



## higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

“A SKILLED AND CAPABLE WORKFORCE FOR AN INCLUSIVE GROWTH”

APPLICATIONS MUST BE SUBMITTED ON Z83 FORM OBTAINABLE FROM ANY PUBLIC SERVICE DEPARTMENT OR ON THE INTERNET AT [WWW.GOV.ZA/DOCUMENTS](http://WWW.GOV.ZA/DOCUMENTS) AND MUST BE ACCOMPANIED BY A RECENTLY UPDATED COMPREHENSIVE CV (WITH THREE CONTACTABLE REFERENCES AND CERTIFIED COPIES OF ALL QUALIFICATIONS, IDENTITY DOCUMENT (ID) NOT OLDER THAN THREE MONTHS, INCLUDING DRIVERS LICENCE (WHERE IT IS REQUIRED). IT IS THE APPLICANT'S RESPONSIBILITY TO HAVE FOREIGN QUALIFICATIONS EVALUATED BY THE SOUTH AFRICAN QUALIFICATION AUTHORITY (SAQA) AND THE EVALUATION CERTIFICATE FROM SAQA MUST BE ATTACHED. FAILURE TO SIGN Z83 AND SUBMIT THE REQUESTED DOCUMENTS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED. CANDIDATES WHOSE APPOINTMENTS WILL PROMOTE REPRESENTATIVITY IN TERMS OF RACE, GENDER AND DISABILITY WILL RECEIVE PREFERENCE. AS OF 1<sup>st</sup> JULY 2006, ALL NEW APPOINTMENTS IN THE PUBLIC SERVICE HAVE TO BE PART OF THE GOVERNMENT EMPLOYEE MEDICAL SCHEME (GEMS) IN ORDER TO QUALIFY FOR A GOVERNMENT MEDICAL SUBSIDY.

CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORT-LISTED APPLICANTS. 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). Successful candidates will also be subjected to security clearance processes. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OR FAXED AND EMAILED APPLICATIONS WILL NOT BE CONSIDERED.

PLEASE FORWARD YOUR APPLICATION, QUOTING THE REFERENCE NUMBER TO: THE DIRECTOR-GENERAL, DEPARTMENT OF HIGHER EDUCATION AND TRAINING, PRIVATE BAG X 174, PRETORIA, 0001 OR HAND DELIVER TO: 123 FRANCIS BAARD STREET (FORMER SCHOEMAN STR.) PRETORIA.

CLOSING DATE: 12 May 2017

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

Note: 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 will be subjected to undergo a compulsory competency assessment and will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

THIS POST IS BASED IN PRETORIA HEAD OFFICE

BRANCH: PLANNING, POLICY AND STRATEGY

DEPUTY DIRECTOR-GENERAL (REF NO: DHET 00/04/2017)

SALARY: R1 299 501 per annum (All-Inclusive Remuneration Package) (LEVEL 15)

REQUIREMENTS: An appropriate Bachelor's degree/ advanced National Diploma (NQF7) and post graduate qualification with a strong Policy or Development planning focus at NQF 8 level as recognized by SAQA. A Master's or Doctorate Degree (NQF 9 or 10) and verifiable publishing track record will be an added advantage. Minimum 8 to 10 years proven experience at senior management level in the Education Sector. Demonstrate public sector leadership acumen. Experience in the areas of education planning, (short, medium and long term) and implementation, monitoring and supporting programmes and priorities across the all spheres Department of Higher Education and Training and evaluation of policies will serve as a strong recommendation. Good understanding of the functioning of the Department and the various stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes of the Department. Sound innovation and organisational abilities. A good understanding of political and governance issues. Knowledge of the Public Service Act, Public Finance Management Act and Treasury Regulations. Willingness to travel the country on regular basis. A valid driver's licence.

Competencies & Skills: Management skills including people management and empowerment, and experience in managing multi-disciplinary teams. Ability to provide strategic direction and leadership. The ability to create an environment for high performance culture and staff development. Deep understanding of key policy imperatives of

the higher education sector, including relevant public sector governance prescripts. Research and policy analysis skills. Financial management and project/programme management skills with credible experience in managing complex systems, policy and multi sector processes. Ability to build trust amongst relevant stakeholders at high level. Ability to manage multiple projects/programmes. Excellent interpersonal & communication skills (written & verbal) and the ability to communicate with diverse audiences. Highly developed negotiation and conflict management skills. Good computer literacy skills.

Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated, and customer focused, solution orientated and able to work under stressful situations.

DUTIES: Reporting to the Director-General, will be responsible to provide strategic leadership support including supervising staff and the direction of the Department in the delivery of the core mandate and priorities set out by the Director-General and Minister and perform the following key functions: Manage transversal sector research and resource planning and ensure effective knowledge management services for information access and dissemination. Ensure sound strategic management, financial/budget and operational planning and judicious application of funds approved for the branch. Manage a central database system for registered private institutions. Plan and manage the post-school system for infrastructure and physical facilities planning. Manage the DHET strategic planning process, the compilation of departmental strategic plan and develop and implement systems for performance, monitoring and evaluation. Monitor the implementation of these plans. Ensure the development and maintenance of planning systems, tools and long term plans; monitor the performance of the departmental branches and other institutions of the Department. Monitor service delivery, carry out evaluations and promote good planning and M&E practices in the Department. Build a competent, committed and performing teams within the Department. Execute effective monitoring and support of the National Qualifications Framework policy and processes in collaboration with the South African Qualification Authority (SAQA). Plan and manage effective international coordination and relations and development support to meet Departmental strategic objectives. Monitor and manage the national system for the Recognition of Prior Learning (RPL).

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

THESE POSTS ARE BASED IN PRETORIA HEAD OFFICE

POST: CHIEF DIRECTOR: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES PROGRAMMES AND QUALIFICATIONS REF

NO: DHET 23/04/2017

SALARY: All-inclusive remuneration package R 1 068 564 per annum (Level 14)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification relevant to the post. A postgraduate degree will be an added advantage. Five (5) to ten (10) years relevant experience at Senior Management Level. The main function of the Chief Directorate is to lead the Chief Directorate, TVET Colleges Programmes, Qualifications and Institutional Development, support TVET Colleges to achieve their mandate. The successful candidate will be a strategic and dynamic; and team builder with excellent research and communication skills. The research skills should include establishing, maintain and managing information that allow for planning of interventions and support. The successful candidate should have experience in policy making as well as people and financial management skills. The ability to provide strategic leadership and to work under pressure will be a strong recommendation. The appointee will be part of the management echelon of the Department of Higher Education and will be expected to contribute at that level. Willingness to work irregular hours and travel extensively. Computer skills MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers' license is required.

