



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

### 2020/21 & 2021/22 INTERNSHIP AND WIL PROGRAMME

The Department of Higher Education and Training invites South African unemployed graduate and student interns to apply for the **2020/21 & 2021/22** Internship Programme.

**APPLICATIONS:** Please forward your application, quoting the Reference Number to: The Director-General, Department of Higher Education and Training, Private Bag: X174, Pretoria, 0001 or hand deliver at: 123 Francis Baard Street, Pretoria at the Reception area. Successful candidates will receive a monthly stipend of **R5 066.34** for Work Integrated Learning Programme and **R6 083.70** for Graduate Internship.

**CLOSING DATE: 07 February 2020, Time: 16:00**

**CONDITIONS:** Applications are hereby invited from suitably and qualified TVET students with an N6 Certificate for the Work Integrated Learning (WIL) and Post school Graduates (from both Universities and TVET Colleges) for Graduate Internship Programme. Applications must be submitted on form Z83, obtainable from any Government Department or online at [www.gov.za](http://www.gov.za). All sections of the Z83 form must be completed and signed. The application form must be accompanied by a comprehensive CV (including three recent and contactable referees) and original Certified Copies of the applicant's ID and educational qualifications. The successful candidates will be subjected to a verification of qualifications and Personal suitability checks. Correspondence will be limited to shortlisted applicants only. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Failure to submit the required documents will automatically disqualify the applications. No faxes or e-mails applications will be accepted and applications that will be received after the closing date will not be considered. The successful candidates will be required to enter into a fixed WIL or Internship Programme contract for the period of two years.

☎ Mr M Mphahlele **012 312 5760** or Ms D Kubheka **012 312 5805** or Ms N Khoza **012 312 5192** or Mr M Rooi **012 312 5125**



People with disabilities are encouraged to apply.

BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
<b>UNIVERSITY EDUCATION</b>	<p><b>University Capacity Development</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide basic administrative support to projects implemented by the Directorate.</li> <li>• Perform other tasks relating to the work of the Directorate as required.</li> <li>• Provide general office administration and support to the Office of the Director as and when required.</li> </ul>	N Dip/Degree: Humanities and Social Sciences/Public Admin and Management/Developmental Studies/Law.	Head Office (Pretoria)	(2)	UE/2020/01
	<p><b>International Scholarships</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Filing and tracking of scholarship applications, documents and correspondence.</li> <li>• Coordinating workflow and logistics for scholarship orientation workshops.</li> <li>• Making travel arrangements for Directorate staff and scholarship students.</li> <li>• Assisting scholarship recipients with visa applications and preparations for departure.</li> </ul>	Degree: International Relations/Public Admin	Head Office (Pretoria)	(2)	UE/2020/02
	<p><b>Teacher Education</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist with providing administrative support for the Teaching and Learning Development Capacity Improvement Programme (TLDCIP) and Teacher Education Directorate.</li> <li>• Assist in file management</li> <li>• Assist in arranging bookings</li> <li>• Assist in documents flow submission to relevant sections in the Department.</li> </ul>	N Diploma/Degree: Public Admin	Head Office (Pretoria)	(2)	UE/2020/03
	<p><b>Governance Support</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Draft submissions, reports, presentations, briefing notes, letters etc. on Directorate matters.</li> <li>• Maintain the database of relevant university stakeholders, and ensure that all information is accurate and up to date.</li> <li>• Assist in the analysis of institutional annual reports and governance scorecards.</li> </ul>	N Diploma/Degree: Public Admin and Governance	Head Office (Pretoria)	(1)	UE/2020/04

<b>UNIVERSITY EDUCATION</b>	<ul style="list-style-type: none"> <li>Assist in administrative and logistical processes of the Directorate.</li> </ul>				
	<p style="text-align: center;"><b>Teaching Qualification &amp; Policy</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Registering applications on the system and allocating file numbers per application for easy retrieval.</li> <li>Capturing of the agenda spreadsheet for the Evaluation Committee meetings.</li> <li>Preparation of evaluation certificates and posting.</li> <li>Filing of documents with the guidance of the senior administrators i.e. Leave Forms, PMDS documents, Payroll certificates etc.</li> </ul>	N Diploma/Degree: Public Admin/Public Management/Office Management & Tech/Business Management	Head Office (Pretoria)	(3)	UE/2020/05

BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
<b>SKILLS DEVELOPMENT</b>	<b>National Skills Authority</b> Summary of Duties: <ul style="list-style-type: none"> <li>Assist in coordinating &amp; monitoring stakeholder relations on skills development &amp; stakeholder analysis.</li> <li>Coordinate NSA digital media platforms.</li> <li>Assist in drafting of media statement &amp; conduct media monitoring.</li> <li>Maintain and update NSA website.</li> </ul>	N Diploma/Degree: Communication/Marketing Management	Head Office (Pretoria)	(1)	SD/2020/06
	<b>National Skills Authority</b> Summary of Duties: <ul style="list-style-type: none"> <li>Provide support in managing governance related reporting.</li> <li>Monitor changes in relevant legislation &amp; regulatory reporting requirements.</li> <li>Provide support in drafting legal opinions &amp; policies.</li> </ul>	N Diploma: Law/ Bachelor of Laws: LLB	Head Office (Pretoria)	(1)	SD/2020/07
	<b>National Skills Authority</b> Summary of Duties: <ul style="list-style-type: none"> <li>Providing support on NSA research projector &amp; assist coordination of research &amp; impact studies to enable the NSA to best fulfil its advisory function.</li> <li>Assist in the development, implementation of the National Skills Development Strategy.</li> </ul>	Degree: Social Science/Developmental Studies/Public Policy	Head Office (Pretoria)	(1)	SD/2020/08
	<b>National Skills Authority</b> Summary of Duties: <ul style="list-style-type: none"> <li>Assist with logistical requirements for meetings &amp; other scheduled events</li> <li>Process claims of NSA members</li> <li>Compile expenditure reports for Board fee, office stationery etc.</li> <li>Ensure all payments complies with NSA &amp; developmental policies.</li> </ul>	N Diploma/Degree: Accounting/Finance	Head Office (Pretoria)	(1)	SD/2020/09
	<b>Office of The DDG: SD</b> Summary of Duties: <ul style="list-style-type: none"> <li>Diary Management</li> <li>Arranging meetings &amp; booking of venues</li> <li>Processing of the document i.e. filing, scanning.</li> <li>Assist with the traveling arrangements for DDG.</li> </ul>	N Diploma/Degree: Public Management/Public Admin/Office Management	Head Office (Pretoria)	(1)	SD/2020/10

**SKILLS DEVELOPMENT**

<b>SKILLS DEVELOPMENT</b>	<p style="text-align: center;"><b>Strategic Management Unit</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Doing cash flow reports for the branch</li> <li>• Compile requisition for the branch as per request.</li> <li>• Filing &amp; all administration duties</li> <li>• Assist the SMU office in doing MTEF, ENE, &amp; AENE.</li> </ul>	N Diploma/Degree: Accounting/Business Management	Head Office (Pretoria)	(1)	SD/2020/11
	<p style="text-align: center;"><b>SETA Coordination</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Office Management</li> <li>• Diary Management</li> <li>• Assist with the traveling arrangements for Chief Director.</li> <li>• Processing the Cell phone Claims and S&amp;T Claims.</li> <li>• Processing of the Chief Director's Memos.</li> </ul>	N Diploma/Degree: Public Management/Office Management/	Head Office (Pretoria)	(1)	SD/2020/12
	<p style="text-align: center;"><b>SETA Support &amp; Learnerships</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in the capturing of IST.</li> <li>• Booking transport for meetings.</li> <li>• Assist in the training of SETA on the SDL systems i.e. SDLIS + website + Levy Portal</li> </ul>	N Diploma/Degree: Training and Development	Head Office (Pretoria)	(1)	SD/2020/13
	<p style="text-align: center;"><b>SETA Support &amp; Learnerships</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Review sector skills plans.</li> <li>• Organise &amp; prepare meetings.</li> <li>• Assist with administration support.</li> <li>• Liaise with stakeholders</li> </ul>	Degree: Humanities/Social Sciences	Head Office (Pretoria)	(1)	SD/2020/14
	<p style="text-align: center;"><b>SETA Support &amp; Learnerships</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide administration support to the QCTO by monitoring the implementation of its Annual Performance Plan &amp; Corporate Governance matters.</li> <li>• Manage documents of the Sub-Directorate.</li> <li>• Assist in coordination of meetings &amp; workshops for the Directorate &amp; Sub-Directorate.</li> <li>• Provide secretariat support to the Sub-Directorate.</li> </ul>	N Diploma/Bachelor's Degree: Public Admin/Management	Head Office (Pretoria)	(1)	SD/2020/15
	<p style="text-align: center;"><b>SETA Support &amp; Learnerships</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Diary Management</li> <li>• Office Management.</li> </ul>	N Diploma/Degree: Public Admin/Management	Head Office (Pretoria)	(1)	SD/2020/16

