“A SKILLED AND CAPABLE WORKFORCE FOR AN INCLUSIVE GROWTH”

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

PRINCIPALS POSTS (DIRECTOR LEVEL)

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES:
CENTRAL JOHANNESBURG COLLEGE (DHET 87/07/2015), MOPANI (DHET 88/07/2015), ETHEKWINI (DHET 89/07/2015), NKANGALA (DHET 90/07/2015)

SALARY: All inclusive remuneration package R819 126 per annum (Level 13)

REQUIREMENTS: An appropriate B Degree or equivalent qualification. A post-graduate Degree/qualification will be an added advantage. Must have relevant work experience in the training and development or related environment. Eight (8) years’ work experience in the TVET or post school education and training sector. Experience in the Post Schooling Education and Training sector will be an added advantage. 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 plans and projects. 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. A valid drivers’ licence.
**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 fulfill 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 translates 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.

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

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES:** SEKHUKHUNE (DHET 91/07/2015), COLLEGE OF CAPE TOWN (DHET 92/07/2015), MTHASHANA (DHET 93/07/2015)

**SALARY:** All inclusive remuneration package R566 343 per annum (Level 11)

**REQUIREMENTS:** An appropriate Bachelor’s degree or equivalent qualification. A postgraduate degree/qualification will be an added advantage. Five (5) years’ relevant working experience with broad exposure in corporate management. Knowledge of all policies and legislation governing education and training in South Africa. 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 Excess and MS Outlook). An understanding of the Department of Higher Education and Training’s strategic vision and priorities. A valid drivers’ license.

**DUTIES:** Provide strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the
DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE: WESTERN COLLEGE (DHET 94/07/2015), PORT ELIZABETH (DHET 95/07/2015), MTHASHANA (DHET 96/07/2015), COLLEGE OF CAPE TOWN (DHET 97/07/2015)

SALARY: All inclusive remuneration package R566 343 per annum (Level 11)

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification. A postgraduate degree/qualification will be an added advantage. Five (5) years’ relevant work experience. Experience in working at TVET College in the teaching and learning disciplines will be an added advantage. A sound and thorough knowledge of all the transformational issues and capacity building processes in education especially relating to Curriculum management delivery. 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. In respect to vocational education and training thorough knowledge of the student/information management system. 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
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.

BRANCH: SKILLS DEVELOPMENT

DEPUTY DIRECTOR: SETA PERFORMANCE MANAGEMENT

DIRECTORATE: SETA PERFORMANCE MANAGEMENT (CLUSTER IV) (DHET 98/07/2015)

SALARY: All inclusive remuneration package R671 196 per annum (Level 12)


DUTIES: Manage Sector Education and Training Authorities (SETA’s) performance to achieve the National Skills Development Strategy III (NSDS III) goals and targets, Manage SETA Corporate Governance, Manage SETA Strategic Planning processes, Conduct high level research related to Skills Development and Sector Skills Planning matters, Conduct investigations on complaints and enquiries relating to SETA’s as required by the Minister, Deputy Minister, Director-General, National Skills Authority, Portfolio Committee on Higher Education and other stakeholders. Prepare and provide reports on SETA Performance, Provide high level professional advice to the Minister on all SETA performance related matters, Manage development and implementation all Skills Development policies, Liaise and collaborate with all stakeholders in various
sectors on behalf of the department regarding implementation of learning programs, learnership, internship, artisanship’s, quality assurance, bursaries etc., Manage resources (Human, Financial, Information and Assets).

**DEPUTY DIRECTOR: TRADE TEST APPLICATION AND REGISTRATION (DHET 99/07/2015)**

**SALARY:** All inclusive remuneration package R671 196 per annum

**REQUIREMENT:** An appropriate Bachelor of Commerce Degree in Accounting or equivalent qualification. At least 5 years relevant work experience. Good knowledge of Public Finance Management Act (PFMA), Treasury Regulations and related act. Skills Development Act. Good knowledge in Performance Information Management, Stakeholder Management, Strategic Planning, Good knowledge of Departmental policies and prescripts. Project management skills, good communication skills and ability to facilitate workshops and present policies. Planning and organizing skills. Negotiation, analytical and sound interpersonal skills. Ability to work under pressure. Good analyzing and interpersonal skills. Problem solving skills. Management/leadership and supervisory skills. Computer literacy and a valid driver's license.