DUTIES: Manage the development, evaluation, and maintenance of policy, Programmes and systems of Colleges and monitor implementation thereof. Support the implementation of the National Certificates (Vocational) in TVET Colleges. Support the development and implementation of Programmes targeting youth for skills development. Monitor the implementation of the TVET Recapitalization programmes. Provide strategic support and sound leadership. Provide strategic support to public TVET College. Evaluate budgets expenditure and delivery and provide sound policy and financial advice regarding public TVET College. Support the national and provincial planning and reporting framework of the Department of Education and National Treasury. Support the initiation and publication of research to support policy development .oversee the implementation of connectivity in Colleges. Ensure the registration of private TVET College .Ensure the registration of private TVET College.

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

POST: CHIEF DIRECTOR: SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT (REF NO: DHET 24/04/2017)

SALARY: All-inclusive remuneration package R 1 068 564 per annum (Level 14)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification relevant to the post. A postgraduate degree will be an added advantage. Five (5) to ten (10) years relevant experience at Senior Management Level. Knowledge of the post-school education and training system. Experience in policy development, planning and coordination of programmes within the training and development environment. In-depth knowledge of relevant legislative frameworks, policies and procedures pertaining to the post-school education and training. Understanding of the Department's strategic objectives. Sound interpersonal relations as well as excellent customer relations management skills, Team builder with excellent research and communication skills. The research skills should include establishing, maintain and managing information that allow for planning of

interventions and support. The ability to provide strategic leadership and to work under pressure will be a strong recommendation. The appointee will be part of the management echelon of the Department of Higher Education and will be expected to contribute at that level. Willingness to work irregular hours and travel extensively. Computer skills MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers' license is required.

**DUTIES:** The person will be in charge of the Chief Directorate, comprising the following Directorates: Management and Governance Support, Technical and Vocational and Continuing Education and Training (TVET) Financial Planning and Private TVET Institutions and will be supporting the Department in the management of programmes in the above areas. S/he is expected to lead and manage a team of officials in the DHET, other state Departments and agencies, research councils and other relevant stakeholder bodies in the sector. The successful candidate will be required to ensure coherence and sustainability in the analysis of the medium-to-long-term financing resourcing management, governance and provisioning of education and training in the TVET Sector in South Africa and produce analysis reports, models, plans and policies needed for an effective and efficient education and training system.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**POST:** PROJECT MANAGER: CURRICULUM IMPLEMENTATION (5 year contract) (Contract Position until 31 March 2022)

(REF NO: DHET 25/04/2017)

**SALARY:** All-inclusive remuneration package R 898 743 per annum

**REQUIREMENTS:** An appropriate Bachelor's degree/ National Diploma or equivalent qualification in any of the following specializations: Education, Education Management, Curriculum Studies and / or Assessment Studies. 5-10 years' experience in curriculum implementation and student assessments is essential. A post graduate qualification in education and good knowledge of the Public Finance Management Act (PFMA). The position requires a dynamic individual committed to the improvement of curriculum delivery in the fifty public TVET colleges nationally. Knowledge of the technical education and training landscape is of critical importance, as are the competencies for driving and ensuring student success in technically-orientated curricula. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent must be able to execute his/her duties in the context of competing demands that lie within the mandate of the Department and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook) are an essential requirement of work performance and reporting. A valid drivers' license is required.

**DUTIES:** The incumbent will be responsible for setting up the project office that will be responsible for the appointment and management of curriculum specialists who will be deployed nationally to support curriculum delivery in identified programmes/ subjects. Strategic leadership is required for identifying the curriculum areas in which curriculum specialists need to be deployed. Providing leadership in the development and support of lecturers is critical. Managing and leading the delivery of curriculum and administration of appropriate and high quality student assessment regimes to support education, training and development is essential. Furthermore, the incumbent must be able to establish multi-stakeholder networks and work with a wide range of industry and education specialists to help improve student performance. Reporting on the five-year project in terms of financial expenditure, delivery on plans, performance of incumbents in the project, and achievement of targets as required by the Department, are of utmost importance.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH:** COMMUNITY EDUCATION AND TRAINING (CET)

**POST:** DIRECTOR: CET INSTITUTIONAL PLANNING AND SUPPORT (REF NO: DHET 27/04/2017)

**SALARY:** All-Inclusive Remuneration Package of R 898 743 per annum per annum

**REQUIREMENTS:** An appropriate Bachelor's Degree or equivalent qualification relevant to the post, at least 5-10 years of relevant experience within the post-school education and training sector, of which at least 5 years at middle management level. A post-graduate degree and experience in education institutional planning and development in any of the post-school education training institutional sub-system will be added advantages. A sound and thorough knowledge of policies and strategies relating to institutional planning and development in the Post School Education and Training sector. Willingness to work irregular hours and extensive travelling. An understanding of Department's strategic vision and priorities. A thorough knowledge of all legislation, policies and strategies governing CET Colleges in South Africa. Strategic and leadership, conflict management, budgeting and financial management skills. All short-listed candidates shall be required to do a writing exercise as part of assessing their suitability for the post. 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 license is required.

**DUTIES:** The scope of the Director's work will include but not be limited to: Providing strategic leadership for the development, management and implementation of appropriate legislation, policies and strategies for planning, management and support for Community Education and Training Colleges. Providing leadership in the development of strategic and operational plans of the regions and CET Colleges. Developing institutional mapping of current and future CET Colleges and Learning Centre. Develop institutional framework for CET Colleges. Monitor and manage labour relations in the CET colleges, in collaboration with the Branch: Corporate services in order to

ensure labour peace. Managing and monitoring the process of the rationalization of learning sites by CET college councils. Ensuring that the register of CET College learning sites is continually updated. Managing the human resource, finance and assets of the Directorate.  
ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

BRANCH: NATIONAL SKILLS FUND (NSF)  
CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION  
DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION  
POST: DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION  
(FREE STATE, NORTHWEST AND NORTHERN CAPE REGIONS (REF NO: DHET 41/04/2017) (Candidates must be proficient in English and proficiency in Setswana and/or Sesotho and/or Afrikaans will be an added advantage)  
GAUTENG, LIMPOPO AND MPUMALANGA REGIONS (REF NO: DHET 42/04/2017) (Candidates must be proficient in English and proficiency in Sepedi and/or Tshivenda and/or Xitsonga and/or siSwati and/or isiNdebele and/or isiZulu will be an added advantage).  
KWAZULU NATAL AND EASTERN CAPE REGIONS (REF NO: DHET 43/04/2017) (Candidates must be proficient in English and proficiency in isiZulu and/or isiXhosa will be an added advantage)  
WESTERN CAPE, EASTERN CAPE AND NORTHERN CAPE REGIONS (REF NO: DHET 44/04/2017)  
(Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa will be an added advantage)  
SALARY: R 898 743 per annum (All-inclusive Remuneration Package) (LEVEL 13)