<b>SKILLS DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Arranging the meetings &amp; the logistics.</li> <li>• Assisting the Director with daily duties</li> <li>• General Admin duties</li> </ul>				
	<p style="text-align: center;"><b>SETA Support &amp; Learnerships (Learning Programmes)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Support SETAs in the implementation of the CFO in their skills demand chapter.</li> <li>• Receive &amp; analyse all SETAs submissions for updating the CFO.</li> <li>• Coordinate the OFO &amp; Learnership Task Team Meetings &amp; workshops.</li> <li>• Assist with the preparation of logistics &amp; offer general administrative support during SETAs capacity building.</li> </ul>	Degree/BTech: Public Admin/Education/Social Sciences/Communication	Head Office (Pretoria)	(2)	SD/2020/17
	<p style="text-align: center;"><b>INDELELA (National Artisan Development)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Verification of documents on PERSAL.</li> <li>• Manage &amp; maintain probation reports.</li> <li>• Management of housing allowance applications &amp; queries.</li> <li>• Provide administrative &amp; coordination support of the training &amp; performance management.</li> </ul>	N6 Certificate: HRM	INDELELA (Olifantsfontein)	(1)	SD/2020/18
	<p style="text-align: center;"><b>INDELELA (National Artisan Development)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in handling of administrative operations.</li> <li>• Handle &amp; organise office filing system.</li> <li>• Receive clients &amp; visitors, attend &amp; resolve their queries.</li> <li>• Maintain stationery, office equipment, materials &amp; equipment</li> </ul>	N6 Certificate: Management Assistant	INDELELA (Olifantsfontein)	(2)	SD/2020/19
	<p style="text-align: center;"><b>INDELELA (National Artisan Development)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Administer service delivery to prospective Artisan Recognition of Prior Learning (ARPL) candidates.</li> <li>• Provide administrative support to Assessment Unit &amp; provision of Artisan Recognition of Prior Learning (ARPL) evaluation to candidates.</li> <li>• Consolidation &amp; provision of Artisan Recognition of Prior Learning (ARPL)</li> </ul>	N6 Certificate: Public Management	INDELELA (Olifantsfontein)	(4)	SD/2020/20

<b>SKILLS DEVELOPMENT</b>	statistical information regarding the progress of candidates at INDLELA				
	<p><b>INDLELA (National Artisan Development)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Trade Test Registration &amp; Administration <ul style="list-style-type: none"> <li>○ Receive &amp; register artisan candidates</li> <li>○ Capture artisan candidates on the TTMS</li> </ul> </li> <li>• Certification Application Administration <ul style="list-style-type: none"> <li>○ Receive &amp; verify application from TVET College, SETA's &amp; Department of Public Works</li> </ul> </li> <li>• Recordkeeping, Management &amp; Archiving <ul style="list-style-type: none"> <li>○ Provide &amp; maintain electronic &amp; paper-based information.</li> </ul> </li> </ul>	N6 Certificate: Public Management	INDLELA (Olifantsfontein)	(3)	SD/2020/21
	<p><b>INDLELA (National Artisan Development)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Coordinate the Decade of Artisan Programme and other related outreach projects</li> <li>• Coordinate the programme, resources and projects for mass dissemination</li> <li>• Promote career, qualifications and study information on Artisan Development</li> <li>• Knowledge transfer and capacitating programmes and programmes.</li> </ul>	Bachelor of Administration in Social Science/Psychology/Industrial Psychology	INDLELA (Olifantsfontein)	(3)	SD/2020/22

BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
<b>CHIEF FINANCIAL OFFICER</b>	<b>Development Support</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Support Management of Tranche.</li> <li>• Applications for the programmes &amp; projects funded by donors &amp; grants.</li> <li>• Render financial administration &amp; support.</li> <li>• Assist in compiling &amp; analysing financial reports.</li> </ul>	N6 Certificate: Public Management  N Diploma/Degree: Public Management/Logistics Management/SCM/Purchasing Management	Head Office (Pretoria)	(2)	CFO/2020/23
	<b>Public Entities</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Oversight, monitoring &amp; evaluating compliance reporting by the Public Entities.</li> <li>• Provide administrative support within the Directorate, such as capturing of financial information.</li> <li>• Compilation of inter-office memos &amp; ministerial submissions.</li> </ul>	N6 Certificate: Financial Management  N Diploma/Degree: Financial Management	Head Office (Pretoria)	(3)	CFO/2020/24
	<b>Logistics Management</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Capturing of Requisitions on LOGIS system.</li> <li>• Faxing of orders to service providers.</li> <li>• Making follow ups on outstanding commitments for goods/service &amp; deliveries on 0-9 file.</li> <li>• Capturing of the travel booking VA26 forms on the tracking sheet (spreadsheet).</li> <li>• Spot checks of stock item in the warehouse for replenishment.</li> </ul>	N6 Certificate: Public Management  N Diploma/Degree: Public Management/Logistics Management/SCM/Purchasing Management	Head Office & INDLELA (Pretoria, Olifantsfontein)	(11)	CFO/2020/25
	<b>Demand, Acquisition &amp; Contract Management</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Sourcing of quotations on behalf of the Department, National Skills Fund (NSF) &amp; INDLELA.</li> </ul>	N Diploma/Degree: SCM/Public Procurement Management/Public Management	Head Office & INDLELA (Pretoria, Olifantsfontein)	(8)	CFO/2020/26
	<b>Project Coordination Unit</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Assist in the monitoring &amp; evaluation of the projects funded under NSF.</li> <li>• Assisting with general administration of the unit.</li> <li>• Managing of incoming &amp; outgoing documents.</li> </ul>	N6 Certificate: Public Admin  N Diploma/Degree: Financial Management/Management Accounting/Project Management/Public Admin	Head Office (Pretoria)	(4)	CFO/2020/27



<b>CHIEF FINANCIAL OFFICER</b>	<ul style="list-style-type: none"> <li>• Arranging &amp; attending meetings with internal &amp; external project managers &amp; taking minutes.</li> </ul>				
	<p style="text-align: center;"><b>Financial Management</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Debt take on</li> <li>• Filing</li> <li>• Letters to debtors</li> <li>• Communication with debtors</li> </ul>	N Diploma/Degree: Financial Management/Accounting	Head Office (Pretoria)	(1)	CFO/2020/28
	<p style="text-align: center;"><b>Financial Management</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Compile the budget vs expenditure documents on a regular basis.</li> <li>• Ensure that filing of cash flow &amp; budget related documents are up to date &amp; correctly done.</li> <li>• Respond to daily budget &amp; other related queries.</li> </ul>	N Diploma/Degree: Financial Management/Accounting	Head Office (Pretoria)	(1)	CFO/2020/29
	<p style="text-align: center;"><b>Finance-Exams &amp; Payroll</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Payment of marking &amp; related claims.</li> <li>• Dealing with Audit &amp; other queries.</li> <li>• Sorting &amp; distributing of salary slips.</li> <li>• Updating payroll certificates reports</li> </ul>	N6: Financial Management N Diploma/Degree: Financial Management/Accounting	Head Office (Pretoria)	(5)	CFO/2020/30
	<p style="text-align: center;"><b>Financial Transaction</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Clearing of bank adjustments.</li> <li>• Filing of batches.</li> <li>• Capturing of payments.</li> <li>• Capturing of journals.</li> </ul>	N6 Certificate: Financial Management N Diploma/Degree: Financial Management/Accounting	Head Office (Pretoria)	(4)	CFO/2020/31
	<p style="text-align: center;"><b>Financial Management</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Payments of salary related allowances</li> <li>• Instate &amp; cancel deductions</li> <li>• Capturing BAS payments &amp; journals</li> <li>• Responding to internal &amp; external enquiries</li> </ul>	N6 Certificate: Financial Management N Diploma/Degree: Financial Management/Accounting	Head Office (Pretoria)	(2)	CFO/2020/32

BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
<b>CORPORATE SERVICES</b>	<b>Human Resource Management &amp; Labour</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Implement the management of communicable &amp; non-communicable diseases i.e. mental health, psychosomatic illness.</li> <li>• Ensure the healthy &amp; safe work environment.</li> <li>• Provide individual wellness to improve work life balance.</li> <li>• Implement the management of incapacity due ill-health &amp; occupational health.</li> </ul>	B.A: Psychology/Behavioural Sciences	Head Office (Pretoria)	(1)	CS/2020/33
	<b>Human Resource Management &amp; Administration</b> Summary of Duties: <ul style="list-style-type: none"> <li>• PERSAL System and Establishment maintenance &amp; updating of Information:               <ul style="list-style-type: none"> <li>○ Updating PERSAL training database.</li> <li>○ Sorting the Certificates database.</li> <li>○ Creating &amp; abolishing posts on PERSAL.</li> <li>○ Updating components, pay points on PERSAL</li> </ul> </li> </ul>	N Diploma/Degree: HRM/Public Management	Head Office (Pretoria)	(2)	CS/2020/34
	<b>Media Liaison and Communications (CD)</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Assist with management of the Chief Director's travelling &amp; accommodation arrangements.</li> <li>• Handle procurement processes for the Chief Director's office.</li> <li>• Quality check incoming &amp; outgoing submissions &amp; memos.</li> <li>• Assist with any other administration duties when required.</li> </ul>	N Diploma/Degree: HRM/Public Management/Management Assistant	Head Office (Pretoria)	(1)	CS/2020/35
	<b>Call Centre and Client Services</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Doing inbound &amp; outbound calls</li> </ul>	N6 Certificate: Public Relations N Diploma/Degree: Public	Head Office (Pretoria)	(12)	CS/2020/36

