied may re-apply)

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate/ (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF level 6) in Human Resource Management/Public Administration will be an added advantage. A minimum of one (1) to two (2) years of work experience in the recruitment and selection process, and appointments. Knowledge of processing conditions of service and employee benefits on PERSAL will be an added advantage. Knowledge and experience of PERSAL System. Knowledge and understanding of HR prescripts and Policies. Record Management and be able to maintain confidentiality. Good communication skills

(written and verbal). Knowledge of computer literacy (Ms Word, Excel, and Outlook). Ability to work under pressure and willingness to work extended hours when required. Willingness to travel and a valid driver's licence.

DUTIES: To assist in the administration of the recruitment and selection process. Assist in the drafting of advertisements of posts. Responsible for the response handling process. Sorting of applications for the advertised posts. Attending shortlisting and interviews as a secretariat. Assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions, etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions and letters. Good interpersonal relations and liaise professionally with clients, team members, and senior managers both verbally, written, and through presentations. Communicate at a professional level with staff both personally and telephonically.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: OFFICE OF THE CHIEF FINANCIAL OFFICER

DIRECTORATE: LOGISTICS MANAGEMENT

POST: SUPPLY CHAIN CLERK: ORDERS AND TRANSIT (REF NO: DHET112/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain/Logistics/Public Administration or equivalent qualification will serve as an added advantage. A minimum of one (1) to two (2) years of experience in a Supply Chain/ Logistics Management related environment. Knowledge of SCM in the Public Service sector. Knowledge of SCM prescripts, regulations, and legislative framework (PFMA, PPFA, Treasury Regulations and other related policies). Knowledge of order and transit procedures. Planning and organising skills and communication skills. Knowledge of LOGIS and BAS and LOGIS invoice Tracking systems (ITS). Computer literacy, including working knowledge of MS Word and MS Excel.

DUTIES: Will be receiving goods and coordinating services from service providers. Ensure correctness, quantity, and quality during receipts/delivery. Ensure timely redirection of items (IT equipment, furniture, and stationery to the relevant end-user or the warehouse.) Off-loading and loading of goods and distribution/transportation of items to various DHET offices. Capture invoices on LOGIS, (RCRI, RCCP). Pre-audit invoices and facilitate payments. Follow-up on outstanding orders and invoices. Maintain 0–9 files and ensure proper receipt of batch (orders), file accordingly and register. Recordkeeping of all transactions via the Transit office. Reconcile accruals/commitments and audit plan. Ensure compliance for payment of invoices within 30 days.

Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST: PRINCIPAL MESSENGER/ DRIVER (REF NO: DHET113/05/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Transport//Logistics Management or equivalent

qualification will serve as an added advantage. A minimum of three (3) to five (5) years of driving/messaging and or/ logistics environment. Knowledge of the relevant legislation, prescripts, policies, and procedures. Procedures of a motor vehicle. Storage procedures. Knowledge and understanding of massage services. Knowledge of routing office support, i.e. registry. Ability to operate a motor vehicle. Procedure to obtain trip authorization. Completion of the logbook of the motor vehicles. Writing of fuel consumables. Writing of kilometres services. Planning and organising trips and destination points. A valid driver's licence.

DUTIES: Monitor daily attendance of messengers and drivers. Manage allocation and utilisation of departmental vehicles to drivers/staff and allocate daily tasks of messengers and drivers. Ensure messenger requests such as drop-offs, pick-ups, mail, etc. are delivered and fetched on time. Handle complaints, compliments, and general inquiries regarding messenger and driver services. Manage human resources and provide administrative support in the unit. Ensure that the work performed by the messengers and drivers is in line with the Departmental policies and procedures. Evaluate the performance of messengers and drivers every quarter. Manage logbooks regarding the vehicle and the goods handled. Responsible for the secondary function of making copies. Provide inputs during the meetings in the Directorate

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST: DRIVER/MESSENGER (REF NO: DHET114/05/2022)