This position will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF's regional office, once established. The regional office may be in any of the provinces mentioned above. 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 or equivalent qualification in a relevant field, coupled with at least 5 to 10 years relevant middle/senior management relevant experience. The candidate must have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector. Candidates that are registered as a Project Manager or Professional Project Manager 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. 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 be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES: Head the regional skills development directorate, responsible for the regions 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

BRANCH: CORPORATE SERVICES  
CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT, DEVELOPMENT AND LABOUR RELATIONS  
DIRECTOR: LABOUR RELATIONS AND EMPLOYEE WELLNESS (REF NO: DHET 62/04/2017)  
SALARY: R898 743 per annum (All-Inclusive Remuneration Package) (LEVEL 13)

**REQUIREMENTS:** An undergraduate qualification (NQF 7) as recognised by SAQA or equivalent qualification in Labour Relations / Labour Law filed, coupled with at least 5 years middle management relevant experience. A postgraduate qualification (NQF8) will be an added advantage. Sound knowledge of Progressive Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity, Public Service Commission's rules for dealing with complaints and grievances. Public Service Coordinating Bargaining Council's Resolutions, interpretation of legislations, Policies and policy guideline formulation. Experience in dealing with labour litigation beyond arbitration, e.g. processes in the Labour Court. Knowledge of relevant HIV and AIDS related legislation, policies and regulations, knowledge of the National Strategic Plan for RSA, HIV and AIDS, STI's and Integrated Employee Health and Wellness Framework, structure and functioning of the Department, EHWP Policies. Good strategic leadership and management, negotiation, conflict management and dispute resolution, budgeting and financial management skills, verbal and written communication and presentation skills. Good computer skills and a valid driver's license are essential. Candidates must be willing to travel the country extensively and work irregular hours and be committed to meet deadlines within tight time-frames.

**DUTIES:** Provide strategic direction in the implementation and promotion of sound labour relations programmes and interventions. Consult and advise management and employees with regard to legislation, policies and procedures. Manage discipline, dispute resolution and collective bargaining procedures. Manage finalisation of all grievances and complaints received from employees in the Department and business stakeholders. Manage finalization of all misconduct cases. Provide training and advocacy on progressive labour related matters in the Department and its business stakeholders. Monitor analyse labour trends and advice on amendments to the relationship agreement/s as required. Implement and maintain a comprehensive labour relation administration system and ensure accuracy on reporting of all labour relation related information. Manage resources within the Labour Relations Directorate and Performance Management Development System of employees. Serve as the Chief Negotiator in the chamber. Initiates, participates and provides strategic direction and leadership in the implementation and promotion of Employee Health and Wellness (EHWP) Programmes and interventions. Research and advice on EHWP quality standards, policy matters and best practice and also ensures that the quality standards and policy directives are implemented and promoted at all times

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

THESE POSTS ARE BASED IN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES

POST: PRINCIPALS

SEDIBENG TVET COLLEGE (REF NO: 01/04/2017),

ORBIT TVET COLLEGE (REF NO: DHET 02/04/2017),

BOLAND TVET COLLEGE (REF NO: 03/04/2017),

COASTAL TVET COLLEGE, (REF NO: DHET 04/04/2017),

NORTHERN CAPE URBAN TVET COLLEGE (REF NO: DHET 05/04/2017)

VHEMBE TVET COLLEGE (REF NO: DHET 06/04/2017)

**SALARY:** All-inclusive remuneration package R898 743 per annum (Level 13)

**REQUIREMENTS:** A minimum of an appropriate B Degree or an equivalent qualification. A post-graduate Degree/qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. 5-10 years' work experience in the TVET or education sector with at least 5 years at middle management level. Extensive experience in any or all of the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and projects. Must have relevant work experience in the training and development or related environment. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential. Knowledge of and/or experience of the private sector/industry will also be treated as an added advantage.

**DUTIES:** To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in

compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. 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 vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize 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 college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates 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

POST: DEPUTY PRINCIPALS: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)  
NORTHERN CAPE URBAN TVET COLLEGE (REF NO: DHET 07/04/2017)  
TSHWANE SOUTH TVET COLLEGE (REF NO: DHET 08/04/2017)  
MNAMBITHI TVET COLLEGE (REF NO: DHET 09/04/2017)  
TSHWANE NORTH TVET COLLEGE (REF NO: 65/04/2017)

SALARY: All-inclusive remuneration package of R657 558 per annum (Level 11)

REQUIREMENTS: An appropriate Bachelor's degree or equivalent qualification in Education and Training. Experience as head of department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification in Education and Training will be an added advantage. Five (5) years' work experience in education and training environment. Experience in working at TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education especially relating to Curriculum management and delivery. Strategic and management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver's license.

DUTIES Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offering. Responsible for the management of the 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. To coordinate the preparation of examination for all programmes involving assessment. To ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of departments regarding entries. Handle college operations including academics, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for Curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day to day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

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

POST: DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT  
NORTHLINK TVET COLLEGE (REF NO: DHET 10/04/2017)

SALARY: All-inclusive remuneration package of R657 558 per annum (Level 11)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma or equivalent qualification relevant to the post. Five (5) years relevant experience of an insight into the key performance areas of the required post. A thorough understanding of the South African Human Resources Development Strategy and the National Skills Development Strategy (NSDSIII) with specific reference to the TVET Sector; a sound understanding of Education Policy; the TVET College Mandate, Macro, regional and local Socio-Economic Development imperatives; local and regional Socio-Economic Demographics; and the Role of Stakeholders and Partners in the Technical Vocational Education and Training process). Strategic and management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license.

DUTIES: The person appointed in this position will be required to expand the business of the college in order to increase access to programmes, leading to intermediate and high level learning and increased access to occupationally-directed programmes. Informing the development of a Programme Qualification Mix (PQM) that is in alignment with the needs of the country, the province, commerce and industry and the strategic objectives of the college. This will demand continuous Environment Scanning; Studying Labour Market Trends; Analysing Labour

Market Signals, Sectorial Skills Plans etc. Establish an organisational culture of academic flexibility and demand-driven responsiveness. Establish and maintain effective business development partnerships with commerce and industry focussing on Training Needs; Job Placement Opportunities for both Students and Staff. Facilitating and co-ordinating partnerships with SETAs and Higher Education Institutions for purposes of collaboration. Establish business opportunities and partnerships with the public sector. Establish and maintain International partnerships. Oversee fundraising activities. Oversight role relating to entrepreneurship development initiatives. Communication with stakeholders.