**CORPORATE SERVICES**

<ul style="list-style-type: none"> <li>• Doing presidential hotline cases (referrals &amp; follow up on cases).</li> <li>• Compiling monthly, quarterly &amp; annual reports.</li> <li>• Authentication/verification tertiary education qualifications</li> <li>• Attending to walk-ins.</li> </ul>	<p>Relations</p>				
<p><b>Human Resource Management Administration &amp; Labour Relations</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Managing grievances, disciplinary matters, disputes, appeals &amp; collective bargaining.</li> <li>• Office management i.e. filing, recordkeeping, travelling arrangements.</li> </ul>	<p>N6 Certificate: Public Management/Public Admin</p> <p>N Diploma/Degree: Public Management/Labour Relations/ Labour Law/ Public Admin</p>	<p>Head Office (Pretoria)</p>	<p>(4)</p>	<p>CS/2020/37</p>	
<p><b>HRM&amp;D (Change Management and Transformation)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Render support in the development of change management initiatives (culture, behaviour &amp; organisational climate assessment.</li> <li>• Provide support to the coordination of the delivery &amp; implementation of operations management framework in the Department in line with Batho Pele Principles.</li> <li>• Provide support in administering change management &amp; transformation service providers &amp; project team members.</li> </ul>	<p>N Diploma/Degree: Industrial Psychology/Organisational Development/ HRM/Management Services</p>	<p>Head Office (Pretoria)</p>	<p>(4)</p>	<p>CS/2020/38</p>	
<p><b>HRM&amp;D (Organisational Development)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in OD investigation, development/design of organisational structure.</li> <li>• Assist in costing of the structures.</li> <li>• Assist in conducting work study investigations/work measurement.</li> <li>• General administration in the Sub-Directorate/Unit: OD.</li> </ul>	<p>N Diploma/Degree: Organisational Development/Management Services/Industrial Psychology/HRM</p>	<p>Head Office (Pretoria)</p>	<p>(4)</p>	<p>CS/2020/39</p>	
<p><b>HRM&amp;D (Training and Development: Internships)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist with coordinating the implementation of internship &amp; WIL programme.</li> <li>• Assist with coordinating ceremonies &amp; inductions for interns.</li> </ul>	<p>N Diploma/Degree: HRD/HRM/Public Admin/Office Admin</p>	<p>Head Office (Pretoria)</p>	<p>(4)</p>	<p>CS/2020/40</p>	

<b>CORPORATE SERVICES</b>	<ul style="list-style-type: none"> <li>Assist with coordinating the internship forum meetings.</li> <li>Assist with coordinating the intern's quarterly assessment</li> <li>Provide administration support.</li> </ul>				
	<p style="text-align: center;"><b>HRM&amp;D (Training and Development: Bursaries)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist in administering &amp; capturing of bursary applications &amp; update database.</li> <li>Assist with coordinating bursary audits &amp; payments</li> <li>Assist in providing secretariat support to Departmental Bursary Committee.</li> <li>Provide administration support.</li> </ul>	N Diploma/Degree: HRD/HRM/Public Admin/Office Admin	Head Office (Pretoria)	(2)	CS/2020/41
	<p style="text-align: center;"><b>Office of The Director-General</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide administrative support in the office of the DG including the following: <ul style="list-style-type: none"> <li>Generic front office &amp; reception services.</li> <li>Records &amp; archives management (scan files, e-filing, hyperlinking of documents) &amp; other ad-hoc administrative functions.</li> <li>Handling of confidential documents.</li> <li>Assist with incoming &amp; outgoing correspondence.</li> </ul> </li> </ul>	N Diploma/Bachelor's Degree: Public Management/Public Admin/Management Assistant	Head Office (Pretoria)	(1)	CS/2020/42
	<p style="text-align: center;"><b>Office of The Director-General (Executive Support)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide administrative support in the office of the DG including the following: <ul style="list-style-type: none"> <li>Generic front office &amp; reception services.</li> <li>Records &amp; archives management (scan files, e-filing, hyperlinking of documents) &amp; other ad-hoc administrative functions.</li> <li>Handling of confidential documents.</li> <li>Assist with incoming &amp; outgoing correspondence.</li> </ul> </li> </ul>	N6 Certificate: Public Management/Public Admin/Management Assistant	Head Office (Pretoria)	(1)	CS/2020/43
	<p style="text-align: center;"><b>HRM&amp;A (TVET &amp; CET Pension and Pillar)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Human Resource conditions of service related duties</li> </ul>	N Diploma/Degree: HRM/Public Administration	Head Office (Pretoria)	(25)	CS/2020/44

<b>CORPORATE SERVICES</b>	<ul style="list-style-type: none"> <li>• Provide administration support</li> <li>• Assist in capturing of leaves</li> <li>• Assist in handling Pension and Pillar applications</li> <li>• Assist with filing</li> <li>• Assist with general PERSAL work.</li> </ul>				
	<p style="text-align: center;"><b>Ethics, Integrity, Anti-Corruption, Fraud Prevention &amp; Risk Management</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• To assist with detection &amp; investigation of ethical violations in the Department.</li> <li>• To support &amp; participate in the awareness campaigns.</li> <li>• To assist in compiling reports</li> <li>• Assist with other tasks within the Sub-Directorate.</li> </ul>	<p>N6 Certificate: Management Assistant</p> <p>N Diploma/Degree: Law/Investigation/Risk Management</p>	Head Office (Pretoria)	(2)	CS/2020/45
	<p style="text-align: center;"><b>Ethics, Integrity, Anti-Corruption, Fraud Prevention &amp; Risk Management</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• To assist the Sub-Directorate in executing its core function of detecting, preventing &amp; investigating fraud &amp; corruption within the Department.</li> <li>• To perform any other duties as might be required by the Directorate</li> </ul>	N Diploma/Degree: Legal/Criminal Law/Investigation/ Risk Management	Head Office (Pretoria)	(1)	CS/2020/46
	<p style="text-align: center;"><b>Risk Management &amp; Compliance Unit</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist with the implementation of the Risk management plan</li> <li>• Assist in performing secretarial functions for the Risk Management Committee (RMC).</li> <li>• Assist in performing various administrative tasks &amp; support for the unit.</li> <li>• Assist with compliance verification/testing &amp; monitoring</li> <li>• Assist in ensuring that laws, regulations &amp; policies are followed within the Department</li> <li>• Assist with conducting follow-ups on Audit Action Plan</li> <li>• Perform any ad-hoc task relevant to Compliance.</li> </ul>	N Diploma/Degree: Risk Management	Head Office (Pretoria)	(3)	CS/2020/47

**CORPORATE SERVICES**

<b>CORPORATE SERVICES</b>	<p style="text-align: center;"><b>Facilities Management</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in the procurement of office space accommodations, this includes amongst others the following: <ul style="list-style-type: none"> <li>○ Ensure lease renewals of the rented buildings, allocation of offices, daily inspection, payment of invoices, parking space allocation, attend to office procurement requests.</li> </ul> </li> <li>• Assist in the management of fleet management, this includes amongst others the following: <ul style="list-style-type: none"> <li>○ Ensure the booking of vehicles for repairs, licensing &amp; registrations.</li> </ul> </li> </ul>	N Diploma/Degree: Public Management/Transport Management/Property Management	Head Office (Pretoria)	(2)	CS/2020/48
	<p style="text-align: center;"><b>Facilities Management (General Registry)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Manage incoming &amp; outgoing mail.</li> <li>• Assist with courier services.</li> <li>• Filing &amp; retrieval system for records.</li> </ul>	N6 Certificate: Management Assistant/Public Admin  N Diploma/Degree: Public Management/Records Management	Head Office (Pretoria)	(4)	CS/2020/49
	<p style="text-align: center;"><b>Communication and Media Liaison</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Maintain a media database for the Department.</li> <li>• Ensure the daily implementation of media monitoring.</li> <li>• Liaise with regional offices &amp; colleges on media related matters.</li> <li>• Draft written articles for internal &amp; external publications</li> <li>• Having a driver's license will be added advantage</li> </ul>	N Diploma/Degree: Communication/Media Studies/Journalism	Head Office (Pretoria)	(2)	CS/2020/50
	<p style="text-align: center;"><b>Communication and Media Liaison</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Develop a periodic schedule of graphic design tasks.</li> <li>• Design of the Department's documents i.e. magazine, brochure, and poster.</li> <li>• Develop innovative material to enhance communication &amp; marketing campaign toolkit.</li> <li>• Assist with the management of the quality control of all designed material.</li> </ul>	Bachelor's Degree: Graphic Design/Multimedia	Head Office (Pretoria)	(2)	CS/2020/51

<b>CORPORATE SERVICES</b>	<p style="text-align: center;"><b>Marketing and Public Relations</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Preparing, planning &amp; project managing the publication of all publicity material to maximise brand promotion,</li> <li>• Liaison with colleges on issues of branding &amp; exhibitions,</li> <li>• Maintain presence of the Department through branding during annual events, Minister &amp; Deputy Minister public events.</li> <li>• Travel between Provinces to cover all Departmental events, even on holidays.</li> </ul>	N Diploma/Degree: Communication/Marketing/Public Relations	Head Office (Pretoria)	(2)	CS/2020/52
	<p style="text-align: center;"><b>Chief Director's Office: HRM&amp;D</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Receiving &amp; recording of submissions, DG memo's &amp; HRM queries.</li> <li>• Proofreading of submissions &amp; memos for correctness.</li> <li>• Assist with managing the diary of the Chief Director.</li> <li>• Recording &amp; filing of documents in the office of the CD.</li> </ul>	N Diploma/Bachelor's Degree: Business Admin/Public Admin/Office Management	Head Office (Pretoria)	(2)	CS/2020/53
	<p style="text-align: center;"><b>HRM&amp;D (Training and Development: Skills Development)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist with office administration duties in Skills Development</li> <li>• Ensure safekeeping of documents in the Skills Development unit.</li> <li>• Assist with coordination of trainings</li> <li>• Assist with records management in the unit.</li> </ul>	N Diploma/ Degree: Office Management/ Office Administration/HRM/HRD	Head Office (Pretoria)	(2)	CS/2020/54
	<p style="text-align: center;"><b>HRM&amp;D (PMDS)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Administer Performance Management &amp; Development System (PMDS) &amp; Integrated Quality Management System (IQMS).</li> <li>• Support effective implementation of PMDS &amp; IQMS.</li> <li>• Capture PMDS &amp; IQMS on spreadsheet &amp; PERSAL.</li> <li>• Assist with general office administration.</li> <li>• Assist in the facilitation of PMDS workshops/training.</li> </ul>	N6 Certificate: Public Management/HRM  Bachelor's Degree: HRM/Public Management	Head Office (Pretoria)	(4)	CS/2020/55
	<p style="text-align: center;"><b>HRM&amp;D (HR Strategy, Planning, Policy &amp; Employment Equity)</b></p> <p>Summary of Duties:</p>	Bachelor's Degree: HRM/Industrial & Organisational Psychology	Head Office (Pretoria)	(2)	CS/2020/56