**DUTIES:** Manage the trade testing and application function in terms of the Trade Test Regulations. Monitor the application of trade testing. Manage the screening of candidates. Monitor registration of candidates to ensure that minimum requirements are met. Administer the trade testing and registration functions in terms of the Trade Test Registrations. Monitor the administration of the fee structure; verify certificates with QCTO sent by different company. Sustain and continuously improve efficiencies of the interface between INDLELA and corporate services centralized functions. Coordinate platform for goods and service delivery at INDLELA and supply chain. Reporting and Administration. Ensure accuracy and validity on non-financial information reported on a monthly and quarterly. Administer audit quires and ensure compliance of recommendations thereof.

**BRANCH COORDINATOR: EXECUTIVE SUPPORT**

**OFFICE OF THE DEPUTY DIRECTOR-GENERAL: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING (DHET 100/07/2015)**

**SALARY:** All inclusive remuneration package R566 343 per annum (Level 11)

**OBJECTIVE:** To provide coordination services to the Deputy Director- General
**REQUIREMENTS:** An appropriate Bachelor’s Degree or equivalent qualification with five (5) years’ relevant work experience; Knowledge of relevant legislative frameworks, policies and procedures pertaining to Corporate Services including and not limited to Public Service Act and Regulations, PFMA etc; Knowledge of the PSET sector and its strategic objectives, ability to work as part of a team in a multi-cultural environment. Advanced technical knowledge in office management and administration; Analytical and problem solving skills. Willingness and ability to work under pressure. Computer literacy and a valid driver's license.

**DUTIES:** The successful candidate will be responsible for the following duties: Assist the DDG to monitor the implementation of executive decisions; Assist the DDG in developing strategic and operational plans for the branch and in managing relations with external stakeholders and coordinate special projects; Act as a principal contact and provide support to the offices of the Deputy Director-General, Director-General and Minister; Assist the DDG to prepare for multilateral meetings. Compile reports for the DDG; Coordinate and manage cabinet and parliamentary matters; Manage staff within the office of the DDG. Manage the Deputy-Director General’s office including correspondence management, office budget and expenditure control; Provide secretarial role in the Branch meetings such as Branch Management meetings/Quarterly Review Meetings, prepare agendas and take minutes; Co-ordinate and consolidate all relevant documentation for the DDG, viz., Branch business plans, budgets and report. Coordinate the DG and DDG’s one-on one meetings on a regular basis to keep the DG informed of developments in the Branch; Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders. Liaise with other Branch Coordinators and officials in the Department; Assist with the quality assurance of submissions and all other relevant documents.

**PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: TVET COLLEGES PLANNING INSTITUTIONAL SUPPORT (DHET 117/07/2015)**

**SALARY:** R195 177 per annum (Level 7)

**REQUIREMENTS:** A National Senior Certificate (Vocational) (NCV) Level; 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 Chief Director’s diary, schedule meetings and set realistic appointments on behalf of the Chief Director. Receive clients in the office of the Chief-Director; answering and screening all calls, directing or attending to those not required to be attended to by the Chief-Director; check in-tray on daily basis and make sure the Chief-Director attends to urgent issues; file copies of all documentation. Tracking submissions/memo’s routed via Chief-Director office; arranging meetings manage diary, 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 director on progress made; Manage the filling system of the Chief-Directorate and retrieval of documents as when required.

SENIOR HOUSEKEEPING SUPERVISOR: HOSTEL (DHET 118/07/2015)

Salary: R158 094 per annum


DUTIES: General supervisor of food and accommodation, ordering stock from stores/ suppliers, control booking of meetings, supervise the preparation of meals for candidates, supervise serving of meals for candidates, assess the performance of staff, arrange training for staff, ensure that hygiene standards are maintained.

BRANCH: UNIVERSITY EDUCATION

CHIEF DIRECTOR: INSTITUTIONAL GOVERNANCE AND MANAGEMENT SUPPORT (DHET 101/07/2015)

SALARY: All inclusive remuneration package R988 152 per annum (Level 14)

REQUIREMENTS: The minimum requirement is a Master’s degree in a relevant field coupled with at least 5 - 10 years’ experience in a higher education or related sector, of which at least 3 years should be in a management position. A legal qualification would be a distinct advantage. This is a senior management position that requires a dynamic individual with deep knowledge of the South African higher education landscape, and specifically the legislative frameworks, policies and regulations that govern the sector. The candidate must have proven strategic management and leadership capabilities,
and be a strong communicator with the ability to interact with the leadership of universities, student bodies, and various Higher Education Sector Boards and Councils, as well as various government departments. Further requirements are excellent project management, problem solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A valid driver's license.

