

**The Department of Higher Education and Training
GAUTENG**

ANNEXURE

DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> 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 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: 02 SEPTEMBER 2022

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: WESTERN/NORTHERN CAPE REGIONAL OFFICE

POST: REGIONAL MANAGER (CHIEF DIRECTOR LEVEL) (REF NO.: DHET01/08/2022)

SALARY: R1 269 951 per annum (All-inclusive Remuneration Package) (Level 14)

CENTRE: Cape Town

(Post is based in Western/Northern Regional Cape Regional Office)

(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) or equivalent qualification in Education and Training. A minimum of five (5) to ten (10) years' work experience in Post-School Education and Training. A postgraduate degree in Education will serve as an added advantage. At least five (5) years of experience at the Senior Management Level. Consideration will be given to candidates with proven senior management experience working in the Technical and Vocational Education and Training (TVET), Continuous Education and Training (CET) as well as Universities environments. Understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Excellent project management and communication skills, including proposal and report writing. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to travel and a valid driver's licence.

DUTIES: Ensure effective leadership, management, and governance of PSET institutions in the Region. Manage and support teaching and learning in public Colleges. Oversee the management of examinations and assessments at private and public Colleges. Liaise with industry, SETAs, and other government institutions to create a conducive

environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Coordinate monitoring and evaluation functions of the programmes in public Colleges. Ensure proper alignment of the Department Strategic Plan and Annual Performance Plan with planned outcomes in the public TVET and CET Colleges. Provide strategic leadership relating to the management of compensation of employees' budget for public Colleges and recruitment processes, provide support to public Colleges on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters in 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 DIRECTOR-GENERAL

POST: DIRECTOR: SPECIAL PROJECTS: (REF NO.: DHET02/08/2022)

PERIOD: TWELVE (12) MONTH CONTRACT

SALARY: R1 073 187 per annum (All-inclusive Remuneration Package) (Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education, Public Management/Development, or equivalent qualification. A minimum of five (5) to ten (10) years of experience in Education or Skills Development with at least five (5) years of experience at the Middle Management level. Good knowledge of the post-school education and training system will also be an added advantage. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, project management, stakeholder management, operational management and organising skills. 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. Work irregular hours and be committed to meeting deadlines within tight time frames. A valid driver's license and willingness to travel.

DUTIES: To provide innovative leadership, strategic management, and research regarding skills development special project, inclusive, amongst others of the workplace-based learning programmes and other initiatives such as district development model, Presidential Youth Employment Interventions. Coordinate and ensure that skills development initiatives are integrated into the District Development Model Methodology, working with all relevant stakeholders in various spheres of government and institutions or entities of the post-school education and training within one district, one plan and one budget. Develop, implement, and monitor the national framework for the formation of linkages and partnerships between industry, Department of Higher Education and Training institutions or entities regarding workplace-based learning work with social partners to advance workplace-based learning interventions, where required. Support the forging of national and regional partnerships between Higher Education, Technical and Vocational Education and Training institutions and Sector Education and Training Authorities (SETAs), the National Skills Fund (NSF) to facilitate articulation from learning to earnings as espoused in the White Paper for Post School Education and Training and other relevant legislative and policy instruments. Support TVET College for the placement of learners and graduates. Collaborate, amongst others, with the public sector, state, state-owned enterprises, non-state sector and agencies in the integrated planning and delivery of workplace-based learning opportunities. Support and participate in all other initiatives such as Presidential Youth Employment Interventions and related special projects related to skills development initiatives.

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: DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO.: DHET03/08/2022)

SALARY: R1 073 187 per annum (All-inclusive Remuneration Package) (Level 13)

CENTRE: Pietermaritzburg

(Post is based in KwaZulu-Natal Regional Office)

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or equivalent qualification. A postgraduate degree in Education and Training will be an added advantage. A minimum of five (5) ten (10) years' work experience in Post-School Education and Training with at least five (5) years of proven experience at the Middle Management level. Consideration will be given to candidates' proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES: The successful candidate will be reporting to the Regional Manager in the Limpopo Regional Office: and will be responsible for implementing curriculum and institutional support; Ensuring effective leadership and management of the strategic planning processes, institutional governance, and management support in the Region. Oversee, monitor, and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within TVET Colleges; Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public TVET Colleges on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

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: DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET04/08/2022)

SALARY: R1 073 187 per annum (All-inclusive Remuneration Package) (Level 13)

CENTRE: Cape Town

(Post is based in Western/Northern Regional Cape Regional Office)

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or equivalent qualification. A postgraduate degree in Education and Training will be an added advantage. A minimum of five (5) ten (10) years' work experience in Post-School Education and Training with at least five (5) years of proven experience at the Middle Management level. Consideration will be given to candidates' proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) environments. Sound knowledge of Curriculum and Institutional Support; Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Core Competencies: Good interpersonal, strategic leadership, Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES: The successful candidate will be reporting to the Regional Manager in the Limpopo Regional Office: will be responsible for implementing curriculum and institutional support; Ensuring effective leadership and management of the strategic planning processes, institutional governance, and management support in the Region. Oversee, monitor, and verify college systems in relation to curriculum delivery; Promote the highest standard of teaching and learning within TVET Colleges; Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public TVET Colleges on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

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

POST: PRINCIPAL: LIMPOPO CET COLLEGE (REF NO: DHET05/08/2022)

SALARY: R1 073 187 per annum (All-Inclusive Remuneration Package) (SMS Level 13)

CENTRE: Polokwane

Post is based on Community Education and Training (CET) College

REQUIREMENTS: An appropriate bachelor's degree or an equivalent qualification (NQF Level 7) in Education, with at least five (5) years' experience in the Post-School Education and Training (PSET) sector and a minimum of five (5) years in middle management level in the PSET sector. A post-graduate qualification in Education and/or relevant industry expertise at the management level will serve as an added advantage. Extensive experience in PSET institutional or academic management is essential plus experience in three or more of the following: institutional governance, financial management, corporate services management, and a track record in the planning, implementation and management of strategic, annual performance and operational plans. An ideal candidate should have sound knowledge of the sector regulatory and legislative framework, computer literacy, knowledge of the public sector and the following capabilities: strategic and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder

management. Candidates should have a valid driver's licence and be willing to work irregular hours. Candidates are advised to detail their specific capabilities, projects, and achievements.