<b>CORPORATE SERVICES</b>	<ul style="list-style-type: none"> <li>Assist with development &amp; implementation of the Human Resource (HR) Plan &amp; Strategies.</li> <li>Assist with the development &amp; implementation HR Plan Implementation report.</li> <li>Assist with administering all HR policies to ensure compliance.</li> <li>Provision of administrative &amp; logistical support.</li> </ul>				
	<p style="text-align: center;"><b>HRM&amp;D (Director's Office)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist in rendering administrative support services in the Director's office.</li> <li>Assist in providing support in the Director's office regarding meetings.</li> <li>General administrative duties &amp; other queries.</li> <li>Remain abreast with procedures &amp; processes that apply in the office of the Director.</li> </ul>	N Diploma/Degree: Public Management/ Office Administration/Management	Head Office (Pretoria)	(2)	CS/2020/57
	<p style="text-align: center;"><b>HRM&amp;A</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>PERSAL System and Establishment maintenance &amp; updating of Information: <ul style="list-style-type: none"> <li>Updating PERSAL training database.</li> <li>Sorting the Certificates database.</li> <li>Creating &amp; abolishing posts on PERSAL.</li> <li>Updating components, pay points on PERSAL</li> </ul> </li> </ul>	N Diploma/Degree: HRM/Public Management	Head Office (Pretoria)	(2)	CS/2020/58
	<p style="text-align: center;"><b>Communication &amp; Media Liaison:</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>To search, organize and supply information to customers of the IRC collection</li> <li>Maintain the IRC collection</li> <li>Assist with marketing the IRC</li> <li>Provide Lending services</li> </ul>	BA: Information Science/ Library & Information Science	Head Office (Pretoria)	(1)	CS/2020/59
	<p style="text-align: center;"><b>Government Information Technology Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Modify HTML, ASP.NET &amp; CSS pages using Dreamweaver &amp; modifying graphics on the website using Adobe Photoshop.</li> <li>Provide prescribed Application development support by facilitating program services.</li> </ul>	N Diploma/Degree: Information Technology	Head Office (Pretoria)	(2)	CS/2020/60



<b>CORPORATE SERVICES</b>	<ul style="list-style-type: none"> <li>Develop, maintain, support &amp; prepare farm servers; Configure diagnostic logging, usage &amp; data collection.</li> </ul>				
	<p><b>Government Information Technology Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assisting IT security team with Information security governance.</li> <li>Assisting IT security team with ICT Audits remediation</li> <li>Assisting IT security Team with ICT Risk Management.</li> <li>Assisting IT security Team with administering various IT security solutions of the Department.</li> </ul>	N Diploma/Degree: Information Technology	Head Office (Pretoria)	(2)	CS/2020/61
	<p><b>Government Information Technology Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide LAN &amp; Desktop support.</li> <li>Provide IT helpdesk services</li> <li>Assist in IT projects</li> <li>Assist in server environment.</li> </ul>	N Diploma/Degree: Information Technology	Head Office (Pretoria)	(5)	CS/2020/62

BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
HRDC	<p><b>HRDC Secretariat</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>To do the work related to research, administration, communications &amp; monitoring within HRDC Secretariat Programmes.</li> </ul>	<p>Honours Degree: Social Science, B Tech: Communications,</p> <p>N Diploma/Degree: Financial Management</p>	Head Office (Pretoria)	(5)	HRDC/2020/63
BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES	<p><b>Office of the DDG: TVET Branch</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Tracing of incoming &amp; outgoing documents.</li> <li>Assist Regional office requests for catering &amp; procurement (this includes checking budget availability &amp; policy adherence).</li> <li>Quality control of claims, performance documents, memos, circulars among.</li> <li>General administrative duties (filing, scanning distribution etc.).</li> </ul>	N Diploma/Degree: Office Administration	Head Office (Pretoria)	(1)	TVET/2020/64
	<p><b>Private TVET Colleges</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide administrative support to the Directorate.</li> </ul>	Bachelor's Degree: Public Administration	Head Office (Pretoria)	(2)	TVET/2020/65
	<p><b>National Examinations &amp; Assessment</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Records Management</li> <li>Capturing of exam data/enrolments/waybills &amp; verification of preliminary using spreadsheet.</li> <li>Attending &amp; responding to client queries.</li> <li>Management of application for Diploma &amp; dispatching to service providers.</li> <li>Coordinating National N Diploma activities including S&amp;T payments.</li> </ul>	<p>N6 Certificate: Public Management/ Financial Management/ Management Assistant</p> <p>N Diploma: Financial Management/Public Management/ Management Assistant</p>	Head Office (Pretoria)	(10)	TVET/2020/66
	<p><b>Special Project</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist with scheduling meetings, refreshments etc.</li> </ul>	N Diploma/Degree: Public Admin/ Public Management/Business Management	Head Office (Pretoria)	(1)	TVET/2020/67

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING  
COLLEGES**

	<ul style="list-style-type: none"> <li>Operate &amp; maintain office machinery, including copies, fax machines &amp; printers.</li> <li>Assist with diary management.</li> <li>Occasionally travel off-site to deliver files &amp; reports to various Departments within the organisation.</li> <li>Maintain files with confidentiality in an easily accessible format.</li> </ul>				
	<p style="text-align: center;"><b>Programmes and Qualifications</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist in administrative support on the Chief Directorate.</li> <li>Organise, coordinate, manage &amp; control workflow in the Chief Directorate.</li> <li>Assist in compiling the submissions, writing letters &amp; formatting/editing documents.</li> <li>Assist in the Chief Directorate with secretarial duties when required.</li> <li>Assist with booking of venues &amp; organising meetings.</li> </ul>	N Diploma/Degree: Public Admin/ Public Management/ Office Management	Head Office (Pretoria)	(1)	TVET/2020/68
	<p style="text-align: center;"><b>Programmes and Qualifications</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist with administration &amp; financial management.</li> </ul>	N Diploma/Degree: Public Management/ Financial Management	Head Office (Pretoria)	(3)	TVET/2020/69
	<p style="text-align: center;"><b>TVET Curriculum Development &amp; Support</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist with administrative support for improvement &amp; maintenance of curriculum documents for TVET colleges.</li> <li>Assist in writing letters, editing documents &amp; compiling submissions.</li> <li>Assist with secretarial duties in the Director's office when required.</li> <li>Arrange travel logistics &amp; claims for officials.</li> <li>Assist with booking of venues &amp; organising meetings.</li> </ul>	N Diploma/Degree: Public Admin/ Public Management/ Office Management	Head Office (Pretoria)	(1)	TVET/2020/70
	<p style="text-align: center;"><b>TVET Monitoring &amp; Evaluation</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Data collection through TVETMIS &amp; data drawing for reporting purpose &amp; data reporting through Monitoring &amp; Evaluation,</li> <li>Writing reports after submission of quarterly reports.</li> </ul>	N Diploma/Degree: Public Admin/ Public Management/ Information Management	Head Office (Pretoria)	(2)	TVET/2020/71
	<p style="text-align: center;"><b>Examinations Management &amp; Monitoring</b></p> <p>Summary of Duties:</p>	N Diploma: Management Assistant	Head Office (Pretoria)	(1)	TVET/2020/72

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING  
COLLEGES**

<ul style="list-style-type: none"> <li>Act as a Personal Assistance to the Director: Examinations Management &amp; Monitoring.</li> <li>Assist with general office administration.</li> <li>Processing of claims.</li> </ul>					
<p style="text-align: center;"><b>TVET Curriculum: Examination &amp; Assessment (KZN TVET Region)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Develop spreadsheet of all exam centres.</li> <li>Submit mark sheets via txt file.</li> <li>Supervise preliminary entry management process.</li> <li>Verify &amp; confirm the submitted ICASS.</li> <li>Mop-up process after the release of results.</li> </ul>	<p>N Diploma/Degree: Public Admin/ Bachelor of Commerce</p>	<p>KZN TVET Region (Pietermaritzburg)</p>	(2)		<p>TVET/2020/73</p>
<p style="text-align: center;"><b>KZN TVET College Corporate Services (Region)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Schedule interviews.</li> <li>Maintain employer records (e.g. vacation &amp; sick leave).</li> <li>Prepare monthly compensation &amp; attendance spreadsheets.</li> <li>Screen resumes &amp; job applications.</li> <li>Prepare ad-hoc reports &amp; other delegated duties.</li> </ul>	<p>N Diploma/Degree: HRM</p>	<p>KZN TVET College (Pietermaritzburg)</p>	(2)		<p>TVET/2020/74</p>
<p style="text-align: center;"><b>KZN TVET College Region (Skills &amp; Occupational Programmes Unit)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Handling correspondence for both units.</li> <li>Organise &amp; service committee &amp; forum members (drafting meeting agenda &amp; taking minutes).</li> <li>Planning &amp; coordinating events.</li> <li>Compile &amp; maintain records.</li> <li>Assist with travelling logistics.</li> <li>Assist with the execution of tasks as instructed.</li> </ul>	<p>N Diploma/Degree: Public Admin/ Bachelor of Commerce</p>	<p>KZN TVET College Region (Pietermaritzburg)</p>	(2)		<p>TVET/2020/75</p>
<p style="text-align: center;"><b>KZN TVET College Region (Office of The Regional Manager)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Diary management.</li> <li>Filing</li> <li>Meeting management.</li> <li>Arrangement of travelling &amp; accommodation</li> <li>Handle telephone &amp; mail queries.</li> </ul>	<p>N Diploma/Degree: Office Admin/ Office Management/ Management Assistant</p>	<p>KZN TVET College Region (Pietermaritzburg)</p>	(1)		<p>TVET/2020/76</p>