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

POST: DEPUTY PRINCIPALS: CORPORATE SERVICES  
NORTHERN CAPE URBAN (REF NO: DHET 11/04/2017)  
LOVEDALE TVET COLLEGE (REF NO: DHET 12/04/2017)  
LEPHALALE TVET COLLEGE (REF NO: DHET 13/04/2017)  
MOTHEO TVET COLLEGE (REF NO: DHET 14/04/2017)  
SOUTH CAPE TVET COLLEGE (REF NO: DHET 15/04/2017)  
MOPANI TVET COLLEGE (REF NO: DHET 16/04/2017)  
KING SABATA DALINDYEBO TVET COLLEGE (REF NO: DHET 17/04/2017)  
WESTERN TVET COLLEGE (REF NO: DHET 18/04/2017)  
SALARY: All-inclusive remuneration package of R657 558 per annum (Level 11)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification in Human Resource Management / Public Management. A relevant post-graduate degree/qualification will be an added advantage. Five (5) years' relevant work experience. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Strategic and management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Knowledge of all policies and legislation governing education and training (Public Service Act, Conditions of Service Labour Relations Act and Employment Equity Act) as well as other regulations in the Public Service and Employment Services in South Africa. Ability to interpret and implement human resource legislations and policies relevant to the sector. Experience in managing people and projects with the ability to plan strategically. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers' licence.

DUTIES: Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the 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. Manage Communications and Marketing.

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

POST: DEPUTY PRINCIPALS: REGISTRAR  
PORT ELIZABETH TVET COLLEGE (REF NO: DHET 19/04/2017)  
NORTHERN CAPE URBAN TVET COLLEGE (REF NO: DHET 20/04/2017)  
GOLDFIELDS TVET COLLEGE (REF NO: DHET 21/04/2017)  
MOTHEO TVET COLLEGE (REF NO: DHET 22/04/2017)  
SALARY: All-inclusive remuneration package of R657 558 per annum (Level 11)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification relevant to the post. A relevant post-graduate degree/qualification will be an added advantage. At least 5 years' relevant work experience; Advanced knowledge of the TVET college sector and applicable policies and procedures; Good knowledge of most or all of the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Strategic and management, conflict management, budgeting and financial management skills. Good verbal and written communication and presentation skills. Ability to form networks; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license.

DUTIES: Oversee the planning and implementation of student support services including functions of the SRC; Oversee the planning and implementation of student registration and examination functions at the College. Oversee the management of student residences; Responsible for IT/FETMIS management and data analysis; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external).The incumbent will be expected to travel on a frequent basis to meetings and functions and between campuses.

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

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: POLICY MANAGEMENT AND SYSTEM PLANNING  
DIRECTORATE: RESEARCH COORDINATION, MONITORING AND EVALUATION  
POST: DEPUTY DIRECTOR: POLICY DEVELOPMENT (REF NO: DHET 33/04/2017)  
SALARY: All-inclusive remuneration package of R657 558 per annum (Level 11)

REQUIREMENTS: An appropriate Bachelor's degree or equivalent qualification relevant to the post. A Master's or Doctoral degree in Education or a relevant Social Science will be an added advantage. At least five years' experience in policy development, policy analysis and experience in writing research or evaluation reports in areas pertaining to post-school education and training and High-level writing and verbal skills.

DUTIES: Prepare guides, standards, tools and templates to support policy development and implementation, Undertake capacity building on policy-related matters, Facilitate and support the use of Socio-Economic Impact Assessment (SEIAS) tools in the Department, Facilitate integrated and strategic policy formulation processes to ensure policy coherence across the Department, Undertake any other activities to promote and support policy development and implementation in the Department

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

BRANCH: NATIONAL SKILLS FUND (NSF)  
DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION  
POST: DEPUTY DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION  
(FREE STATE, NORTHWEST AND NORTHERN CAPE REGIONS (REF NO: DHET 45/04/2017) (TWO POSTS)  
(Candidates must be proficient in English and proficiency in Setswana and/or Sesotho and/or Afrikaans will be an added advantage)  
GAUTENG, LIMPOPO AND MPUMALANGA REGIONS (REF NO: DHET 46/04/2017) (TWO POSTS) (Candidates must be proficient in English and proficiency in Sepedi and/or Tshivenda and/or Xitsonga and/or siSwati and/or isiNdebele and/or isiZulu will be an added advantage).  
KWAZULU NATAL AND EASTERN CAPE REGIONS (REF NO: DHET 47/04/2017) (TWO POSTS) (Candidates must be proficient in English and proficiency in isiZulu and/or isiXhosa will be an added advantage)  
WESTERN CAPE AND NORTHERN CAPE REGIONS (REF NO: DHET 48/04/2017) (Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa will be an added advantage)  
SALARY: R 779 295 per annum (All-inclusive Remuneration Package) (LEVEL 12)

This position will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF's regional office, once established. The regional office may be in any of the provinces mentioned above. 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 or equivalent qualification in a relevant field, coupled with at least 5 years project management experience and 3 years' experience at a middle management level. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames.

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



nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

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

**DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION**

**POST: ASSISTANT DIRECTORS**

**KWAZULU NATAL AND EASTERN CAPE REGIONS (REF NO: DHET 49/04/2017 (TWO POSTS) (Candidates must be proficient in English and proficiency in isiZulu and/or isiXhosa will be an added advantage)**

**WESTERN CAPE AND NORTHERN CAPE REGIONS (REF NO: DHET 50/04/2017 (Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa will be an added advantage)**

**SALARY: R 417 552 per annum (LEVEL 10)**

This position will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF's regional office, once established. The regional office may be in any of the provinces mentioned above. 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 or equivalent qualification in a relevant field, coupled with at least 5 years project management experience. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as candidates that are registered as a Project Manager or Professional Project Manager at Project Management South Africa. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight time-frames.

**DUTIES:** Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Manage staff reporting to him / her; Provide feedback and advice regarding skills development activities; Participate as an active member of the regional team.  
ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**CHIEF DIRECTORATE: TVET SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT**

**DIRECTORATE: PRIVATE COLLEGES**

**POST: ASSISTANT DIRECTOR: REGISTRATION AND INFORMATION MANAGEMENT (REF NO: DHET 26/04/2017)**

**SALARY: R417 552 per annum (Level 10)**

**REQUIREMENTS:** An appropriate Bachelor's Degree in Public Administration and Management or equivalent qualification relevant to the post coupled with 5 years relevant experience in public or private education environment. Knowledge of education laws and their interpretation and implementation. Insight into the Continuing Education and Training Act, 2006 and related Regulations for the registration of private colleges. Possession of technical expertise in all areas of information management. Ability to employ sound judgement and decision making amongst competing demands. Good presentation, organisation, problem-solving, analytical and project execution skills. Information processing and evaluation skills. Document management skills. Strong collaborative skills for engagement within a high functioning cohesive team. Written and verbal communication skills. Research and professional report writing skills.