SALARY: R147 459 per annum (Level 4)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid driver's license is essential. A minimum of two (2) years' experience of actual driving/messaging. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES: collect and deliver, documents from office to office; perform external collection and delivery of documents and related items; Collect and deliver mail to and from the Post Office and related items; Transport official documentation to Regional Office and other Colleges or other department locations on daily basis, while conveying messenger, Allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing trip sheets, compiling overtime claims, and ensuring correct odometers are recorded for each vehicle used.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT

POST: DRIVER/MESSENGER: TRANSPORT SECTION (REF NO: DHET115/05/2022)

SALARY: R147 459 per annum (Level 4)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid driver's license with a Professional Driving Permit (PrDP). Knowledge of the places in which the function will be

performed. A minimum of two (2) years' experience of actual driving/messaging. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES: will include transporting employees of the department to and from stations, other employees of the department are transported from the airport after hours to their destinations. Transport Candidates attend trade tests in the morning and drop them off during the day and in the afternoon at the stations. Transport official documentation to Head Office and other official department locations on daily basis, while conveying messenger, security personnel, NAMB officials to Post Office, QCTO and Banking. INDLELA allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and dropping off, report incidents and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing trip sheets, compiling overtime claims, and ensuring correct odometers are recorded for each vehicle used.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

FIVE (5) POSTS: TRADESMAN AIDS: AUXILLIARY SUPPORT SERVICES (REF NO: DHET116/05/2022)

SALARY: R124 434 per annum (Level 3)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A minimum of six (6) months of trade-related Experience. Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Communication, reading and writing skill. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.

DUTIES: These will include providing candidates with necessary tools, materials, and/or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safeguard workshop/assessment area, machines, tools and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

TWO (2) POSTS: SENIOR SECURITY OFFICER: SECURITY SUPPORT SERVICES (REF NO: DHET117/05/2022)

SALARY: R124 434 per annum (Level 3)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. The candidate must have a PSIRA. Certificate Grade C and a valid driver's license. A minimum of two (2) to five (5) years of experience as a Security Officer. Knowledge of Departmental Policies. Good knowledge of MISS and MPSS. Good knowledge of administration and report writing skills. Good knowledge of the control of the Access to Public

Premises and Vehicle Act. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organising, verbal and written communication skills, and problem-solving skills. Administrative skills.

DUTIES: Conducting effective access control at the premises. Control of keys handed to security and register book for proper control. Registering visitors and candidates entering premises. Conduct effective patrols to all buildings on the premises on an hourly basis, conduct fire equipment checks around the premises and report all faulty equipment. Conduct investigations and produce a preliminary report on all incidents.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: ARTISAN TRAINING AND ASSESSMENT CENTRE

TWO (2) POSTS: GROUNDSMAN: MAINTENANCE SERVICES (REF NO: DHET118/05/2022)

SALARY: R104 073 per annum (Level 2)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. Good knowledge of the Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Basic knowledge to attend to minor lawnmower repairs and welding problems. Communication and report writing skills. Good listening skills.

DUTIES: These will include cutting lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns and surrounding areas. Conduct regular building inspections and assist in minor electrical, plumbing and welding repairs. Pruning of trees. Planting of new flowers and plants. Safekeeping of maintenance tools and supplies. Report defects.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST PHOTOCOPIER OPERATOR: AUXILIARY SERVICES (REF NO: DHET119/05/2022)

SALARY: R104 073 per annum (Level 2)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge of equipment; Planning and organising. Basic level knowledge of repetitive tasks and knowledge of facilities policies. Basic level of organizational and time management skills. Basic level of interpersonal relations, administration, and communication skills. Computer literacy. Filing and recordkeeping. A valid driver's licence.

DUTIES: Responsible for making copies of documents, Duplicate documents and operating high volume photocopier machines; Binding and sorting of documents; performing minor maintenance and reporting malfunctioning of the photocopier; Making requisitions for photocopier material and keeping stationery for copies; providing counter services.

Enquiries: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165