<b>TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES</b>	<ul style="list-style-type: none"> <li>Manage incoming &amp; outgoing correspondence.</li> </ul>				
	<p style="text-align: center;"><b>Professional Development of Campus Managers</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist in collecting data &amp; drawing trends</li> <li>Be part of the team that analyses trends &amp; puts development &amp; support strategies in place.</li> </ul>	Degree/Honours Degree: Statistics/ Education & Development/ Development Studies	Head Office (Pretoria)	(3)	TVET/2020/77

BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
PLANNING, POLICY & STRATEGY	<b>Information System Coordination</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Provide a secretarial/receptionist support service to the manager.</li> <li>• Renders administrative support services.</li> <li>• Supports the manager with the administration of the manager's budget.</li> <li>• Studies the relevant Public Service &amp; Departmental prescripts/policies &amp; other documents &amp; ensure that the application thereof is understood properly.</li> </ul>	N6 Certificate: Management Assistant/ Public Administration	Head Office (Pretoria)	(1)	P/2020/78
	<b>Social Inclusion, Equity, Access and Quality</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Application Development (knowledge of PHP, JAVA, HTML &amp; CSS).</li> <li>• Must be able to develop cell phone apps.</li> <li>• Assist to provide user support (Desktop computers, laptops, Cloud based IP telephone system &amp; Microsoft applications).</li> </ul>	N Diploma/Degree: Computer Science/ Information Technology/ Information Systems	Head Office (Pretoria)	(1)	P/2020/79
	<b>Social Inclusion, Equity, Access and Quality</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Provide administrative &amp; office support.</li> <li>• Provide supply chain management &amp; logistical support.</li> <li>• Handle &amp; process incoming &amp; outgoing correspondences.</li> <li>• General office responsibilities including answering calls &amp; directing enquiries, photocopy, scanning documents, &amp; perform other duties assigned.</li> </ul>	N6 Certificate: Public Admin/ Public Management/ Office Management	Head Office (Pretoria)	(1)	P/2020/80
	<b>Social Inclusion, Equity, Access and Quality</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Provide administrative &amp; office support.</li> <li>• Provide supply chain management &amp; logistical support.</li> <li>• Handle &amp; process incoming &amp; outgoing correspondences.</li> <li>• General office responsibilities including answering calls &amp; directing enquiries, photocopy, scanning documents, &amp; perform other duties assigned.</li> </ul>	N Diploma/Degree: Public Admin/ Public Management/ Project Management	Head Office (Pretoria)	(2)	P/2020/81

**PLANNING, POLICY & STRATEGY**

<p><b>Policy Management &amp; System Planning</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Desktop reviews, setting up appointments/meetings.</li> <li>• Compilation of submissions/memos/letters/attendance registers/writing of summaries of reports or articles.</li> <li>• Assist with office administration support i.e. filing, tracking &amp; processing of documents &amp; correspondences.</li> </ul>	<p>N Diploma/Bachelor: Business Admin/Bachelor of Arts: Social Science</p> <p>Bachelor of Arts Honours: Development Studies/Public Management/ Policy Studies</p>	<p>Head Office (Pretoria)</p>	<p>(3)</p>	<p>P/2020/82</p>
<p><b>Office of The DDG: PPS</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide administrative support in the office &amp; to the Deputy Director-General.</li> <li>• Answering incoming calls, forward to the relevant offices &amp; provide basic information.</li> <li>• Handling correspondence (incoming &amp; outgoing).</li> <li>• Making of travel &amp; accommodation arrangements.</li> </ul>	<p>N Diploma: Office Management &amp; Tech/ Bachelor of Arts: Public Administration/ Public Management</p>	<p>Head Office (Pretoria)</p>	<p>(2)</p>	<p>P/2020/83</p>
<p><b>Career Development Services</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assisting with reporting on CDS monthly, quarterly &amp; annual performance.</li> <li>• Assist with performance information management &amp; performance monitoring &amp; evaluation processes.</li> <li>• Assist in establishing &amp; managing the effective implementation of the directorate's strategic annual performance &amp; operational planning.</li> <li>• Assist with overall support of the directorate.</li> </ul>	<p>N Diploma/ Degree: Public Admin/ Monitoring and Evaluation</p>	<p>Head Office (Pretoria)</p>	<p>(1)</p>	<p>P/2020/84</p>
<p><b>Information System Management</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in managing small projects &amp; assist with development of the data dictionary on Post-School Education System and Training (PSET) &amp; any information standards.</li> <li>• Assist with the implantation of the PSET information policy.</li> <li>• Provide secretariat services in the directorate meetings.</li> </ul>	<p>N Diploma/ Bachelor's Degree: Public Admin/ Office Management/ Public Admin/Statistics/ Economics/ Information Management /Mathematics</p>	<p>Head Office (Pretoria)</p>	<p>(3)</p>	<p>P/2020/85</p>

**PLANNING, POLICY & STRATEGY**

<ul style="list-style-type: none"> <li>Assist in checking &amp; quality assurance of TVET, CET &amp; Private College's data.</li> <li>Perform ad-hoc duties as may be delegated from time to time.</li> </ul>				
<p><b>Global Partnerships (International Relations)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist in enhancing &amp; strengthening of cooperation &amp; training in order to advance South Africa's skills base.</li> <li>Assist in enhancing cordial relations between Department Partners &amp; the Department by facilitating the sharing of information.</li> <li>Assist with enhancing, maintaining multilateral relations with IBSA, ILO, BRICS, OECD &amp; Commonwealth countries to access best practices for Post-School Education and Training sector.</li> </ul>	BA Degree: International Relations/ Development Studies	Head Office (Pretoria)	(4)	P/2020/86
<p><b>System Monitoring &amp; Labour Market Intelligence</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Analyse data</li> <li>Compile reports</li> <li>Prepare meeting invitations &amp; source diaries</li> <li>Write minutes</li> <li>Distribute unit publications</li> <li>Assist in Director's office when PA is not available.</li> </ul>	N Diploma/Degree: Office Admin/ Management Assistant, B.Com/BSc: Statistics	Head Office (Pretoria)	(3)	P/2020/87
<p><b>Legal and Legislative (Corporate Skills)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide legal opinion to all branches within DHET.</li> <li>Draft legislation.</li> <li>Draft contracts, service level agreements, MOU etc.</li> <li>Handling &amp; managing litigation for &amp; against Minister &amp; the Department.</li> </ul>	LLB	Head Office (Pretoria)	(2)	P/2020/88
<p><b>Strategic Planning &amp; Reporting</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist in coordinating the Department's strategic planning processes &amp; compilation of the Annual Performance Plan in order to maintain a credible planning &amp; budgeting processes in the Department.</li> </ul>	N Diploma/Degree: Public Admin/ Public Management/ Strategic Management	Head Office (Pretoria)	(1)	P/2020/89



**PLANNING, POLICY & STRATEGY**

<ul style="list-style-type: none"> <li>Assist in facilitating performance review of the branches &amp; compilation of quarterly performance information &amp; annual reports.</li> <li>Assist in the provisioning of secretarial support to MTSF outcome 5 TIF meetings.</li> </ul>					
<p style="text-align: center;"><b>Africa &amp; Middle East</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide admin support in handling forms of communication with other branches within the Department, DIRCO bilateral desks, Embassies, SA Missions abroad &amp; other Government Department.</li> <li>Develop submissions, briefing notes, letters, memos, &amp; emails for the Directorate.</li> <li>Arrange logistics during in-coming visits.</li> </ul>		Bachelor's Degree: International Relations	Head Office (Pretoria)	(1)	P/2020/90
<p style="text-align: center;"><b>Social Inclusion &amp; Equity</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Management &amp; coordination of MTEF budgeting process for the Directorate.</li> <li>Consolidation of the financial reports &amp; general office administration.</li> <li>Develop policies, monitor &amp; report on the implantation of Social Inclusion policies, advocacy &amp; facilitation of Social Inclusion programmes.</li> <li>Attend meetings &amp; follow up on decisions/actions</li> </ul>		N6 Certificate: Public Management  Bachelor of Arts: Public Admin (Majoring in: Gender/Disability/Social Transformation Studies)	Head Office (Pretoria)	(2)	P/2020/91
<p style="text-align: center;"><b>Career Development Services</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Maintain various CDS project budget.</li> <li>Analyse financial information for CDS.</li> <li>Oversee procurement for activities for CDS.</li> <li>Management of CDS assets</li> <li>Reporting for CDS</li> <li>Project administrative &amp; secretarial support for CDS.</li> </ul>		Degree: Financial Management/ HRM/ Administration	Head Office (Pretoria)	(2)	P/2020/92
<p style="text-align: center;"><b>Career Development Services</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Collect quantitative &amp; qualitative data from marketing campaigns.</li> <li>Provide assistance with coordination of Khetha radio programme</li> <li>Complete administrative duties.</li> </ul>		N Diploma/Bachelor's Degree: Marketing/ Journalism/ Communication/ Public Relations	Head Office (Pretoria)	(1)	P/2020/93