DUTIES: To put systems in place and implement them towards effective, efficient, and integrated registration of students including dedicated support for students with disabilities. To strategically lead and manage teaching and learning, assessments, and examinations towards the achievement of improved students' performance including initiatives to develop students' entrepreneurship programmes. To fulfil the role of an Accounting Officer by establishing and monitoring college financial and supply chain management systems, implementing infrastructure maintenance and college connectivity projects towards improved service delivery. To establish and monitor effective human capital management and stakeholder engagement systems incorporating both marketing, communication, ICT, delegated HR functions and other responsibilities. To drive for the efficient and effective implementation of college governance frameworks, and systems and ensure the proper functioning of governance structures. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalise business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

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

BRANCH: SKILLS DEVELOPMENT

COMPONENT: NATIONAL SKILLS FUND

POST: DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION: (REF NO.: DHET06/08/2022)

SALARY: R1 073 187 per annum (All-inclusive Remuneration Package) (Level 13)

CENTRE: Pretoria

This position will be based at the **National Skills Fund's Head Office, Pretoria, Gauteng**. The successful candidate will be required to head projects in the **Limpopo, Mpumalanga and North West Region** mainly but will also be required to head projects in other regions where deemed practical. The successful candidate must however be willing to relocate to the NSF's regional office if deemed practical. Shortlisted candidates may be required to draft reports, perform presentations, and undergo competency assessments as part of the selection process.

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration or equivalent qualification. A postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of work experience in managing large projects, portfolios of projects and/or programmes in the private or public sector with at least five (5) years of proven experience in the middle management level. Candidates that are registered as Project Managers or Professional Project Managers at Project Management South Africa will have an added advantage. Good knowledge of the post-school education and training system will also be an added advantage. Candidates must be proficient in English and proficiency in the following languages will be an added advantage: For the Eastern Cape region: isiZulu, Afrikaans and/or isiXhosa. This is a senior management position in a core functional area that requires a dynamic individual with

proven strategic management, leadership, and people management capabilities to lead the directorate. 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. Willingness to travel and a valid driver's licence.

DUTIES: Head the regional skills development directorate, responsible for the region as indicated above; Responsible for heading the effective monitoring, evaluation and reporting on the allocation, management, operational performance and funding of projects and programmes in the directorate's portfolio; Responsible for heading activities related to the monitoring of projects and programmes in the directorate's portfolio, including performance and financial reporting thereon; Ensure that all documents and information related to projects and programmes in the region are submitted for knowledge management purposes; Manage staff in the directorate; Ensure monitoring site visits are conducted, both expenditure verification as well as delivery site verifications (learner verification, infrastructure verification etc.); Consolidate and record lessons learned; Manage stakeholders and actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Perform strategic planning for funding skills development in the directorate's responsible regions; Develop and report on performance indicators; Manage the resources of the Directorate; Participate as an active member of the NSF executive team; Contribute towards the development and implementation of a project management framework for projects and programmes specifically for the region and nationally in general; Provide feedback and strategic advice regarding broader skills development activities within the directorate's regions to national head office; Contribute towards the development and implementation of Strategic Plans, Annual Performance Plans, Operational Performance Plans and other strategic plans for NSF; Contribute towards the development and implementation of the NSF's frameworks, policies, processes and procedures.

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

POST: DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION: (REF NO.: DHET07/08/2022)

SALARY: R1 073 187 per annum (All-inclusive Remuneration Package) (Level 13)

CENTRE: Pretoria

This position will be based at the **National Skills Fund's Head Office, Pretoria, Gauteng**. The successful candidate will be required to head projects in the **Western/ Northern Cape Region** mainly but will also be required to head projects in other regions that are deemed practical. The successful candidate must however be willing to relocate to the NSF's regional office if deemed practical. Shortlisted candidates may be required to draft reports, perform presentations, and undergo competency assessments as part of the selection process.

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration or equivalent qualification. A postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of work experience in managing large projects, portfolios of projects and/or programmes in the private or public sector with at least five (5) years of proven experience in the middle management level. Candidates that are registered as Project Managers or Professional Project Managers at

Project Management South Africa will have an added advantage. Good knowledge of the post-school education and training system will also be an added advantage. Candidates must be proficient in English and proficiency in the following languages will be an added advantage: For the Eastern Cape region: isiZulu, Afrikaans and/or isiXhosa. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people management capabilities to lead the directorate. 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. Willingness to travel and a valid driver's licence.

DUTIES: Head the regional skills development directorate, responsible for the region as indicated above; Responsible for heading the effective monitoring, evaluation and reporting on the allocation, management, operational performance and funding of projects and programmes in the directorate's portfolio; Responsible for heading activities related to the monitoring of projects and programmes in the directorate's portfolio, including performance and financial reporting thereon; Ensure that all documents and information related to projects and programmes in the region are submitted for knowledge management purposes; Manage staff in the directorate; Ensure monitoring site visits are conducted, both expenditure verification as well as delivery site verifications (learner verification, infrastructure verification etc.); Consolidate and record lessons learned; Manage stakeholders and actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Perform strategic planning for funding skills development in the directorate's responsible regions; Develop and report on performance indicators; Manage the resources of the Directorate; Participate as an active member of the NSF executive team; Contribute towards the development and implementation of a project management framework for projects and programmes specifically for the region and nationally in general; Provide feedback and strategic advice regarding broader skills development activities within the directorate's regions to national head office; Contribute towards the development and implementation of Strategic Plans, Annual Performance Plans, Operational Performance Plans and other strategic plans for NSF; Contribute towards the development and implementation of the NSF's frameworks, policies, processes and procedures.

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

POST: DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION: (REF NO.: DHET08/08/2022)

SALARY: R1 073 187 per annum (All-inclusive Remuneration Package) (Level 13)

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 Financial Management/Accounting or equivalent qualification. A minimum of five (5) to ten (10) years of working experience in financial management, accounting, or auditing in the private or public sector with at least five (5) years in the middle management level. Candidates with a CA (SA) qualification will have a distinct advantage. A dynamic, hardworking individual with strong leadership and people management skills to manage the Finance Directorate. Core Competencies: Good interpersonal, strategic leadership, Project Management, People Management and

Empowerment, Financial Management and Change Management. Excellent problem-solving and analytical skills, technical proficiency, quality management and communication management. The incumbent must be service delivery orientated, customer-focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation, and prescripts applicable to the public sector will be an added advantage. Highly committed individual to ensure deadlines are met. Good computer skills and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES: Manage the daily processing of payments, receipts and other financial accounting transactions; Manage debtors and creditors; Manage revenue, administrative expenses and levy collection costs; Manage monthly and annual financial closure processes; Manage the preparation and review of all relevant financial workbooks; Manage record-keeping function and central registry; Manage the preparation of audit files to be used by the Auditor-General of South African and internal audit during auditing processes; Manage physical assets and inventories, including leases; Manage facilities, including rental agreements for office space and parking, security services, cleaning services, repairs and maintenance, receptionists and boardroom bookings; Manage travel agents and travel office; Manage mail room and messenger functions; Manage telecommunication costs and bills; Manage the resources of the Directorate; Provide advice on financial management and administration matters; Develop and maintain financial management and administration policies and procedures; Participate as an active member of the NSF executive team.