**DUTIES:** Evaluate applications for registration as private colleges in terms of applicable legal prescripts. Prepare legally sound submissions for registration and certification of private institutions for the Registrar of Private Colleges. Process applications for amendment of registration and prepare submissions thereon. Formulate legally sound heads of arguments on private colleges whose applications for registration and amendment of registration have been declined by the Registrar of Private Colleges for consideration by the Minister's Appeals Committee. Assess registered private colleges for conversion to full registration upon expiry of provisional registration periods. Draft letters of cancellation of registration of defaulting registered private colleges for the Registrar of Private Colleges. Participate in the Directorate's development, implementation and review of information management needs and solutions. Administer electronic and manual document management systems. Manage maintenance of

information management, records retention, archiving and retrieval of information. Undertake research as may be required from time to time.

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

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL SERVICES

POST: ASSISTANT DIRECTOR: BAS SYSTEM MANAGEMENT (REF NO: DHET 59/04/2017)

SALARY: R334 545 per annum (Level 9)

An appropriate three year Bachelor's Degree/National Diploma with accounting as a subject. At least five years relevant work experience financial experience. Incumbent must have in-depth knowledge of the Basic Accounting System (BAS) and the compilation of financial statements. Other requirements will be: in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in clearing of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Communication with National Treasury and the Auditor-General. Colleagues and managers within the Department. Requesting of BAS reports when required. Friendly and trustworthy, Accuracy, Confidence, Ability to work under pressure, Ability to work in a team and independently, Assertiveness and Self-starter.

DUTIES: Prepare the Interim and Annual Financial Statements of the Department; Providing training in the section as well as to officials in the Department on aspects of BAS and financial statements; Ensure that the financial system (BAS) is operational and report any discrepancies to National Treasury and the BAS call center; Maintain the BAS code structures and security profiles and to communicate updates on a regular basis to staff in the Department; Ensure that all relevant security checks are done on a regular basis on the BAS system; Identify and institute corrective measures for financial system risk; Monitor proper integration of the financial system; Managing of staff related matters in the section.

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

THESE POSTS ARE BASED AT INDLELA, OLIFANTSFONTEIN

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: CHIEF ARTISAN GRADE A: DIESEL MECHANIC (REF NO: DHET 35/04/2017)

SALARY: R343 329 per annum, Level 9 (OSD Salary Scale)

REQUIREMENTS: A National Technical Certificate N3 or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Diesel Mechanic. Knowledge of Manpower Training Act, 1981, and Skills Development Act, 1998. Must be able to assess candidates in Diesel Mechanic. Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills. Computer literacy (MS Word, Excel, Power Point).

DUTIES: Conduct assessment of candidates in Diesel Mechanic, Maintain assessment equipment and facilities, Maintain and ensure safekeeping of assessment records, Supervise the Tradesman Aids, Assess performance of staff reporting to him/her, Procurement and control of assessment stock and Maintain safety in the workshop

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

POST: CHIEF ARTISAN GRADE A: BOILERMAKER (2 POSTS) (REF NO: DHET 36/04/2017)

SALARY: R343 329 per annum, Level 9 (OSD Salary Scale)

REQUIREMENTS: A National Technical Certificate N3 or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Boilermaking. An Assessor Certificate will be an advantage. Knowledge of Manpower Training Act, 1981, and Skills Development Act, 1998. Must be able to assess candidates in Boilermaking trade. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills. Computer literacy (MS Word, Excel, Power Point). Good report writing.

DUTIES: Conduct assessment of candidates in Boilermaking trade, Maintain assessment equipment and facilities, Maintain and ensure safekeeping of assessment records, Supervise the Trade Assistants, Assess performance of staff reporting to him/her, Procurement and control of assessment stock and maintain safely in the workshops.

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

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: RESEARCH AND EVALUATION

POST: SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 34/04/2017)

SALARY: R281 418 per annum, (Level 8)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma or equivalent qualification. At least three years' work experience in administration is required. Experience in financial management system; office management; work flow coordination; events and project management; management of monthly cash flow statement; procurement policies and practices risk and fraud management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. The candidate must have above average computer skills

(MS Office) and excellent report writing skills, minutes taking skills, presentation skills, written and verbal communication skills and interpersonal skills.

**DUTIES:** Manage the MTEF budget process and monthly cash flow statement for the Directorate; Provide administrative, logistical and financial support to the Directorate; Provide general office support, including filing, tracking and processing of documents and correspondence; Compile, manage and update monthly, quarterly, and annual financial and progress reports. Set up meetings, compile and distribute accurate minutes of meetings; Prepare submissions; Coordinate work flow and manage progress reports in the Directorate and assume secretarial functions when required.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH:** COMMUNITY EDUCATION AND TRAINING (CET)

**POST:** SENIOR ADMINISTRATIVE OFFICER: COMMUNITY EDUCATION TRAINING (CET) X2 COLLEGES

**SALARY:** R281 418 per annum (Level 8)

**CENTRE:** WESTERN CAPE CET COLLEGE REF NO: DHET 29/04/2017 BELLVILLE

**NORTHERN CAPE CET COLLEGE REF NO:** DHET 30/04/2017 UPINGTON

**REQUIREMENTS:** An appropriate Bachelor's Degree/National Diploma or equivalent. 3 years relevant work experience. Knowledge of PERSAL will be an added advantage. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of computer applications, including MS Word, MS Excel, MS Access, MS PowerPoint and MS Outlook is required. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position.

**DUTIES:** The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memorandums; Collecting and updating quarterly reports; Maintaining a central registry and file copies of all documentation; Preparing supporting documents and data for meetings; Prepare, verify and distribute documents to DHET Head Office; Follow up on progress of matters referred to Head Office.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH:** NATIONAL SKILLS FUND (NSF)

**DIRECTORATE:** REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

**POST:** SENIOR PRACTITIONERS

**KWAZULU NATAL AND EASTERN CAPE REGIONS (REF NO: DHET 51/04/2017 (Candidates must be proficient in English and proficiency in isiZulu and/or isiXhosa will be an added advantage)**

**WESTERN CAPE, EASTERN CAPE AND NORTHERN CAPE REGIONS (REF NO: DHET 52/04/2017 (TWO POSTS) (Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa will be an added advantage)**

**SALARY:** R 281 418 per annum (LEVEL 8)

This position will initially be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate must however be willing to relocate to the NSF's regional office, once established. The regional office may be in any of the provinces mentioned above. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

**REQUIREMENTS:** An appropriate national diploma / degree or equivalent qualification in a relevant field, coupled which at least 3 years' experience in project and / or office administration. Candidates that have project administration experience for large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is an administrative position in a core functional area that requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, communication and information management, administrative organising, monitoring and evaluation, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to meet deadlines within tight time-frames and be willing to work overtime to meet the deadlines.