**PLANNING, POLICY & STRATEGY**

<p><b>Career Development Services</b> Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Implement, monitor &amp; upgrade multi-platform IT systems (Hardware &amp; Software) range; Microsoft windows, servers, mobile applications &amp; Linux or open source.</li> <li>• Database administration (Mysql, Ms SQL &amp; Oracle)</li> <li>• Application Development (knowledge of PHP, JAVA &amp; HTML &amp; CSS)</li> <li>• Assist to provide user support (Desktop computers, laptops, Cloud based IP telephone system &amp; Microsoft applications.</li> </ul>	<p>N Diploma/Bachelor's Degree: Information Technology/ Computer Science/ Information System</p>	<p>Head Office (Pretoria)</p>	<p>(2)</p>	<p>P/2020/94</p>
<p><b>Career Development Services &amp; Open Learning</b> Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Manage small projects &amp; assist with development of information standard.</li> <li>• Assist with establishment &amp; management of network of Khetha Centres.</li> <li>• Provide secretariat support services in the Directorate meetings.</li> <li>• Perform ad-hoc duties as maybe delegated from time to time in the Directorate.</li> </ul>	<p>Bachelor of Arts: Public Management and Governance</p>	<p>Head Office (Pretoria)</p>	<p>(1)</p>	<p>P/2020/95</p>
<p><b>Career Development Services &amp; Open Learning</b> Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide information on career related queries (handling first tier queries from clients).</li> <li>• Assist advisors with research on updated information on frequently asked questions.</li> <li>• Research information for radio script writing purposes.</li> <li>• Assist with administration work.</li> </ul>	<p>Degree: Social Science/ Psychology</p>	<p>Head Office (Pretoria)</p>	<p>(2)</p>	<p>P/2020/96</p>
<p><b>Open Learning</b> Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Administration &amp; secretarial support to the Director</li> <li>• Safekeeping of documents</li> <li>• Scrutinises routine submission &amp; filing.</li> <li>• Handling of leave register &amp; telephone accounts.</li> <li>• Assist with any other administration duties.</li> </ul>	<p>N6 Certificate: Office Management/ Management Assistant</p>	<p>Head Office (Pretoria)</p>	<p>(1)</p>	<p>P/2020/97</p>

<b>PLANNING, POLICY &amp; STRATEGY</b>	<p style="text-align: center;"><b>Open Learning</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Support project manager in TVET capacity building for lectures.</li> <li>• Support in partnerships coordination.</li> <li>• Administrative &amp; secretarial support services.</li> <li>• Assist in procurement &amp; supply chain.</li> <li>• Reconcile budget spending of the workshops on the project.</li> <li>• Assist with any other administrative management duties given.</li> </ul>	N Diploma/Degree: Public Admin/ Project Management/ Management	Head Office (Pretoria)	(1)	P/2020/98
	<p style="text-align: center;"><b>Open Learning</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Learning Management System design &amp; support.</li> <li>• Ability to update software &amp; develop applications.</li> <li>• Information technology support.</li> <li>• Instructional design &amp; or multimedia content design.</li> </ul>	N Diploma/Degree: Information Technology/ Computer Science	Head Office (Pretoria)	(1)	P/2020/99

BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
<b>COMMUNITY EDUCATION AND TRAINING</b>	<b>Building Development &amp; Maintenance</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Secretarial support</li> <li>• Front office management</li> <li>• Documents management</li> <li>• Project Admin</li> <li>• Project Planning</li> <li>• Data capturing</li> </ul>	N6 Certificate: Office Management/ Management Assistant	Head Office (Pretoria)	(3)	CET/2020/100
	<b>Institutional Planning &amp; Support</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Provide administrative support.</li> <li>• Manage &amp; administer Director's diary &amp; itinerary.</li> <li>• Type &amp; prepare all necessary documentation.</li> <li>• Writing routine notes, memos, letters, reports &amp; submissions.</li> <li>• Maintain an effective filing &amp; document tracking system (electronically &amp; manually).</li> <li>• Ensure the safekeeping &amp; filing of all documentation &amp; records in line with the relevant legislation &amp; policies.</li> </ul>	N Diploma/Degree: Office Management/ Public Admin	Head Office (Pretoria)	(1)	CET/2020/101
	<b>Governance &amp; Management Support</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Provide administrative support.</li> <li>• Manage &amp; administer Director's diary &amp; itinerary.</li> <li>• Type &amp; prepare all necessary documentation.</li> <li>• Writing routine notes, memos, letters, reports &amp; submissions.</li> <li>• Maintain an effective filing &amp; document tracking system (electronically &amp; manually).</li> <li>• Ensure the safekeeping &amp; filing of all documentation &amp; records in line with the relevant legislation &amp; policies.</li> </ul>	N Diploma/Degree: Office Management/ Public Admin	Head Office (Pretoria)	(1)	CET/2020/102
	<b>Budget Planning &amp; Management</b> Summary of Duties: <ul style="list-style-type: none"> <li>• Perform financial analysis for CET colleges.</li> <li>• Distribute funding to the CET Colleges.</li> </ul>	B.Com/B.Tech: Cost Accounting & Management/ Economics	Head Office (Pretoria)	(3)	CET/2020/103

COMMUNITY EDUCATION AND TRAINING

<ul style="list-style-type: none"> <li>• Support in providing inputs in the MTEF, AENE &amp; ENE.</li> <li>• Review of college financial policies.</li> <li>• Provide support to the sector on any finance related matters.</li> <li>• Development and review of funding framework for funding CET colleges.</li> <li>• Monitor the implementation of the funding norms policy.</li> </ul>					
<p style="text-align: center;"><b>Monitoring &amp; Evaluation</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in the maintenance of master list of institutions of the relevant sectors of the unit.</li> <li>• Liaison with institutions via telephone &amp; email on data related matters.</li> <li>• Assist in the assessing &amp; verification of datasets received for integration on regular basis.</li> <li>• Assist in the formatting of drawn data into a user friendly format for internal &amp; external users.</li> <li>• Support the provinces/centres/colleges regarding the data collection instruments.</li> </ul>		<p>N Diploma/Degree: Information Technology/ ICT/ Data Management</p>	<p>Head Office (Pretoria)</p>	<p>(4)</p>	<p>CET/2020/104</p>
<p style="text-align: center;"><b>Education Training Development &amp; Assessment</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in preparing information &amp; research materials</li> <li>• Create &amp; maintain PowerPoint presentations</li> <li>• Answering phone inquiries &amp; provide basic Department information.</li> <li>• Perform clerical duties i.e. take memos, maintain files, travelling, finances &amp; organise documents.</li> </ul>		<p>N Diploma/Degree: Public Administration</p>	<p>Head Office (Pretoria)</p>	<p>(4)</p>	<p>CET/2020/105</p>
<p style="text-align: center;"><b>Western Cape CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Administer conditions of service (leave &amp; termination of service).</li> <li>• Coordinate recruitment &amp; selection of Lecturers within the province.</li> <li>• Administer Lecturers salary claims.</li> <li>• General administration i.e. type memos &amp; letters, student verification, data capturing, management of college data, send &amp; receive quotations.</li> </ul>		<p>N6 Certificate: HRM/Management Assistant</p> <p>N Diploma/degree: Financial Management/Office Management &amp; Technology/Accounting</p>	<p>Western Cape CET College (Cape Town)</p>	<p>(8)</p>	<p>CET/2020/106</p>

COMMUNITY EDUCATION AND TRAINING

	<p><b>Western Cape CET College: Regional Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Administration related to HR in the absence of duly appointed HR staff in regional office.</li> <li>Office management &amp; administration in the office of the CET Director i.e. schedule meetings, arranging travelling &amp; accommodation etc.</li> </ul>	N Diploma/Degree: HRM/ Office Management/ Office Admin	Western Cape CET College: Regional Office (Elsies River)	(2)	CET/2020/107
	<p><b>Mpumalanga CET College: Regional Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Manage diary of the Managers (region &amp; district offices)</li> <li>Serving as scribe during official meetings.</li> <li>Attending to telephone enquiries &amp; recording of messages for officials.</li> <li>Sorting &amp; recording payrolls &amp; salary advices for CET officials to be distributed to the districts &amp; the MPU CETC.</li> <li>Assist with the procurement of goods &amp; services.</li> </ul> <p>Receiving &amp; filing documents.</p>	N Diploma/Degree: Public Administration	Mpumalanga CET College: Regional Office (Mbombela, Kanyamazane, Ermelo, KwaMhlanga, Bushbuckridge)	(6)	CET/2020/108
	<p><b>Mpumalanga CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide general administrative, logistical.</li> <li>Provide financial, HR &amp; secretarial support.</li> </ul>	N6 Certificate: HRM/ Management Assistant/ Business Administration  N Diploma/Degree: Marketing Management/ Public Admin/ Financial Management	Mpumalanga CET College (Siyabuswa)	(18)	CET/2020/109
	<p><b>Kwa-Zulu Natal CET College: Regional Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide administrative support for the unit's budget &amp; expenditure control.</li> <li>Provide typing functions.</li> <li>Assist with general office administration duties.</li> <li>Assist with financial administrative support i.e. subsistence &amp; travelling claims etc.</li> </ul>	N Diploma/Degree: Office Admin / Financial Management Management/ Information Technology	Kwa-Zulu Natal CET College: Regional Office (Pietermaritzburg)	(2)	CET/2020/110
	<p><b>Kwa-Zulu Natal CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Data capturing</li> <li>Verification of lecturers claims.</li> <li>Facilitating logistics for the college.</li> <li>Data collection &amp; consolidation for submission.</li> </ul>	N6 Certificate: HRM/ Public Management/ Financial Management  N Diploma/Degree: Marketing Management/ Public Admin/ Information Technology/ Internal Auditing/ Office Management/	Kwa-Zulu Natal CET College (Durban, Umhlagude, New Castle, Kokstad, Empangeni, Vryheid)	(14)	CET/2020/111