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 MANAGEMENT AND DEVELOPMENT

DIRECTORATE: EMPLOYEE HEALTH AND WELLNESS PROGRAMMES

POST: DIRECTOR (REF NO.: DHET09/08/2022)

SALARY: R1 073 187 per annum (All-inclusive Remuneration Package) (Level 13)

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 Social Sciences / Psychology or equivalent qualification. A post-graduate degree/qualification on (NQF level 8) and/or experience in Social Sciences/ Psychology or equivalent qualification will be an added advantage. A minimum of five (5) to (10) years' experience in an Employee Health and Wellness Programmes-related environment with at least five (5) years in the middle management level. Sound knowledge of the health and safety practices and policies. Ability to develop creative solutions to effectively solve problems while maintaining consistency with health and safety policies, standards, procedures, laws and regulations; Ability to maintain confidentiality; Effective judgement and good decision-making skills, including the ability to negotiate, counsel, advise and influence managers; Ability to objectively coach managers and employees through complex, difficult and emotional issues; Excellent customer service, verbal and written communication and organisational skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills; Core Competencies: Good interpersonal, strategic leadership, and Project Management, People Management and Empowerment, Financial Management and Change Management; Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES: The successful candidate will be reporting to the Chief Director-General: Human Resource Management and Development: will be responsible to provide strategic and leadership direction in the Employee Health and Wellness Programmes Directorate; Facilitate the development and implementation of employee health and wellness policies and programmes; Promote and facilitate the implementation HIV a& AIDS, TB and other

communicable disease prevention, support and treatment care programmes; Promote the implementation of occupational health, safety and environmental strategies and programmes; Manage and facilitate the provision of efficient and effective employee health wellness throughout all Branches of the Department, in support of the Strategic and Operational plans; Manage the quality of work life within the Department; Manage the implementation occupational health and safety programmes in the Department; Design and implementation of employee assistance and wellness programme; Coordinate all wellness programmes and services by partnering with partnering with the professional institutions within the wellness facility including but limited to: group fitness, massage therapy, nutrition counselling, and personal training; Monitor and evaluate the employee wellness programme; Conduct a wellness survey and manage the wellness program reports i.e. utilisation, statistics, and satisfaction; Manage wellness related communications by partnering with the Media and Communication Directorate (e-mails, posters, screen messaging, desk-drops, wellness website, etc.); Promote good health and safety within the Department; Conduct research on safety health practices and changing technology, trends new theories of health and to advise the Department on health plans and insurance to the workplace is acceptable and up-to-date will all applicable codes; and ensure the effective, efficient and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

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

POST: DIRECTOR: (REF NO.: DHET10/08/2022)

SALARY: R1 073 187 per annum (All-inclusive remuneration package) (Level 13)

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 Security Risk Management/Policing/Public Management/ Law or equivalent qualification. A minimum of five (5) to ten (10) years of work experience in Security Management, Operations, Project Management and Business Intelligence applications with at least five (5) years of proven experience in the middle management level. Problem-solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES: Facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the State Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with Landlord and external security provider. Manage all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives. Identify and manage the financial, human and equipment resources of the

Programme required to optimally support the implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Direct the utilisation of technology in support of the Unit's business processes.

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: DIRECTOR: (REF NO.: DHET11/08/2022)

SALARY: R1 073 187 per annum (All-inclusive Remuneration Package) (Level 13)

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 Facilities Management/Property Management/Records Management and/or Programme Management or equivalent qualification. A post-graduate relevant qualification (NQF level 8) and/or experience in the facilities/property or Programme management will be an added advantage. A minimum of five (5) to ten (10) years' experience in facilities/property/programme management and project management with at least five (5) years in the middle management level. Sound knowledge of the application of government and departmental policies with respect to facilities or fixed immovable assets, logistical services and records management. Knowledge of financial policies as guided by the Public Financial Management Act and Treasury Regulations. Knowledge: Framework for supply chain management, South African Archives Act; Government Immovable Asset Management Act and structure and functioning of the Department. Understanding of business functions and processes of government supply chain management and Asset Management. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, and change and diversity management. Policy analysis and development and Quality Management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES: The successful candidate will be reporting to the Deputy Director-General: Corporate Services: will be responsible to provide strategic and leadership direction in the Facilities Management Directorate; Oversee development of facilities contract management guidelines, norms and standards, policies, and strategies to ensure compliance with procurement procedures and legislation; Responsible for the preparation, analysis, negotiation and reviews of contracts for facilities management services; Oversee the development of the service level agreement and key performance indicators for facilities management contracts; Manage and monitor office accommodation leasing contracts; Manage the and maintain the physical facilities of the Department; Lead the development of technical specifications and standards for technical contracts; Manage the provision of office furniture and other tools of the trade, transport, postal and bulk printing services. Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard new technologies; Develop and implement a records management strategy for the Department and ensure archiving of departmental documents in line with relevant legislation and policies; Provide cleaning services and ensure a clean, safe and healthy environment for the Department; Provide cleaning services Security Services; Responsible for the development of templates and forms for regional offices, training manuals, engineering procedures and

standards and engineering specifications; Ensure the development and implementation of monitoring of quality standards of all projects; Oversee the implementation of facilities management minor and major maintenance projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio of the Department; Manage the registry postal and courier services and ensure security of the departmental records. Ensure the effective, efficient, and economical management and utilisation of resources allocated to the Directorate as outlined in the legislative frame for good governance.