**DUTIES:** Prepare project reports, presentations and spreadsheets; Upload project and regional documentation on the system; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationary; Manage regional assets; Manage travel, accommodation, S&T claims and other logistical requests for staff in the region; Maintain the filing system; Maintain regional diary; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Manage diary of the regional director; Make bookings and schedule meetings for the regional director.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

OFFICE OF THE NATIONAL SKILLS FUND (NSF) EXECUTIVE OFFICE  
POST: SENIOR PRACTITIONER ADMINISTRATION (DHET (REF NO: 53/04/2017  
SALARY: R 281 418 per annum (LEVEL 8)

This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

**REQUIREMENTS:** An appropriate diploma / degree or equivalent qualification in a relevant field, coupled with at least 3 years' office administration experience. Candidates that have administration experience for executive management will have an added advantage. This is an administrative position in the Executive Office of the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, excellent communication and interpersonal skills, efficiency in correspondence management; maintaining confidentiality; strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, proactive, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours.

**DUTIES:** Prepare reports, presentations, correspondence and spreadsheets for executive office; Quality assure documentation submitted to the executive office; Correspond with and coordinate executive office stakeholders; Upload executive office documentation on the system; Take minutes of meetings and distribute to participants; Compile and type statistical and budget related reports; Manage incoming and outgoing mail for executive office; Manage executive office stationary; Manage executive office assets; Manage complex travel itineraries; Manage travel, accommodation, S&T claims and other logistical requests for executive office; Maintain the filing system for executive office; Maintain executive office diary; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Receive, re-direct, log, track and report on the public's complaints or queries regarding the NSF; Welcome visitors to the executive office; Prepare material for special events such as invitations, RSVPs and programs.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH:** CORPORATE SERVICES

**CHIEF DIRECTORATE:** HUMAN RESOURCE MANAGEMENT, DEVELOPMENT AND LABOUR RELATIONS

**POST:** SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 57/04/2017)

**SALARY:** R281 418 per annum, (Level 8)

**REQUIREMENTS:** An appropriate Bachelor's degree/National Diploma or equivalent qualification at least 3 years' experience in human resources management; office management; work flow coordination; events and project management; management of monthly cash flow statement; procurement policies and practices risk and fraud management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. The candidate must have above average computer skills (MS Office) and excellent report writing skills, minutes taking skills, presentation skills, written and verbal communication skills and interpersonal skills. At least three years' work experience in administration is required.

**DUTIES:** Assist with the financial administration in the Chief Directorate, Monitoring of the Monthly Cash flow statements in the Chief Directorate, Collate the ENE Projections for the Chief Directorate; Compile MTEF for the Chief Directorate, Collate Monthly Expenditure Reports for the Chief Directorate, Managing and Processing the payments in the Chief Directorate, Maintaining and keeps records for invoices in the Chief Directorate, Provides support for all Directorates in the Chief Directorate, Liaise with internal and external stakeholders, Copying and binding Documents for the meetings, Book Venues for workshops and meetings, Handles and process all claims, Responding to enquiries from inter and external clients, Provide general office support, including filing, tracking and processing of documents and correspondence; Compile, manage and update monthly, quarterly, and annual financial and progress reports. Set up meetings, compile and distribute accurate minutes of meetings; Prepare submissions; Coordinate work flow and manage progress reports in the Directorate and assume secretarial functions when required.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**DIRECTORATE:** LABOUR RELATIONS DIRECTORATE AND EMPLOYEE WELLNESS (REF NO: DHET 63/04/2017)

**POST:** SENIOR LABOUR RELATIONS PRACTITIONER

**SALARY:** R281 418 per annum, (Level 8)

**REQUIREMENTS:** An appropriate Bachelor's degree/National Diploma or equivalent qualification in Human Resources Management/Labour Relations with at least 3 years' experience in Labour/Law relations, Knowledge of standards, practices and procedures related to labour relations. Computer literacy and excellent report writing skills, good interpersonal and communication skills, Valid Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements

**DUTIES:** Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness, Administer and support disciplinary matters; assess and recommend whether conduct, Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve Grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and Staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest, Represent the Department in various bargaining structures as appointment by the Regional Manager, Advise management and Staff on issues related to labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of Human Resources policies and practices with labour law and collective agreements; conduct training and awareness on employee/labour relations; promote sound labour relations, equity and diversity.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**POST:** LABOUR RELATIONS OFFICER (REF DHET 64/04/2017)

**SALARY:** R226 611 per annum, (Level 7)

**REQUIREMENTS:** An appropriate Bachelor's degree/National Diploma or equivalent qualification in Human Resources Management/labour relations with at least 1-2 years' experience in Labour/Law relations, Knowledge of Standards, practices, processes and procedures related to labour relations, Computer literacy and excellent report writing skills, good interpersonal and communication skills, Valid Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements

**DUTIES:** Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the, workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and Status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct, Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve Grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and Staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest; Represent the Department in various bargaining structures as appointment by the Regional Manager, Advise management and Staff on issues related to labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of Human Resources policies and practices with labour law and collective agreements; conduct training and awareness on, Employee/labour relations; promote sound labour relations, equity and diversity.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**DIRECTORATE:** HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION

**POST:** PERSONNEL PRACTITIONER: RECRUITMENT AND SELECTION

(REF DHET 58/04/2017)

**SALARY:** R226 611 per annum (Level 7)

**REQUIREMENTS:** A Senior Certificate/Grade 12 or NCV certificate (level 4), An appropriate Bachelor's Degree/ National Diploma will be an added advantage, plus three years relevant experience in Recruitment and Selection. Thorough knowledge and understanding of applicable HR legislation and procedures. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid drivers' licence will be an advantage.

**DUTIES:** Handle the administrative process with regard to Recruitment and Selection, which includes advertising of vacancies, drafting of selection committee submissions and conduct competency assessment for SMS members. Facilitate personnel suitability checks on recommended candidates. Response handling of applications, shortlisting and interviews, prepare documentation to obtain approval for nominee's appointment and prepare the offer of employment. Advise line managers and staff on matters regarding recruitment and selection. Provide support in the development and implementation of HR policies. Mentoring of interns.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH:** NATIONAL SKILLS FUND (NSF)

**DIRECTORATE:** BURSARIES

**POST:** ADMINISTRATIVE ASSISTANT (DHET (REF NO: 54/04/2017

**SALARY:** R 226 611 per annum (LEVEL 7)

This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

**REQUIREMENTS:** A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NC(V)) Level 4 certificate An appropriate Bachelor's Degree/ National Diploma will be an added advantage, coupled which at least 3 years' public sector administration experience. Candidates that have a good understanding of the post school

education and training system will also have an added advantage. This is an administrative position in the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, excellent communication and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours to meet deadlines.