COMMUNITY EDUCATION AND TRAINING

	<ul style="list-style-type: none"> <li>Managing the procurement of goods &amp; services of the college.</li> <li>Preparing documents for meetings &amp; workshops.</li> <li>Assist with general administration of the college.</li> </ul>	Accounting			
	<p><b>Free State CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>HR – Recruitment &amp; Selection, Leave Administration, Training &amp; Development</li> <li>HR administration &amp; other related queries.</li> <li>Finance – All finance related functions &amp; Supply Chain Management.</li> <li>Marketing &amp; advocacy for CLC’s &amp; Retz Ministerial project</li> <li>Assist with other office related administration.</li> </ul>	<p>N6 Certificate: HRM/ Financial Management/ Management Assistant</p> <p>N Diploma/Degree: Marketing Management/ HRM/ Financial Management</p>	Free State CET College (Bloemfontein, Reitz)	(31)	CET/2020/112
	<p><b>Free State CET College: Regional Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Office Administration support</li> </ul>	<p>N6 Certificate: Office Management/ Management Assistant</p> <p>Diploma/Degree: Office Management and Technology</p>	Free State CET College: Regional Office (Bloemfontein)	(8)	CET/2020/113
	<p><b>Limpopo CET College: Regional Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Provide office administration support to the Directorate i.e. filing, tracking &amp; processing documents etc.</li> <li>Assist the CET Directorate in procurement &amp; logistical matters.</li> <li>Assist in administration of the entire Microsoft network environment.</li> <li>Assist in installation &amp; maintenance of network infrastructure &amp; software.</li> <li>Assist with the management of the filing system of the Directorate &amp; retrieval of documents as &amp; when required.</li> </ul>	N Diploma/Degree: Public Management/ Public Admin/ HRM/ Financial Management/ Information Technology	Limpopo CET College: Regional Office (Polokwane)	(4)	CET/2020/114
	<p><b>Limpopo CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Recruitment, transfers, termination, appointment, leave administration, training &amp; development of lecturers &amp; staff.</li> <li>Computer programming, end user daily assistance, license renewal &amp; installation, procurement, adjudication &amp; evaluation.</li> </ul>	<p>N6 Certificate: HRM/ Financial Management/ Management Assistant</p> <p>N Diploma/Degree: Marketing Management/ HRM/ HRD/ Financial Management/ Public Management/ Internal Auditing/ Information Technology</p>	Limpopo CET College (Polokwane, Sekhukhune, Mopani, Waterberg, Capricorn, Vhembe)	(20)	CET/2020/115

COMMUNITY EDUCATION AND TRAINING

<ul style="list-style-type: none"> <li>Sourcing quotations for service providers</li> <li>Marketing &amp; communication of the college</li> <li>Personal assistance of the Principal &amp; Deputy Principal</li> <li>Assist with internal auditing of the college i.e. risk register, management processes.</li> </ul>					
<p><b>Gauteng CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Handling of enrolment forms &amp; supporting documents.</li> <li>Filling of enrolment forms &amp; qualifications i.e. id copies, etc.</li> <li>Coordinate verification process of students' numbers at each Centre.</li> <li>Capturing of snap &amp; annual surveys data into the computer system.</li> <li>Assist in the recruitment &amp; selection process.</li> <li>Process personnel related matters.</li> </ul>	<p>N6 Certificate: HRM/ Public Admin/ Office Admin</p>	<p>Gauteng CET College (Ormonde in Johannesburg)</p>	(15)	CET/2020/116	
<p><b>Gauteng CET College: Regional Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Assist with secretarial &amp; administrative support.</li> <li>Financial administration i.e. reporting, budgeting &amp; SCM duties.</li> <li>Leave administration</li> <li>Data collection &amp; capturing</li> <li>Subsistence &amp; Travel allowance administration</li> <li>Coordinating meetings i.e. booking venue, drafting agendas, taking minutes etc.</li> </ul>	<p>N Diploma/Degree: HRM/ Business Management/ Public Admin</p>	<p>Gauteng CET College: Regional Office (Johannesburg CBD)</p>	(2)	CET/2020/117	
<p><b>North West CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Filing</li> <li>Taking minutes</li> <li>General administration</li> <li>Assets barcoding</li> <li>Receive &amp; send quotations</li> <li>Administration of condition of service.</li> </ul>	<p>N6 Certificate: HRM/ Financial Management/ Management Assistant</p> <p>N Diploma/Degree: HRM/ Financial Management/ Management Assistant</p>	<p>North West CET College (Brits)</p>	(15)	CET/2020/118	
<p><b>North-West CET College: Regional Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>Administration</li> <li>Minutes taking</li> <li>Report writing</li> <li>Requisitions</li> <li>Copying/faxing/emailing</li> </ul>	<p>N6 Certificate: HRM/ Management Assistant/ Public Administration /Financial Management</p> <p>N Diploma/Degree: Financial Management/ Information Technology/HRM/Office</p>	<p>North-West CET College: Regional Office (Mahikeng, Moretele, Madibeng, Rustenburg, Moses Kotane East, Bojanala, Ngaka Modiri Molema, Dr Ruth</p>	(24)	CET/2020/119	



**COMMUNITY EDUCATION AND TRAINING**

<ul style="list-style-type: none"> <li>• Diary management</li> <li>• Filing &amp; document development &amp; management</li> <li>• Receiving &amp; sending quotations</li> <li>• Assets barcoding &amp; verification</li> <li>• Managing database &amp; filing systems.</li> <li>• Conducting research on behalf of the manager</li> <li>• Organise meetings/workshops</li> <li>• Coordination of activities.</li> <li>• Administer condition of services (leave, termination etc.).</li> <li>• Develop, maintain, support &amp; prepare farm servers; Configure diagnostic logging, usage &amp; data collection.</li> <li>• Modify HTML, ASP.NET &amp; CSS pages using Dreamweaver &amp; modifying graphics on the website using Adobe Photoshop.</li> </ul>	<p>Management/ Management Assistant/Public Administration</p>	<p>Segomotsi Mompoti, Dr Kenneth Kaunda/Potchefstroom/ Matlosana)</p>		
<p style="text-align: center;"><b>Northern Cape CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist with all finance &amp; SCM duties</li> <li>• Assist with all corporate service duties.</li> <li>• Assist with all academic services administration</li> <li>• Assist in all Principal's office administration duties.</li> </ul>	<p>N Diploma/Degree: HRM/ Financial Management/ Office Admin/ SCM</p>	<p>Northern Cape CET College (Kimberly)</p>	(10)	CET/2020/120
<p style="text-align: center;"><b>North &amp; Western Cape Region: Northern Cape CET Unit</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide general administration support</li> <li>• Requisitions</li> <li>• Assist with the procurement of goods &amp; services.</li> <li>• Manage diary of the Managers</li> </ul>	<p>N6 Certificate: Public Management/ Management Assistant)</p>	<p>Northern &amp; Western Cape CET Region (Galeshewe)</p>	(4)	CET/2020/121
<p style="text-align: center;"><b>Eastern Cape CET College: Regional Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• General administration</li> <li>• Report writing</li> <li>• Minutes taking</li> <li>• Financial reporting</li> <li>• Filing</li> <li>• Procurement</li> </ul>	<p>N6 Certificate: Public Admin/Management Assistant</p> <p>N Diploma/Degree: Financial Management/ Office Admin</p>	<p>Eastern Cape CET College: Regional Office (East London)</p>	(6)	CET/2020/122

<b>COMMUNITY EDUCATION AND TRAINING</b>	<p style="text-align: center;"><b>Eastern Cape CET College</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Receive &amp; process completed forms from Centre Managers.</li> <li>• Check correctness of information submitted.</li> <li>• File payments documents accordingly.</li> <li>• Assist in preparing bank reconciliation for all bank accounts.</li> <li>• Assist with any other related duties as delegated by supervisor.</li> </ul>	<p>N6 Certificate: HRM/ Management Assistant/ Public Management</p> <p>Diploma/Degree: Financial Management/ Accounting/ Marketing/ Cost Management</p>	<p>Eastern Cape CET College (Eastern Cape)</p>	<p>(10)</p>	<p>CET/2020/123</p>
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BRANCH	DIRECTORATE / FIELD OF EXPOSURE	QUALIFICATION	LOCATION	NUMBER OF POSTS	REFERENCE
<b>SKILLS DEVELOPMENT</b> <b>(NATIONAL SKILLS FUND)</b>	<b>NSF Regional Skills Development (EC/KZN)</b> Summary of Duties: <ul style="list-style-type: none"> <li>Assist with administration of projects within allocated portfolio</li> <li>Provide effective &amp; efficient administration support to officials in the Directorate.</li> <li>Liaise with stakeholders on submission of reports &amp; other documents.</li> <li>Coordinate &amp; administer project meetings &amp; take minutes.</li> <li>Manage the office of the Director i.e. diary &amp; organise meetings &amp; other office administration.</li> </ul>	N6 Certificate: Financial Management/Management Assistant/ Public Admin  N Diploma/Degree: Public Management/Office Management/ Financial Management/Project Management	Head Office/Eastern Cape/EThekweni TVET College (Pretoria, East London, Durban)	(8)	NSF/2020/124
	<b>National Skills Development</b> Summary of Duties: <ul style="list-style-type: none"> <li>Assist in preparation of the AFS lead schedule.</li> <li>Assist in preparation of AFS</li> <li>Assist in preparation of cash forecast</li> <li>Assist in preparation of budget</li> <li>Capturing of journal on PASTEL system</li> <li>Assist in financial reporting &amp; planning assigned task</li> </ul>	N Diploma/B Com: Financial Management/ Accounting/ Cost Management & Accounting	Head Office (Pretoria)	(1)	NSF/2020/125
	<b>National Skills Development</b> Summary of Duties: <ul style="list-style-type: none"> <li>Assist fund managers in conducting evaluation on all financial close out reports.</li> <li>Assist fund managers to develop reports on monthly financial performance of programmes &amp; projects.</li> <li>Assisting fund managers to provide financial advice of projects</li> <li>Conducting vetting of finance reports &amp; certificates.</li> <li>Assist fund managers to maintain commitment schedule workbook for a portfolio of projects.</li> </ul>	N6 Certificate: Financial Management  N Diploma/Degree: Financial Management/ Accounting/ Finance	Head Office (Pretoria)	(4)	NSF/2020/126