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 STUDENT DEVELOPMENT SUPPORT

POST: DEPUTY DIRECTOR: TVET COLLEGES MARKETING AND OVERREACH (REF NO.: DHET12/08/2022)

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate undergraduate qualification/Bachelor's degree/advanced diploma (NQF Level 7) or equivalent qualification. A postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years' experience in coordinating and managing student support programmes of which three (3) years' experience should be in coordinating disability support programmes. At least three (3) to five (5) years' experience at the middle management level. Knowledge and understanding of relevant policies and legislation pertaining to the Technical and Vocational Education and Training (TVET) landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. Willingness to travel and a valid driver's licence.

DUTIES: The incumbent will be responsible to initiate and support interventions aimed at the recruitment of prospective students, particularly students with disabilities. Develop and monitor the implementation of the policy on mainstreaming disability support in TVET colleges. Develop and support programmes aimed at promoting inclusive education in TVET colleges. Assess and support the utilisation of the funds earmarked for students with disabilities. Develop and maintain a database of TVET college students with disabilities and the relevant stakeholders. Develop key messages to be communicated about TVET colleges. Develop, manage, and coordinate the hosting of and participation in outreach and marketing events aimed at profiling TVET colleges including the TVET Month Programme. Produce an annual calendar of events for marketing TVET colleges. Develop and disseminate promotional material for TVET institutions and their programme offerings

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

POST: DEPUTY PRINCIPAL: CORPORATE MANAGEMENT SERVICES (DEPUTY DIRECTOR LEVEL) (REF NO: DHET13/08/2022)

COMPONENT: CENTRAL JOHANNESBURG COLLEGE

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

CENTRE: Parktown

Post is based in Technical and Vocational Education and Training (TVET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) 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 legislative frameworks 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). 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. Account for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. 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 College's 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 College.

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

POST: DEPUTY PRINCIPAL: CORPORATE MANAGEMENT SERVICES (DEPUTY DIRECTOR LEVEL) (REF NO: DHET14/08/2022)

COMPONENT: EKURHULENI EAST COLLEGE

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

CENTRE: Kwa-Thema

Post is based in Technical and Vocational Education and Training (TVET) College

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 post-graduate degree/qualification (NQF level 8) 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 legislative frameworks 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). 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. Account for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. 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 College's 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 College.

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 COLLEGES

COMPONENT: LETABA TVET COLLEGE

POST: DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) (REF NO.: 15/08/2022)

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

CENTRE: Tzaneen

Post is based in Technical and Vocational Education and Training (TVET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or equivalent qualification. A relevant postgraduate degree/qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector with at least three (3) to five (5) years of relevant work experience at the Junior Management level. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Sound knowledge of transformational and capacity-building processes in education especially relating to curriculum management delivery; Knowledge of research and statistical analysis and projection coordination; Strategic and management, conflict management, budgeting, and financial management skills. Good monitoring, Evaluation, and reporting skills; Good verbal and written communication and presentation skills. High level of innovation and good judgement skills; Ability to form networks and uphold the highest level of professional integrity; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Willingness to travel and a valid driver's licence.

DUTIES: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the validity and reliability of registration documentation and all EMIS data and reports; responsible for IT/FETMIS management and data analysis; coordinate the preparation of examination for all programmes involving assessment; ensure current examination regulations and conventions are adhered to; oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel frequently to meetings and functions and between campuses.

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 COLLEGES

COMPONENT: COASTAL KZN TVET COLLEGE

POST: DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) (REF NO.: 16/08/2022)

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

CENTRE: Kwa-Makhutha

Post is based in Technical and Vocational Education and Training (TVET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or equivalent qualification. A relevant postgraduate degree/qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector with at least three (3) to five (5) years of relevant work experience at the Junior Management level. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Sound knowledge of transformational and capacity-building processes in education especially relating to curriculum management delivery; Knowledge of research and statistical analysis and projection coordination; Strategic and management, conflict management, budgeting, and financial management skills. Good monitoring, Evaluation, and reporting skills; Good verbal and written communication and presentation skills. High level of innovation and good judgement skills; Ability to form networks and uphold the highest level of professional integrity; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Willingness to travel and a valid driver's licence.

DUTIES: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the validity and reliability of registration documentation and all EMIS data and reports; responsible for IT/FETMIS management and data analysis; coordinate the preparation of examination for all programmes involving assessment; ensure current examination regulations and conventions are adhered to; oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel frequently to meetings and functions and between campuses.

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: ORBIT TVET COLLEGE

POST: DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (DEPUTY DIRECTOR LEVEL) (REF NO.: 17/08/2022)

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

CENTRE: Rustenburg

Post is based in Technical and Vocational Education and Training (TVET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7), in Business Administration/ Management or equivalent qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) to ten (10) in stakeholder liaison, business management and partnerships with at least three (3) to five (5) years of relevant experience at the Junior Management level. Good understanding of the Post-School Education and Training (PSET) sector. Proven ability to work in a highly unionised environment and to establish professional credibility and confidence within a diverse customer base. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. An understanding of the Department of Higher Education and Training (DHET)'s strategic vision and priorities. Knowledge in research and statistical analysis; Monitoring, evaluation and reporting and understanding of the academic framework. Strategic management, conflict management, budgeting, and financial management skills. Programme and project management, change management and service delivery innovation skills are essential. Verbal and written communication and presentation skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Willingness to work irregular hours and travel extensively. A valid driver's licence.

DUTIES: Provide strategic direction, implement, and maintain the college business as per TVET college mandate in the field of quality assurance, student support services, communication, marketing, and advancement; Develop international partnership and the facilitation of the operations and strategic planning for TVET college. Develop the quality assurance systems and maintain them to achieve continual improvement and customer satisfaction. Ensure that a holistic student support services strategy is developed, implemented, and maintained for the enhancement of student wellbeing and ultimately student performance. Ensure that the communication, marketing, and advancement strategy is aligned with the college mandate. Direct the development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of international partnerships, international liaison and services to foreign students and other international-related activities. Coordinate and facilitate operations and strategic planning. Manage human resource and partnership Innovation and development affairs in the College. Provide guidance and adequate support for and development of staff. Ensure compliance with all administrative requirements, regulations, rules, and instructions about innovation and development.

