



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

**“A skilled and capable workforce to support an inclusive growth path”.**

**These adverts can be accessed on the Department’s website at <http://www.dhet.gov.za> and will be placed in the DPSA circular.**

**These posts are based in the Pretoria Head Office.**

**BRANCH: PLANNING, POLICY AND STRATEGY**

**DEPUTY DIRECTOR-GENERAL (REF NO: DHET 01/06/2018)**

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

**SALARY: R1 370 973 per annum (All-Inclusive Remuneration Package) (Level 15)**

**REQUIREMENTS:** An appropriate Bachelor’s degree/advanced National Diploma (NQF 7) and postgraduate qualification with a strong policy or development planning focus at NQF 8 level as recognized by the South African Qualifications Authority. 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. Demonstrable public sector leadership and management acumen. Extensive experience in the areas of education planning (short, medium and long-term); implementation, monitoring and supporting programmes, and priorities across all spheres of the Department; and evaluation of policies is a strong recommendation. Good understanding of the functioning of the Department and its entities, as well as its stakeholders and partners. Well-developed strategic management and leadership capabilities. A thorough understanding of policy and administrative processes within government. Sound innovation and organisational abilities. A good understanding of policy and governance issues. Knowledge of key education and skills development legislation, Public Service Act, Public Finance Management Act and Treasury Regulations. Willingness to travel locally and internationally. 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 a 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 macro level. Ability to manage multiple projects/programmes. Excellent interpersonal and communication skills (written and 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, customer focused, solution orientated and able to work under stressful situations.

**DUTIES:** The successful candidate will report to the Director-General and be responsible to provide strategic leadership support, including supervising staff and directing the Department in the delivery of its core mandate and priorities as set out by the Director-General and Minister. 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 the 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 Department's strategic planning process, compilation of the strategic plan, 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, other institutions and entities. Monitor service delivery, carry out evaluations and promote good planning, monitoring and evaluation practices in the Department. Build competent, committed and high 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. Plan and manage effective international coordination and relations, and external development support to meet Departmental strategic objectives. Monitor and manage the national system for the Recognition of Prior Learning.

**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 a security clearance.

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

**DEPUTY DIRECTOR-GENERAL (REF NO: DHET 02/06/2018)**

**SALARY: R1 370 973 per annum (All-Inclusive Remuneration Package) (Level 15)**

**REQUIREMENTS:** An appropriate Bachelor's degree/advanced National Diploma (NQF 7) and postgraduate qualification with a strong policy or development planning focus at NQF 8 level as recognized by the South African Qualifications Authority. A Master's or Doctorate Degree (NQF 9 or 10) and verifiable publishing track record will be an added advantage. Minimum of 8 to 10 years proven experience at senior management level in the post-school education and training system. Demonstrate public sector leadership acumen. Experience in TVET planning (short, medium and long-term); implementation, monitoring and supporting of TVET programmes in the country. Good understanding of the functioning of the post-school education and training system, and the ability to engage with stakeholders. Well-developed strategic management and leadership capabilities. A thorough understanding of the policy and administrative processes within the public service. Sound innovation, networking and organisational abilities. A good understanding of political and governance issues. Knowledge of key education legislation and skills development legislation, Public Service Act, Public Finance Management Act and Treasury Regulations. Willingness to travel locally and internationally. 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 a 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 a macro level. Ability to manage multiple projects/programmes. Excellent interpersonal and communication skills (written and 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, customer focused, solution orientated and able to work under stressful situations.

**DUTIES:** The successful candidate will report to the Director-General and be responsible to provide strategic leadership support, including supervising staff and directing the Department in the delivery its core mandate and priorities as set out by the Director-General and Minister.

Perform the following key functions: Provide strategic leadership to TVET colleges. Management of the TVET system planning and institutional support. Provisioning of TVET lecturer development and support. Management of TVET national examinations and assessments, provisioning of TVET student development and support. Development and maintenance of policies and systems for TVET college institutional funding. Planning, management and monitoring of the equitable distribution of budget for TVET colleges. Provide strategic leadership in forging partnerships with local government, provincial government, industry, universities, TVET colleges and levy-funded public entities (Sector Education and Training Authorities, and the National Skills Fund). Management of the development and distribution of quality learning and teaching material to TVET colleges. Ensure the capacity-building and support to the management, Councils and student leadership in TVET colleges; leading quality improvements and innovations in teaching and learning, including the lecturer development and support; managing financial as well as human resources of the Branch.

**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 a security clearance.

**Applications must be submitted on a Z83 form obtainable from any public service department or on the internet at <http://www.gov.za/documents> and must be accompanied by a recently updated comprehensive Curriculum Vitae with three contactable references and certified copies (not older than three months) of all qualifications, identity document and drivers licence. 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 the Z83 form and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representivity 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, qualification/study and previous employment verifications). Successful candidates will also be subjected to security clearance processes.

**Applications received after the closing date, faxed or 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 X174  
PRETORIA  
0001**

**Or hand deliver to:**

**Department of Higher Education and Training  
123 Francis Baard Street (Former Schoeman Street)  
Pretoria**

**CLOSING DATE: 22 June 2018: 16H00**

**ENQUIRIES: Mr T Mhlanga / Mr R Kgare on (012) 312 5768 / 5442**

**DISABILITY LOGO**