**DUTIES:** Prepare reports, presentations, correspondence and spreadsheets; Quality assure documentation; Correspond with and coordinate stakeholders; Upload documentation on the system; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationary for the directorate; Manage office assets for the directorate; Manage travel, accommodation, S&T claims and other logistical requests for the directorate; Maintain the filing system for the directorate; Maintain directorate diary; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Welcome visitors to the directorate; Prepare material for special events such as invitations, RSVPs and programs; Manage diary of the director; Make bookings and schedule meetings for the director; Perform other administrative support functions; Participate as an active member in the directorate.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**CHIEF DIRECTORATE: FINANCE**

**POST: ADMINISTRATIVE ASSISTANT (DHET (REF NO: 55/04/2017**

**SALARY: R 226 611 per annum (LEVEL 7)**

This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

**REQUIREMENTS:** A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NC(V)) Level 4 certificate An appropriate national diploma or equivalent qualification in a relevant field will be an added advantage, coupled with at least 3 years' office administration experience. Candidates that have public sector administration experience will have an added advantage. Candidates that have a good understanding of the post school education and training system will also have an added advantage. This is an administrative position in the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, excellent communication and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours to meet deadlines.

**DUTIES:** Prepare reports, presentations, correspondence and spreadsheets; Quality assure documentation; Correspond with and coordinate stakeholders; Upload documentation on the system; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationary for the chief directorate; Manage office assets for the chief directorate; Manage travel, accommodation, S&T claims and other logistical requests for the chief directorate; Maintain the filing system for the chief directorate; Maintain chief directorate diary; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Welcome visitors to the chief directorate; Prepare material for special events such as invitations, RSVPs and programs; Manage diary of the directors; Make bookings and schedule meetings for the directors; Perform other administrative support functions; Participate as an active member in the chief directorate.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH: CHIEF FINANCIAL OFFICER**

**DIRECTORATE: FINANCIAL SERVICES**

**POST: STATE ACCOUNTANT: PAYROLL MANAGEMENT (REF NO: DHET 60/04/2017**

**SALARY: R226 611 per annum (Level 7)**

**REQUIREMENTS:** A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NC(V)) Level 4 certificate An appropriate 3-year B Degree or diploma with accounting as a subject will be an added advantage. Preference will be given to candidates with 1 year appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills.

**OTHER ATTRIBUTES/SKILLS:**

Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.

**DUTIES:** The successful candidate will be expected to handle documents and information with strict confidentiality, Control the sorting and distribution of all salary pays lips to all pay points, Control the distribution and follow up of payroll certificates for all salary related payments, Control the submission of pay roll status to the Accounting Officer or his delegate in terms of the Treasury Regulations, Control the checking and verification of pay sheets for amendments and inform personnel on any amendments, Manage and respond to enquiries related to this function, Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH:** TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET)

**POST:** PERSONAL ASSISTANT TO DIRECTOR TVET PROGRAMMES AND QUALIFICATIONS (REF NO: DHET 28/04/2017)

**SALARY:** R226 611 per annum (Level 7)

**REQUIREMENTS:** A National Senior Certificate/Grade 12 or NCV level 4. An appropriate Bachelor's Degree/ National Diploma/Secretarial qualification will be an added advantage, Minimum of three years' experience in a secretarial or administrative capacity is compulsory. The ideal candidate should be conversant with the public service delivery and management issues. Proficiency in MS Office is essential, typing, written and verbal communication skills: Further requirements are organizational and prioritization skills; professional telephone etiquette, planning and organizing skills, and document management skills.

**DUTIES:** The incumbent will be responsible for managing the secretarial and administrative function for the office of the Chief Director which mainly involves: Managing meetings and appointments of the Chief Director, receive clients in the office of the Chief Director and serve refreshments to the external clients, answering and screening calls, directing or attending to those not required to be attended by the Chief Director, manage, records and track incoming and outgoing correspondence routed via the Chief Directors Office on a daily basis, and ensure that the Chief Director attends to urgent issues: arrange meetings, manage the diary and logistical arrangements as required, manage the leave register, type letters, submissions, memos, reports and attend to incoming and outgoing mail and render general secretarial and office auxiliary services: Arrange travel bookings and accommodation for the Chief Director.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH:** COMMUNITY EDUCATION AND TRAINING (CET)

**POST:** PERSONAL ASSISTANT TO THE PRINCIPAL: CET COLLEGES

**SALARY:** R226 611 per annum (Level 7)

**CENTRE:** NORTHERN CAPE CET COLLEGE REF NO: DHET 31 /04/2017 UPINGTON

**REQUIREMENTS:** A National Senior Certificate (Vocational) (NCV) Level 4. A Certificate/Diploma in secretariat or office administration qualification will be an added advantage. Three years' experience in experience general office administration, workflow management and client service. The ideal candidate should be proficient in MS Office; typing and written and verbal communication. Organizational and prioritization skills; telephone etiquette and document management are some of the skills required for this job.

**DUTIES:** Manage the Principal's diary, schedule meetings and set realistic appointments on behalf of the Principal. Receive clients in the office of the Principal; answering and screening all calls, directing or attending to those not required to be attended to by the Principal; check in-tray on daily basis and make sure the Principal attends to urgent issues; file copies of all documentation. Logistical arrangements as required; type letters, submissions/memos, reports and open mail; render a general secretarial and office auxiliary service. Arrange air, rail and road bookings and accommodation for the Chief-Director; Monitor resolutions taken at management meetings and inform the Principal on progress made.

**ENQUIRIES:** Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

**BRANCH:** SKILLS DEVELOPMENT

**CHIEF DIRECTORATE:** INDLELA

**POST:** PERSONAL ASSISTANT: DIRECTOR'S OFFICE (NAMB) (REF NO: DHET 40/04/2017) (Contract Position until 31 March 2020)

**SALARY:** R226 611 per annum (Level 7)

**REQUIREMENTS:** A National Senior Certificate (Vocational) (NCV) Level 4; a certificate/A National Diploma in Office Administration or equivalent qualification will be an added advantage. Three years' relevant work experience in Public Service. A valid driver's license. Good knowledge of document management Good knowledge of Departmental policies. Good financial report writing skills, minute taking and communication skills. Good organizing skills. Good interpersonal relations. Good computer literacy (Word, Excel and Power Point)

**DUTIES:** Manage and maintain the Director's diary by scheduling the appointments and meetings to be attended. Typing and reviewing of letters, memos, circulars, reports and submissions. Render general information, queries, incoming and outgoing calls, invitations and appropriately relay such contacts. Ensure that the Director is fully briefed on and prepared for any engagements he/ she is involved on. Arrange and record the proceedings of the engagements/ meetings. Coordinate travel and accommodation for the Director. Conduct weekly diary

management with the Director to discuss up- coming engagements, invitations and other requests. Purchase supplies (stationery and any relevant equipment) and operate office equipment. Maintain professional image of the Director's office by treating all internal and external clients with respect.  
ENQUIRIES: Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442

POST: SENIOR HOUSEKEEPING SUPERVISOR: HOSTEL (REF NO: DHET 37/04/2017)

SALARY: R183 558 per annum (Level 6)

REQUIREMENTS: A National Senior Certificate or equivalent qualification, An appropriate Bachelor's Degree/ National Diploma will be an added advantage coupled with 3 years supervisory experience. A valid driver's license. Extensive knowledge of Occupational Health and Safety Act. Good knowledge of food preparation and accommodation supervision.