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: EXAMINATION MANAGEMENT AND MONITORING

POST: DEPUTY DIRECTOR – MONITORING, ADMINISTRATION, COLLEGE REGISTRATION, MONITORING & EVALUATION (REF NO.: DHET18/08/2022)

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma in education or equivalent qualification. A minimum of five (5) to ten (10) years' work experience in training, monitoring and evaluation, a solid knowledge of academic systems and related legislation, and general administration matters especially within the TVET sector with at least three (3) to five (5) years' experience at the junior management level. The ability to work in collaboration with quality councils, regional officials, colleges, and other relevant role-players. Experience in budgeting, concessions for the writing of examinations and irregularities investigation of both public and private colleges. Advanced level of computer literacy - Word, Excel, Access, PowerPoint and Outlook, management, organisational, coordination and very good report writing skills. Ability to lead a team and cultivate teamwork. Ability to work under pressure and meet deadlines. Ability to work independently and display initiative. Good financial management skills. Good communication, planning, problem-solving, analytical, and decision-making skills. Have sound interpersonal relations and conflict management skills. Willingness to travel and a valid driver's licence.

DUTIES: Design and develop reporting tools for monitoring compliance of public and registered private colleges with the regulatory framework. Analyse data from monitoring/reporting tools and compile a comprehensive report on the state of readiness and monitoring compliance of all colleges for 7 examinations per year. Ensure and manage the compilation of scheduled colleges to be visited per province for monitoring. Manage appointments of and reporting by external monitors. Research and integrate best monitoring practices into the processes of monitoring. Advise the Management and Registrar on the actions to be taken against non-compliant registered private colleges. Ensure the scheduling and conducting of monitoring of the conduct of examinations and site visits to public and registered private colleges. Manage and coordinate site visits to all private colleges for examination centre status. Responsible to conduct monitoring and site visits to colleges. Must be able to travel and train officials on the conduct and policy prescripts of examinations in colleges at least twice a year. Manage, plan, train, evaluate staff, supervise, and oversee markers claims, support services, stores, and issuing of examination stationery to all colleges. The successful candidate will be required to sign a performance agreement, and declaration of secrecy

and will undergo a security clearance. Shortlisted candidates must be willing to write a competency test on the day of the interview.

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 ADMINISTRATIONS AND SYSTEMS CONTROL

POST: DEPUTY DIRECTOR: HR SYSTEMS AND ESTABLISHMENT CONTROL (REF NO: DHET19/08/2022)

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 Human Resource Management/Public Management/Administration or equivalent qualification. A minimum of five (5) to ten (10) years' experience in the Human Resource Management related environment with at least three (3) to five (5) years at the junior management level. Extensive knowledge of PERSAL and BAS systems; Good understanding of legal frameworks applicable to the Public Service. Good analytical skills, Presentation and Training skills, problem-solving, and facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES: The successful candidate will be reporting to the Director: Human Resource Administration and System Control: will be responsible to provide leadership in the sub-directorate HR System and Establishment Control; Maintain and monitor the maintenance of HR Systems and Establishment Control; Administer the establishment control and PERSAL transactions; Facilitate and provide PERSAL trainings and registration of PERSAL users; Ensure the implementation of PERSAL user profiles; Manage the management allocation of PERSAL functions, link between users, functional teams and technical maintenance teams in the entire Department including the Regions (CET& TVET Colleges); Communicate the PERSAL system messages to the users assist resolving system problems for the users; Ensure that all posts are linked to BAS codes; Responsible for the registration of departmental SCC's; Liaise with National Treasury on the issues of PERSAL systems and advise the Department on the new PERSAL system developments and transactions; Ensure that components, sub-components and sub-structure information is updated; Ensure the implementation of staff establishment and ensure that PERSAL data is up to date; Obtain and produce monthly establishment statistics and reports. Analyse the establishment control and expenditure report on PERSAL to ensure up-to-date information; Ensure that the organisational structure that appears on the PERSAL system is in line with the approved organisation structure; Provide advisory and stakeholder support. Assist with audit sample requests and participate in responding to internal and external audit matters.

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

COMPONENT: GAUTENG/FREE STATE REGIONAL OFFICE

POST: DEPUTY DIRECTOR: CORPORATE MANAGEMENT SERVICES (REF NO: DHET20/08/2022)

SALARY: R744 255 per annum (All-inclusive remuneration package) (Level 11)

CENTRE: Johannesburg

(Post is based in Gauteng/Free State Regional Office)

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8)

will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in corporate services with at least five (5) years of 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. A valid driver's license and willingness to travel.

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: PLANNING, POLICY AND STRATEGY

DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES (SKILLS AND CORPORATE SERVICES)

TWO (2) POSTS: SENIOR LEGAL ADMINISTRATION OFFICERS (MR-6) (REF.NO.: DHET21/08/2022)

SALARY: R473 820 – R1 157 940 per annum (OSD Scales)

CENTRE: Pretoria

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

REQUIREMENTS: An appropriate LLB or 4 years recognised legal qualification. A minimum of eight (8) years of appropriate legal experience post obtaining the legal qualification; Admission as an Attorney or Advocate (preferably but not a requirement); Thorough and proven knowledge of labour relations and labour law in a unionised environment. Knowledge of Government and Departmental Policies and Strategies would be an added advantage. Knowledge of the Public Finance Management Act and Regulations, Skills Development legislation and budgetary/financial management will also be an advantage. Skills and Competencies: Legal research and drafting skills (legislation; sub-ordinate legislation, legal opinions; agreements); Planning and decision-making skills; Strategic capability and leadership; Interpersonal; Problem Solving and Dispute Resolution; Time Management; Report Writing, Computer literacy (MS Office), Communication (written and verbal). Willingness to travel and a valid driver's licence.

DUTIES: The person appointed to this challenging position in the directorate Legal and Legislative Services: Skills and Corporate Services will be fully involved in all key performance areas: Litigation; Legislation; Dispute Resolution and Legal Advice and in the disciplinary processes of both middle and senior management. Develop plans and strategic interventions related to the implementation of relevant legislation. Coordinate and liaise with relevant stakeholders/role players on effective implementation of the legal framework related to Skills Development. Draft, develop and compile legal documents; memoranda; reports and government notices. Monitor

and evaluate reports related to the implementation of the legislation. Monitor and analyse legislation and provide legal advice on the impact of current legislation and Bills of other departments on the Department and recommend appropriate interventions. Conduct legal research and provide legal advice. Draft legal opinions and guidelines or any other policy to facilitate the implementation of the relevant legislation. Respond to parliamentary questions and requests in terms of PAIA. Handle ad hoc tasks in line with instructions.

