



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**“A SKILLED AND CAPABLE WORKFORCE FOR AN INCLUSIVE GROWTH”
THE FULL DETAILS FOR THE ADVERTS CAN BE ACCESSED IN DHET
WEBSITE AT WWW.DHET.GOV.ZA AND WILL BE PLACED ON THE DPSA
CIRCULAR**

BRANCH: CORPORATE SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST: DIRECTOR (REF NO: DHET 01/05/2019)

**SALARY: R 1 005 063 per annum (All-inclusive Remuneration Package) (Salary Level
13)**

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree or Advanced National Diploma qualification on (NQF level 7) or equivalent qualification in Facilities Management/Property Management/Records Management and/or Programme Management. A post-graduate Degree/qualification on (NQF level 8) and/or experience in the facilities /property or programme management will be an added advantage. A minimum of 5 to 10 years’ experience in facilities/property/programme management and project management with at least 5 years middle management level. Sound knowledge of the application of government and departmental policies in respect to facilities or fixed immovable assets, logistical services and records management. Knowledge of financial policies as guided by Public Financial Management Act and Treasury Regulations. Knowledge: Framework for supply chain management, South African Archives Act Government Immovable Asset Management Act and structure and functioning of the Department. Understanding of business functions and processes of government supply chain management and Asset Management. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management. Policy analysis and development and Quality Management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people

management and empowerment, communication. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

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

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

BRANCH: SKILLS DEVELOPMENT

COMPONENT: NATIONAL SKILLS AUTHORITY

DIRECTORATE: NATIONAL SKILLS AUTHORITY

POST: DIRECTOR (REF NO: DHET 02/05/2019)

SALARY: R 1 005 063 per annum (All-inclusive Remuneration Package) (Salary Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's Degree or Advanced National Diploma qualification on (NQF level 7) in Public Management/Administration/Social Sciences/Education and Training. A post-graduate Degree/qualification on (NQF level 8) and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum of 5 to 10 years' experience in Skills development Sector or related training environment with at least 5 years at middle management level. Sound knowledge of legal frameworks applicable to Skills Development. The candidate must have appropriate management or leadership experience. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management and financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES: The successful candidate will be reporting to the Executive Officer: will be responsible to provide effective and efficient Secretariat, administrative, strategic support and manage the programmes of the National Skills Authority. Design and develop the systems for effective secretariat and administrative support to the NSA, including relevant communication and reporting systems, Develop and recommend appropriate systems to monitor and support the implementation of the decisions of the NSA; Assist the Executive Officer with liaison activities between the NSA and Department of Higher Education and Training to ensure effective coordination of policy with reference to the NSDS and other skills development initiatives; Establish and maintain links between the NSA, SAQA, other government departments and statutory bodies to ensure effective policy coordination; Ensure the National Skills Conference is planned and hosted in terms of the agreed framework bi-annually; Establish systems and procedures for the effective management of human, financial and physical resources of the Secretariat; Manage NSA programmes including research projects,

capacity building projects, consultation processes marketing And the NSA investigations. Maintain effective working relationships with key stakeholders, government and commercial enterprises and Control expenditure in the unit to ensure that there is no over and under expenditure.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

THESE POSTS ARE BASED IN TVET COLLEGES

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

POST: PRINCIPALS (X6 POSTS)

UMFOLOZI TVET COLLEGE (REF NO: DHET 03/05/2019)

ESAYIDI TVET COLLEGE (REF NO: DHET 04/05/2019)

FALSE BAY TVET COLLEGE (REF NO: DHET 05/05/2019)

GERT SIBANDE TVET COLLEGE (REF NO: DHET 06/05/2019)

EKURHULENI WEST TVET COLLEGE (REF NO: DHET 07/05/2019)

LOVEDALE TVET COLLEGE REF NO: DHET 08/05/2019)

CENTRE: TVET Colleges

SALARY: R 1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification in Education on (NQF level 7). A post-graduate Degree/qualification on (NQF level 8) and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum 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.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

POST: DEPUTY PRINCIPALS: FINANCE (X4 POSTS)

UMFOLOZI TVET COLLEGE (REF NO: DHET 09/05/2019)

MNAMBITHI TVET COLLEGE (REF NO: DHET 10/05/2019)

FALSE BAY TVET COLLEGE (REF NO: DHET 11/05/2019)

NORTHLINK TVET COLLEGE (REF NO: DHET 12/05/2019)

CENTRE: TVET Colleges

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

REQUIREMENTS: A recognised B.Com Accounting degree (NQF level 7). The qualification should be coupled with at least 5 years' relevant work experience (of which 3 years are required to be management experience) in the public sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment.

ADDED ADVANTAGES: An appropriate post graduate degree in B.Com Accounting or Financial management (NQF level 8). At least 3 years' senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years' in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations , PSET legislative frameworks, policies and regulations.

DUTIES: Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including

coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistic and management information systems; Managing the finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with assurance providers.

POST: DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)

CAPRICORN TVET COLLEGE (REF NO: DHET 13/05/2019)

CENTRE: TVET College

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

REQUIREMENTS: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years' experience on a junior management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid driver's license and willingness to travel.

DUTIES: Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate

conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College.

BRANCH: COMMUNITY EDUCATION AND TRAINING

POST: DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL)

FREE STATE CET COLLEGE (REF NO: DHET 14/05/2019)

CENTRE: CET College

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

REQUIREMENTS: A recognised B.Com Accounting degree (NQF level 7). The qualification should be coupled with at least 5 years' relevant work experience (of which 3 years are required to be management experience) in the public sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment.

ADDED ADVANTAGES: An appropriate post graduate degree in B.Com Accounting or Financial management (NQF level 8). At least 3 years' senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years' in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations , PSET legislative frameworks, policies and regulations.

DUTIES: Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistic and management information systems; Managing the finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with assurance providers.

POST: DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)

FREE STATE CET COLLEGE (REF NO: DHET 15/05/2019)

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: TVET College

REQUIREMENTS: An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years' work experience in education and training environment. At least 5 years management experience. Experience in working at a 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 and training especially relating to Curriculum management and delivery. Strategic 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 licence and willingness to travel.

DUTIES: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes 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. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of Departments regarding entries. Handle college operations including academic programmes, 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.

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 required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance.

APPLICATIONS MUST BE SUBMITTED ON Z83 FORM OBTAINABLE FROM ANY PUBLIC SERVICE DEPARTMENT OR ON THE INTERNET AT 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 1st 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: 7 JUNE 2019

ENQUIRIES: Mr P Mtshali/Ms X Rikhotso/Mr R Kgare

012 312 5089/012 312 5513/5442

DISABILITY LOGO