**SKILLS DEVELOPMENT  
(NATIONAL SKILLS FUND)**

<b>SKILLS DEVELOPMENT (NATIONAL SKILLS FUND)</b>	<p style="text-align: center;"><b>NSF (Public Relations &amp; Communication)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Writing for internal &amp; external publications &amp; digital platforms such as the NSF website &amp; social media platforms.</li> <li>• Contribute towards the development &amp; implementation of public awareness &amp; promotional campaigns in support of various operational areas of the NSF.</li> <li>• Assist with ongoing management of media enquiries &amp; interview request for the NSF.</li> <li>• Providing administrative support to the Public Relations &amp; Communication Directorate.</li> </ul>	<p>Bachelor's Degree: Public Relations/ Communication/ Media Studies/ Photojournalism/ Marketing/ Social Science</p>	<p>Head Office (Pretoria)</p>	(2)	NSF/2020/127
	<p style="text-align: center;"><b>NSF Regional Skills Development &amp; Implementation (GP,NW,FS Provinces)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist with the administration of projects within allocated portfolio.</li> <li>• Provide effective &amp; efficient administration support to officials in the Directorate.</li> <li>• Liaise with stakeholders on submission of reports &amp; other documents.</li> <li>• Coordinate travel, accommodation &amp; including S&amp;T claims as and when required by officials in the Directorate.</li> <li>• Where possible accompany project managers to the project site for monitoring &amp; verification visits.</li> </ul>	<p>N6 Certificate: Management Assistant/ Public Administration</p> <p>N Diploma/Degree: Project Management/ Financial Management/Public Admin</p>	<p>Head Office (Pretoria)</p>	(8)	NSF/2020/128
	<p style="text-align: center;"><b>NSF Programme Monitoring</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist with office administration tasks related to a portfolio of projects of relevant Deputy Director.</li> <li>• Assist with learner verification to a portfolio of projects of relevant Deputy Director.</li> </ul>	<p>N Diploma/Degree: Project Management/ Office Administration</p>	<p>Head Office (Pretoria)</p>	(2)	NSF/2020/129

**SKILLS DEVELOPMENT  
(NATIONAL SKILLS FUND)**

<b>SKILLS DEVELOPMENT (NATIONAL SKILLS FUND)</b>	<p style="text-align: center;"><b>NSF Executive Office</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• File, register &amp; track all documents.</li> <li>• Maintain an efficient filing &amp; document control system.</li> <li>• Answer all telephone calls courteously &amp; with speed, performing screening &amp; direct them to the relevant offices.</li> <li>• Assist with travel &amp; logistical arrangements i.e. booking flights, hotels, travel claims etc.</li> <li>• Assist with the EO's diary &amp; schedule meetings.</li> </ul>	N Diploma/Degree: Public Management/ Office Administration	Head Office (Pretoria)	(1)	NSF/2020/130
	<p style="text-align: center;"><b>NSF Bursaries</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in the implantation of the bursaries agency initiation &amp; evaluation process.</li> <li>• Assist in the Implementation of the Bursaries Monitoring &amp; Evaluation process.</li> <li>• Perform administrative duties</li> <li>• Assist in capturing data for bursary recipients within the bursaries unit.</li> </ul>	N Diploma/Degree: Public Management/ Office Administration/ Financial Management/ Project Management/ Public Admin	Head Office (Pretoria)	(2)	NSF/2020/131
	<p style="text-align: center;"><b>NSF Finance</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Typing documents</li> <li>• Data capturing</li> <li>• Filing</li> <li>• General office administration duties.</li> <li>• Assist with travel &amp; accommodation bookings</li> <li>• Organise catering &amp; refreshments for meetings</li> <li>• Handling telephone calls.</li> </ul>	N Diploma/Degree: Public Management/ Financial Management	Head Office (Pretoria)	(1)	NSF/2020/132
	<p style="text-align: center;"><b>NSF Financial Management &amp; Admin/ Assets &amp; Facilities</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Update the fixed asset register.</li> <li>• Barcoding of newly acquired assets.</li> <li>• Performing quarterly/annual assets count.</li> <li>• Report maintenance queries to landlord</li> <li>• Preform parking audits</li> <li>• Assist with the operations of the reception area when required.</li> </ul>	N Diploma/Degree: Public Administration	Head Office (Pretoria)	(1)	NSF/2020/133

<b>SKILLS DEVELOPMENT (NATIONAL SKILLS FUND)</b>	<p><b>NSF Skills Development Implementation</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist in managing projects i.e. projects start-up, implementation support, disbursement &amp; monitoring, evaluation &amp; closure of projects.</li> <li>• Assist in collecting &amp; reviewing the performance information.</li> <li>• Assist with change request.</li> <li>• Assist in reviewing &amp; monitoring the implementation of the service level agreement/memorandum of agreements, reporting templates &amp; operational manuals.</li> </ul>	N Diploma/Degree: Project Management/ Financial Management	Head Office (Pretoria)	(1)	NSF/2020/134
	<p><b>NSF Information, Communication, Technology &amp; Analytics</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assisting in the IT department within the organisation.</li> <li>• Provide assistance to end users on all desktop computers, software &amp; peripherals in use.</li> <li>• Rollout new applications</li> <li>• Configure &amp; install new IT equipment</li> <li>• Maintain a database of all IT assets.</li> <li>• Handle all IT fault support issues.</li> <li>• Manage all software upgrades/updates.</li> </ul>	N Diploma/B-Tech: Information Technology/ BSc: Computer Science	Head Office (Pretoria)	(1)	NSF/2020/135
	<p><b>NSF Supply Chain Management</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Compiling of requests for quotations</li> <li>• Sourcing of quotations</li> <li>• Appointment of service providers</li> <li>• Monitoring of commitments</li> <li>• Distribution of stationery</li> <li>• Administration of contracts</li> <li>• General administration of SCM activities.</li> </ul>	N Diploma/Degree: Supply Chain Management/ Public Management/ Public Admin/ Logistics Management	Head Office (Pretoria)	(2)	NSF/2020/136

**SKILLS DEVELOPMENT  
(NATIONAL SKILLS FUND)**

	<p style="text-align: center;"><b>NSF SKILLS Development Implementation (Western Cape Region)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Assist with monitoring of NSF skills development intervention projects.</li> <li>• Duties to include administration, filing &amp; coordinating projects</li> <li>• Following up on provider reports, registering reports &amp; processing final reports.</li> <li>• Scheduling monitoring visits, logistics around monitoring &amp; assisting with the conducting analysing of visits.</li> <li>• Capturing of data &amp; analysing of data.</li> </ul>	<p>N6 Certificate: Management Assistant/ HRM</p> <p>N Diploma/Degree: Project Management/ HRD</p>	Western Cape Region (Cape Town)	(2)	NSF/2020/137
	<p style="text-align: center;"><b>NSF Initiation &amp; Evaluation</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Support the project initiation process</li> <li>• Provide assistance with the due diligence process.</li> <li>• Support the process for submissions to governance committees.</li> <li>• Assist to coordinate committee meetings i.e. arranging venues, catering etc.</li> <li>• Support project evaluation process &amp; general administration.</li> </ul>	<p>N6 Certificate: Management Assistant/ Public Administration</p> <p>N Diploma/Degree: Developmental Studies/ Project Management/ Admin</p>	Head Office (Pretoria)	(9)	NSF/2020/138
	<p style="text-align: center;"><b>NSF Regional Office (Limpopo &amp; Mpumalanga)</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide administration support to the Regional Directorate.</li> <li>• Manage the logistical arrangements for the Region.</li> <li>• Assist with making bookings for project site visits.</li> <li>• Provide support for processing of quarterly reports &amp; payments</li> <li>• Make follow up on the submission of reports &amp; liaise with stakeholders as &amp; when required.</li> </ul>	<p>N6 Certificate: Public Administration/ Management Assistant</p> <p>N Diploma/Degree: Project Management/ Public Management/ Public Admin</p>	Head Office (Pretoria)	(3)	NSF/2020/139

<b>SKILLS DEVELOPMENT (NATIONAL SKILLS FUND)</b>	<p style="text-align: center;"><b>National Skills Fund</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide legal support to the Directorate Legal, Governance, Risk and Compliance i.e. review legal document, conduct research &amp; provide legal opinion.</li> <li>• Provide ad-hoc administrative support to the Directorate Legal, Governance, Risk and Compliance.</li> </ul>	LLB	Head Office (Pretoria)	(2)	NSF/2020/140
	<p style="text-align: center;"><b>Strategy, Innovation &amp; Organisational Performance</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide secretarial support to the Chief Director.</li> <li>• Diary management</li> <li>• Task management</li> <li>• Organising logistics for meetings</li> <li>• Typing documents</li> <li>• Scrutinising of incoming documents</li> <li>• Arranging travelling logistics</li> <li>• Perform other administration related duties</li> </ul>	<p>N6 Certificate: Management Assistant/ Public Admin</p> <p>B Com: Economics Analyst/ Socio Economic</p>	Head Office (Pretoria)	(2)	NSF/2020/141
	<p style="text-align: center;"><b>National Skills Fund: HRM</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Provide an administrative support service for all HRM related administration.</li> <li>• Coordinating Performance Management and Development program.</li> <li>• Coordinating HRM leave management.</li> <li>• Taking minutes for HR operations meetings</li> <li>• Arrange logistics for internal NSF training interventions i.e. booking venue, catering, monitoring attendance.</li> </ul>	N Diploma/Degree: HRM/ Office Administration	Head Office (Pretoria)	(1)	NSF/2020/142
	<p style="text-align: center;"><b>National Skills Fund: Finance Management &amp; Admin</b></p> <p>Summary of Duties:</p> <ul style="list-style-type: none"> <li>• Processing of daily payments on BAS, Pastel &amp; Microsoft dynamics</li> <li>• Creation of monthly workbooks</li> <li>• Capturing of Journals on BAS, Pastel &amp; Microsoft dynamics</li> </ul>	N Diploma/Degree: Accounting/Financial Management	Head Office (Pretoria)	(2)	NSF/2020/143