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

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES (EDUCATION INSTITUTIONS)

POST: SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) (REF.NO.: DHET22/08/2022)

SALARY: R480 927 – R1 157 940 per annum (OSD Scales)

CENTRE: Pretoria

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

REQUIREMENTS: An appropriate LLB degree; Admission as an Advocate or Attorney (preferably but not a requirement); A minimum of (8) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profiled level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. Willingness to travel and a valid driver's licence.

DUTIES: Provide legal support and advice to the Department, its institutions and statutory bodies on matters relating to legislation administered by the Department and its policies to ensure compliance; legislation formulation; contract vetting and drafting; provide litigation support, including the compilation of documents and court records, attend consultations with state attorneys and legal counsel; prepare Ministerial and Director-General submissions, memoranda, legal opinions and reports; advise and mentor juniors.

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

BRANCH: PLANNING, POLICY, AND STRATEGY

DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES (EDUCATION INSTITUTIONS)

TWO (2) POSTS: LEGAL ADMINISTRATION OFFICERS (MR-5) (REF NO.: DHET 23/08/2022)

SALARY: R378 990– R926 193 per annum (OSD Scales)

CENTRE: Pretoria

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

REQUIREMENT: An appropriate LLB degree; admission as an advocate or attorney (preferably but not a requirement); A minimum of eight (8) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. Knowledge of: The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and

written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. Willingness to travel and a valid driver's licence

DUTIES: Provide advisory services to the Department; develop plans and strategic interventions related to the implementation of relevant post-school education and training legislation; draft legal documents, memoranda reports, government notices, submissions, and reports; analyse legislation and provide recommendations for appropriate interventions; support Senior Legal Administration Officer in drafting key documents relating to the implementation of Department's legislation and policies; draft responses to Parliamentary questions; drafting and vetting of agreements; provide litigation support in all cases involving the Department.

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: EXAMINATION MANAGEMENT AND MONITORING

POST: ASSISTANT DIRECTOR: EXAMINATION REGISTRATION AND MONITORING (REF NO.: DHET 24/08/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma in Public Management/Education or an equivalent qualification. A minimum of three (3) to five (5) years' experience in the conducting monitoring and administration of examination and assessment in TVET colleges with at least three (3) supervisory experience. The candidate must also possess part of qualification courses in Strategic Public Human Resource Management at a higher level since the post is a managerial post. Must possess a sound knowledge of developments of training and monitoring of national examinations. The incumbent must be adaptable, disciplined, self-confident, able to work independently, willing to work overtime, willing to travel and maintain a high level of confidentiality. Good writing, interpersonal and communication skills including the compilation of national reports. Good training and communication skills. Research and coordination skills. Advanced level of computer literacy - Word, Excel, Access, PowerPoint, and Outlook. Analytical and problem-solving skills. Leadership skills and a valid driver's licence.

DUTIES: This will include but is not limited to: Ensure and manage the compilation of scheduled colleges to be visited per province for monitoring at least 9 times a year. Manage appointments and reporting by external monitors Scheduling and conducting of monitoring the conduct of examinations and site visits to public and registered private colleges Manage, supervise, plan, train, and evaluate staff in the monitoring unit. Must be able to travel and train officials on the conduct and policy prescripts of examinations in colleges at least twice a year. Design and Develop registration, State of readiness and monitoring tools. Collating and writing of national conduct of examinations reports, letters, and submissions relevant to monitoring and State of Readiness examinations. Oversee registration of Examination Centers and keep an updated database Create and maintain an efficient filling and tracking system for sub-directorate, Statistics – Compile weekly/Monthly operational statistics and reports. Manage applications for concessions as per policy directive. Liaison with regions and DHET officials regarding registration, monitoring and conduct of State of Readiness and examination centres. Manage performance of staff/human resources.

NOTE: The successful candidate will be required to sign a performance agreement, and declaration of secrecy and will undergo a security clearance. Shortlisted candidates must be willing to write a competency test on the day of the interview.

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: ASSESSMENT, ITEM DEVELOPMENT AND MARKING SERVICES

TWO (2) POSTS: ASSISTANT DIRECTOR: EDITING SERVICES (REF NO: DHET25/08/2022)

SALARY: R477 090 per annum (Level 10)

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 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 supervisory 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/moderating 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

DIRECTORATE: TVET STUDENT DEVELOPMENT AND SUPPORT

POST: ASSISTANT DIRECTOR: STUDENT ON-COURSE NON-ACADEMIC SUPPORT (REF NO: DHET26/08/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in education, Public Administration, and/or social sciences or equivalent qualification. A postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience in coordinating and managing student support programmes with at least three (3) years of supervisory experience in coordinating student health and wellness programmes. Knowledge and understanding of relevant policies and legislation pertaining to the Technical and Vocational Education and Training (TVET) landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. Willingness to travel and a valid driver's licence.

DUTIES: The incumbent will be responsible to initiate and support interventions aimed at addressing on-course non-academic challenges affecting students in TVET Colleges such as gender-based violence and femicide, mental health, drug abuse, etc. Assist to develop on-course non-academic support programmes for TVET colleges in consultation with relevant stakeholders. Assist to manage the implementation of non-course non-academic support programmes within the selected TVET colleges. Identify and engage with relevant stakeholders for the development and implementation of on-course non-academic support programmes. Identify priority TVET colleges for support in the implementation of on-course non-academic support programmes. Assist to manage and support

partnership and donor-funded projects aimed at the development and provision of on-course non-academic support programmes. Monitor and assess the implementation of on-course non-academic support programmes within the selected TVET colleges. Monitor and support the implementation of the Student Support Services Framework, with a focus on course non-academic support services.

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 STUDENT DEVELOPMENT AND SUPPORT

POST: ASSISTANT DIRECTOR: BURSARY ADMINISTRATION AND MANAGEMENT (REF NO: DHET27/08/2022)

SALARY: R477 090 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) or equivalent qualification specialising in education, public administration, and/or any relevant qualification. A post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years of experience in coordinating and managing student support programmes and relevant experience in coordinating financial aid. At least three (3) years of experience in the junior management level. Knowledge and understanding of the NSFAS policy and other relevant policies and legislation pertaining to the Technical and Vocational Education and Training (TVET) landscape are of critical importance. Further requirements are excellent project management, problem-solving, report writing and communication skills. Ability to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A valid driver's license and willingness to travel.