Computer literacy (MS Word, Excel, Power Point). Report writing, planning and organizing, verbal and written communication, problem solving and supervisory skills.

DUTIES: General supervision of food and accommodation, ordering stock from stores / suppliers, Control booking of meetings, Supervise the preparation of meals for candidates, supervise serving of meals, Assess the performance of staff, Arrange training for staff and Ensure that hygiene standards are maintained.

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

BRANCH: NATIONAL SKILLS FUND (NSF)

POST: SENIOR ADMINISTRATION CLERK: FINANCE AND ADMIN (REF NO: DHET 38/04/2017)

SALARY: R183 558 per annum (Level 6)

REQUIREMENTS: A National Senior Certificate or equivalent qualification, An appropriate Bachelor's Degree/ National Diploma will be an added advantage At least one (1) to three (3) years relevant work experience. Good knowledge of the repealed Manpower Training Act, 1981, and Skills Development Act, 1998. Knowledge of Departmental Policies. Computer literacy (MS Word, Excel, Power Point). Report writing, planning and organizing, verbal and written communication, problem solving skills. Administration skills.

DUTIES: Compile monthly workshop Assessment Schedules, Capture assessment applications within 2 working days of receiving from the SETAs and the Provincial Labour Centres, Dispatch notification letters to all stakeholders applied, Process assessment results verified by the Section Heads, Issue certificates for the trade test results, File results and copies of the trade test certificates and Collate monthly statistics for completion and forward to the Manager for consolidation.

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

CHIEF DIRECTORATE: FINANCE

POST: RECEPTIONIST (DHET (REF NO: 56/04/2017

SALARY: R 152 862 per annum (LEVEL 5)

This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

REQUIREMENTS: A National Senior Certificate/Grade 12 or National Certificate (Vocational) (NC(V)) Level 4 certificate An appropriate diploma or equivalent qualification in a relevant field will be an added advantage coupled which at least 1-2 years' receptionist, switchboard operator or call centre agent experience. Candidates that have 3 years or more frontline receptionist experience will have an added advantage. This receptionist position is the face of the National Skills Fund at head office and requires an individual that is welcoming, presentable, professional and friendly in appearance. The candidate must be fluent in English. Further skills requirements relates to excellent communication and interpersonal skills, administrative skills, time management skills, planning and organising skills. The incumbent must be client orientated, customer focused, responsive and proactive. Good computer skills and a valid driver's license are requirements.

DUTIES: Greet and welcome visitors and staff daily at the reception area in a friendly manner; Answer telephone calls in an appropriate and professional manner; Direct calls to appropriate staff member or department; Take messages and relay them to appropriate staff members; Respond to enquiries and queries and refer complex enquiries and queries to relevant staff members; Monitor entry access into premises; Receive, attend to and direct visitors to the appropriate office/staff member they are visiting; Ensure visitors have signed in and issue them with a visitor's slip; Ensure that relevant staff members are informed of visitors; Monitor and ensure reception area and meeting areas are kept neat and quite; Ensure that pamphlets, brochures and other relevant information is available for visitors; Assist with ad hoc office admin duties, sending faxes, photocopying and filing; Arrange parking for visitors; Provide first aid when required.

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

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: STRATEGIC MANAGEMENT

POST: SENIOR ADMINISTRATION CLERKS (2 POSTS) (REF NO: DHET 61/04/2017



**SALARY LEVEL: R152 862 (Level 5)**

Requirements: Senior certificate/grade 12/NCV certificate level 4 or any accounting related diploma/degree will be an added advantage. 1 to 2 years experience in finance or administrative. Knowledge in administrative office procedures, filling and handling of documents, Batho Pele Principles, PFMA, Treasury Regulations, SCM policies and procedures, communication and computer literacy.

Duties: Compile monthly cash flow for the skills branch directorate and report to the necessary managers. Assist the branch in compiling their S&T claims and other claims. Assist in compiling the ENE, AENE and MTEF for the skills branch as a whole. Handling of procurement process for the entire skills branch. Handling the process of publication of notice in the gazette, filling and safe keeping of documents.

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

**COMPONENT: TRAINING OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) CAMPUS MANAGERS PROJECT**

**POST: PROJECT ADMINISTRATOR (REF NO: DHET 32/04/2017)**

**SALARY: R152 862 per annum plus 37% service benefits (Contract Position until 31 March 2019)**

Contract Post: The Project Administrator will be appointed on a fixed-term contract for a period of two years and will report to the Project Manager. The Project Administrator will enter into an annual performance contract with the Department.

**REQUIREMENTS:** A post matric qualification in administration or an equivalent qualification at NQF Level 6. Problem solving skills. Ability to take initiative. Detail-orientated. Process and documentation driven. Ability to organize effectively and prioritize own workload

MS Office advanced proficiency - Outlook, MS Word, PowerPoint, and Excel. Excellent verbal and written communication skills. Applicants will be required to take a written exercise in the competencies required for the position.

**DUTIES:** Ensure that all project administration support is provided, these will include: setting up new project templates, project codes and information. Ensuring that documents related to the project are filed and accessible. Project reports are compiled. Assisting Project Manager with preparation of presentations. Taking minutes of project meetings as required. Coordinating processes associated with preparations and organizing of workshops. Organizing travel arrangements and related accommodation for management and project staff and any other project related arrangements that are required

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

**BRANCH: SKILLS DEVELOPMENT**

**CHIEF DIRECTORATE: INDLELA**

**POST: OFFICE AID: AUXILIARY SERVICES (3 POSTS) (REF NO: DHET 39/04/2017)**

**SALARY: R90 234 per annum (Level 2)**

**REQUIREMENTS:** A National Senior Certificate/Grade 12 or equivalent qualification, An appropriate Bachelor's Degree/ National Diploma will be an added advantage At least one (1) to three (3) years relevant work experience. Good knowledge of Occupational Health and Safety Act. Knowledge of cleaning offices and conference halls. Knowledge of preparing board rooms for meeting. Communication and report writing skills. Good knowledge of handling queries.

**DUTIES:** Clean offices and conference halls. Prepare halls for meetings and workshops. Washing of dishes, glasses, cups and saucers. Serve tea and lunch during meetings. Refresh the conference rooms. Clean passages, toilets, walls and windows. Assist with stock control.

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