DUTIES: The incumbent will be responsible to initiate and develop the implementation of an effective operational plan for the management of the DHET TVET Colleges Bursary Scheme. Assist with the review of the NSFAS Bursary Policy. Develop and oversee the implementation of periodic college support interventions for effective bursary claims administration. Assist to identify training and capacity development needs of bursary administration staff in colleges. Identify and engage with relevant stakeholders for the efficient administration of the DHET TVET Colleges Bursary Scheme. Monitor, assess, and report on college progress regarding bursary administration. Analyse monthly claims reports from NSFAS. Prepare responses and records of bursary-related queries. Monitor and support the implementation of the Student Support Services Framework, with a focus on financial aid.

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: EXECUTIVE SUPPORT AND ADMINISTRATIVE SERVICES

POST: ASSISTANT DIRECTOR (PARLIAMENTARY LIAISON OFFICER): ADMINISTRATIVE SERVICES (REF NO.: DHET28/08/2022)

SALARY: R382 245 per annum (Level 9)

CENTRE: Pretoria and 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 Public Management, Office Management, or an equivalent qualification. A minimum of three (3) to five (5) years of experience in the Parliamentary environment/administration in the office of executive authority. Thorough knowledge of the interaction between Parliament, Departments and Ministry. Understanding of the mandate and functional areas covered by the executing authority's portfolio. Knowledge of political, Cabinet and Parliamentary Legislative

processes in South Africa. Knowledge of Minimum Information Security Standards (MISS) and understanding of the Department. Strong organisational abilities and analytical skills. Excellent communication skills (verbal and written). Good report writing skills. Computer literacy (proficiency in MS Word, Outlook, PowerPoint – ability to draft or edit PowerPoint presentations). Sound interpersonal skills. High levels of reliability, confidentiality and diplomacy and Managerial skills. Professional; Able to deal with people from a wide range of backgrounds and levels of seniority; Committed and Loyal.

DUTIES: Coordinate Parliamentary Questions: Receive question papers for oral and written replies from Parliament; Identify questions relevant/directed to the Department; Send questions to the relevant branches with an indication of due dates for submitting responses to the Office of the DG; Create a table on the status of questions for tracking purposes, both outstanding and tabled questions; Receive responses from branches, edit and print, copy, scan and submit the response to Ministry; Update the table for reporting in Senior Management meetings. Coordinate Parliamentary Committee meetings: Receive a list of the parliamentary committee and oversight visits; Create a draft programme of committee meetings including oversight visits with due dates for submitting presentations; Receive the presentation, edit where possible before sending them to the Chief Director and Director-General for approval and approved versions sent to Ministry / Parliament; Coordinate the attendance of Departmental/delegations at Parliamentary meetings legislation briefings and oversight visits etc.; Attend Parliamentary Committee meetings and oversight visits and compile reports where applicable; Send the tabled responses to Communications for updating DHET website. Support the DG in parliamentary work: Receive announcements, Tabling's and Committee Reports daily and identify issues that affect the Department; Send to the branches and request inputs in responding to the recommendations made; Compile the inputs received from branches and edit where possible; Prepare Ministerial submissions to table the responses; Process correspondents from Parliament that comes through the Office of the DG; Send to the relevant branches for consideration. Assist on Cabinet matters: Receive read Cabinet documents and identify issues that affect the Department, Memorandum, Agenda and Minutes; Ensure that Cabinet documents are kept in a secure place and Prepare files for the DG when attending Cabinet Lekgotla. Provide supervisory role to the Senior Administrative Clerk.

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: SENIOR ADMINISTRATION OFFICER: PLANNING, MONITORING, EVALUATION AND REPORTING
(REF NO.: DHET29/08/2022)**

SALARY: R321 543 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma or equivalent qualification. At least three (3) years of relevant work experience in executing the planning, monitoring, evaluation, and reporting. Competencies required: planning and organisational skills, project management and report writing, ability to conduct desktop research and write reports, good interpersonal skills, computer skills, and must have understanding and knowledge of monitoring and evaluation issues in the country, knowledge of public sector regulations, systems and processes and ability to interact professionally and work as a team. Good oral and written communication skills.

DUTIES: To provide support in determination of HRDC-related monitoring and evaluation; To provide support in overlooking the work of HRDC and producing quarterly and annual reports; to participate in planning, reporting, monitoring and evaluation system; To liaise with various Standing Committees on issues of planning, reporting, monitoring and evaluation; To perform administrative duties; To provide support in monitoring and works of the

Standing Committees and other programmes within the HRDC Secretariat; To liaise with various institutions departments and other organisations dealing with monitoring and evaluation issues; To liaise in providing inputs on monitoring and reporting value chain including planning and reporting; To provide support in the development of reports for human resources and skills required in priority and emerging sector.

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

TWO (2) POSTS: LABOUR RELATIONS PRACTITIONER: MISCONDUCT (REF NO.: DHET30/08/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) with majors in Labour Relations/Labour Law or equivalent qualification (NQF level 6). A minimum of one (1) to three (3) years of experience in a labour relations environment within the public or private entities. Knowledge of labour legislation and prescripts within the TVET or Public sector domain. Demonstrable experience in project management and LR processes. Be prepared to work beyond the normal working hours when the need arises. Good organisational and interpersonal skills. Strategic thinking and meticulous record keeping. Demonstrable experience in project management and Labour Relations processes. Good conflict-handling skills. Must be prepared to work beyond the normal working hours when the need arises. Must be computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Excellent good communication skills, both written and verbal. A valid driver's licence.

DUTIES: Facilitate workplace relations in the Department by developing, implementing, and maintaining policies, labour relations prescripts, guidance, and clear procedure manuals. Interpreting and ensuring compliance with Department policies, prescripts guidelines and provisions of the collective bargaining agreements. Investigate misconduct cases. Coordinate departmental disciplinary hearings. Represent the Department in dispute resolution processes e.g., at Bargaining Council or CCMA. Advise line managers and employees on labour relations matters. Compile submissions and/or reports on disciplinary, appeals, precautionary suspensions, and dispute matters. Administer the case management system. Compile labour relations statistical report & submit it to DPSC and management. Arranging meetings and taking minutes during the meetings. Arrange labour relations workshops & assist in conducting training.

NOTE: The shortlisted candidates will be subjected to a computer test.

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: EXECUTIVE SUPPORT AND ADMINISTRATION SERVICES

POST: CHIEF ADMINISTRATIVE CLERK: ADMINISTRATIVE SERVICES (REF NO: DHET31/08/2022)

SALARY: R261 372 per Annum (Level 7)

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 Public Administration/ Administration or equivalent qualification will be an added advantage. A minimum of three (3) years of experience in clerical/administrative work. Knowledge of clerical duties; ability to capture data; computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook; collecting statistics; the legislative framework governing the Public Service and knowledge of procedures in terms of the working

environment. Communication skills, client orientation and customer focus, accountability, ethical conduct, and report writing skills.

DUTIES: The incumbent will be responsible for the supervision of overall general administration in the office of the Director-General. General clerical support services include recording, organizing, storing, capturing and retrieving correspondence and data; updating register statistics; handling routine enquiries; making photocopies handling submissions and receiving or sending facsimiles; distributing documents/ packages to various stakeholders as required; keeping and maintaining the filing system for the component; typing letters and/ or other correspondence when required; keeping and maintaining the incoming and outgoing document register of the component. Supply chain clerical support services include liaising with external and internal stakeholders in relation to the procurement of goods and services, obtaining quotations, completing procurement forms for the purchasing of standard office items and stock control of office stationery. Keeping and maintaining the asset register of the component. Personnel administration includes maintaining a leave register and attendance register for the component and arranging travelling and accommodation. Financial administration includes capturing and updating expenditure; checking the correctness of subsistence and travel claims and handling telephone accounts and petty cash for the component. Supervise human resources including allocation and ensuring quality of work; personnel development; assessed staff performance and apply discipline.

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: IT TECHNICIAN: CORPORATE MANAGEMENT SERVICES (REF NO: DHET32/08/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Johannesburg

(Post is based in Gauteng/Free State Regional Office)

(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/or Level 9 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first-level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor.

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: COMMUNICATION OFFICER: CORPORATE MANAGEMENT SERVICES (REF NO: DHET33/08/2022)

SALARY: R261 372 per annum (Level 7)

CENTRE: Johannesburg

(Post is based in Gauteng/Free State Regional Office)

(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: OFFICE OF THE DIRECTOR-GENERAL

DIRECTORATE: EXECUTIVE SUPPORT AND ADMINISTRATION SERVICES

POST ADMINISTRATION CLERK- PRODUCTION: ADMINISTRATIVE SERVICES (REF NO: DHET34/08/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Cape Town

(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. A minimum of two (2) to four (4) years of relevant Clerical/ Administrative work experience is required. A National Diploma or Degree in Public Management or Public Administration will be an added advantage. Knowledge of Clerical duties in the Director-General's office, Deputy Director-General's office or higher office; ability to capture data; operating a computer; collecting statistics. Knowledge of procedures in terms of the working environment and the legislative framework governing the Public Service; Computer literacy and the use of the

following computer applications: MS Word, Excel, PowerPoint, and Outlook. Planning and organizing; Good verbal and written communication; client orientation and customer focus, working independently or with limited supervision, accountability, ethical conduct, and professional writing and report writing skills.

DUTIES: The incumbent will be responsible to render general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function); update registers statistics; handle routine enquiries; make photocopies and receive or send facsimiles; distribute documents/ packages to various stakeholders as required; keep and maintain the filing system for the component; type letters and/ or other correspondence when required; keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: liaise with the external and internal stakeholders in relation to the procurement of goods and services; obtain quotations, complete procurement forms for the purchasing of standard office items; stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component: maintain a leave register; keep and maintain personnel records; keep and maintain attendance register; arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component; check the correctness of subsistence and travel claims of the officials and submit for approval; handle telephone accounts and petty cash for the component.

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

BRANCH: CORPORATE SERVICES

DIRECTORATE: INFORMATION TECHNOLOGY AND BUSINESS MANAGEMENT SYSTEM

TWO (2) POSTS: SENIOR REGISTRY CLERK: GENERAL RECORDS MANAGEMENT (REF NO.:

DHET35/08/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (Vocational) / (NCV) Level 4 certificate. Minimum of one (1) to two (2) years of relevant working experience in the registry environment. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management systems (EDRMS). Customer care and Client orientation skills. Computer literacy (MS Word, Excel, PowerPoint). Problem-solving skills. Planning, organizing, verbal and written communication skills. Telephone etiquette and good leadership skills. Interpersonal skills.

DUTIES: Receiving parcels delivered by hand and recorded in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in an outgoing tray and record mail in the mail register. File and retrieve files on-site storage. Control movement of files and access to files. Index, scan, and photocopying Register supply of files to officials and maintain a register of files opened and make follow up if the file is not returned to Registry after the due date. Issue reference numbers according to the approved file plan. Attend to clients' enquiries; assist in the absence of the supervisor and perform any other task.

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

BRANCH: CORPORATE MANAGEMENT SERVICES

DIRECTORATE: INTERNAL COMMUNICATIONS AND CLIENT SERVICES

POST: RECEPTIONIST (REF NO: DHET36/08/2022)

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Relations/Communication or equivalent qualification. A minimum of 1-2 years of work experience in Reception is

required, On-site training with 18 months of proven Reception experience in the handling of the public and other stakeholders and providing them with information concerning the Department of Higher Education and Training services will be an advantage. Proficiency in English is a requirement and the ability to speak 3 of the other official languages would be an added advantage. Computer literacy includes a good working knowledge of the Microsoft Office packages. Excellent telephone etiquette and office administration. Excellent communication skills both written and verbal. Excellent interpersonal skills. Ability to take ownership of enquiries and queries. Self-motivated and disciplined. Good ethics. Excellent customer/ client orientation. Innovative and energetic. Work under pressure with minimal supervision.

DUTIES: Attend to visitors. Respond to visitors' enquiries, queries and complaints concerning Higher Education, Science and Technology efficiently and effectively. Follow up on uncollected messages and refer them to the relevant staff members to deal with. Obtain client information by interviewing them and verifying information. Strive to respond to the visitor in his/her own preferred language. Maintains communication equipment by reporting problems. Ensure customer satisfaction. Provide the public and other stakeholders with service that exceeds their expectations. Write reports.

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: EXECUTIVE SUPPORT AND ADMINISTRATIVE SERVICES

POST: DRIVER/MESSAGER: ADMINISTRATION SERVICES (REF NO.: DHET37/08/2022)

PERIOD: TWELVE (12) MONTH CONTRACT

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 four (4) years of experience in actual driving/messaging for the government. 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 confidential documents from Presidency, Ministries and National Departments; perform external collection and delivery of confidential 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, Drive DG, guests and officials in the office when required; work closely with Ministry; travel to Cape Town when required; 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. Responsible for sessional workers; 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