**RESPONSIBILITIES:** The scope of the Chief Director’s work will include but not be limited to: Providing governance and management support to Councils, Boards and management structures in public higher education institutions (universities and higher education colleges), national institutes and relevant public entities; Developing, implementing and monitoring financial and governance reporting requirements of higher education institutions; Providing governance and management support for the establishment of new institutions as required; Developing, maintaining and managing the implementation of the Annual Reporting Regulations for universities; Developing institutional and system-wide performance indicators for monitoring and evaluating the financial health, good governance and transformation of the HE system; Developing and implementing capacity building programmes for higher education governance structures including Councils, Boards, Student Representative Councils, and Institutional forums; Managing the transfer of subsidies and earmarked funds to Universities and public entities and associated financial monitoring and accounting; Liaising with the Council on Higher Education; the National Student Financial Aid Scheme and National Institutes for Higher Education particularly in relation to their budgets and financial reporting; Managing all aspects related to the appointment of independent assessors and administrators to higher education institutions, institutes and relevant public entities; Managing the promulgation of statutes of universities and appointments of Ministerial Appointees to Councils, Boards and other governance structures; Providing development support to student leadership structures, and student support services, including registration support and mediation with management as necessary; Developing and implementing policy to ensure equitable access to student funding through effective oversight of the National Student Financial Aid Scheme (NSFAS) and other student funding mechanisms; Managing all complaints and queries related to the public higher education sector and Strategic Planning and managing of resources allocated to the Chief Directorate in line with the Senior Management Service in line with the CMC framework.

Enquiries: Dr D Parker, 012 312 6214
CHIEF DIRECTOR: TEACHING AND LEARNING DEVELOPMENT (DHET 102/07/2015)

SALARY: All-inclusive remuneration package of R988 152 per annum (Level 14)

REQUIREMENTS: The minimum educational requirement for this post is a Master’s Degree or equivalent in an appropriate field plus 5-10 years relevant experience in a higher education or related context, of which at least 3 years must be in a management position. An extensive knowledge of, and insight into higher education practitioner, teacher and lecturer education policies, qualifications and programmes; and teaching and learning in universities; extensive knowledge of quality assurance processes and mechanisms in Higher Education; highly developed research and information management skills; excellent project management and communication skills, including proposal and report writing; the ability lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players; good computer skills; a valid driver’s license.

RESPONSIBILITIES: The scope of work of the Chief-Director: Teaching and Learning Development will include, but not be limited to leading and managing the Department of Higher Education and Training’s responsibilities with respect to: developing, supporting and monitoring the implementation of policies and programmes to ensure that a suitable range of quality initial professional, post-professional and postgraduate teacher education qualifications are available at universities that enable sufficient production and further development of professionals working in the range of education sub-sectors including ECD (birth-4 years); schooling, technical and vocational education and training, community education and training and university education; developing, supporting and monitoring the implementation of policies and programmes to strengthen teaching and learning at universities towards improved learning outcomes, including oversight on the qualitative use of government funds, and earmarked grants allocated to enhance teaching, learning and staff development at universities; developing, supporting and monitoring the implementation of policies and programmes on the evaluation and recognition of qualifications for employment in the range of public education sub-sectors, including providing a service to other government departments in this regard; overseeing the establishment and ongoing management of a coordinated postgraduate scholarships management system within the Department of Higher Education and Training.

Enquiries: Dr D Parker, 012 312 6214
DIRECTOR: TEACHING AND LEARNING DEVELOPMENT IN UNIVERSITIES (DHET 103/07/2015)

SALARY: All-inclusive remuneration package of R819 126 per annum (Level 13)

REQUIREMENTS: The minimum educational requirement for this post is a Master’s Degree or equivalent in an appropriate field plus 5-10 years of relevant experience within a higher education or related context. Consideration will be given to candidates with: an extensive knowledge of, and insight into teaching and learning in universities; extensive knowledge of quality assurance processes and mechanisms in Higher Education; highly developed research and information management skills; excellent project management and communication skills, including proposal and report writing; the ability lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in collaboration with academics at universities and with other government departments and relevant role-players; good computer skills; a valid driver’s license.

RESPONSIBILITIES: The scope of the Director’s work will include but not be limited to: developing, supporting and monitoring the implementation of policies to guide the qualitative use of government funds, including earmarked grants allocated to enhance teaching, learning and staff development in universities; collaboration with Quality Councils, Professional Councils, relevant government departments and other stakeholders to ensure improved learning outcomes and success in higher education qualifications; qualitatively supporting and monitoring the implementation of open and distance learning (ODL) policy for the delivery of higher education programmes in relation to its impact on quality teaching and learning outcomes; qualitatively monitoring and supporting the work-integrated learning component of higher education programmes in relation to its impact on quality teaching and learning outcomes; developing and implementing a programme focused on staffing South African universities, including the development of the next generation of academics; and, overseeing the establishment and ongoing management of a coordinated postgraduate scholarships management system within the Department of Higher Education and Training.

Enquiries: Dr D Parker, 012 312 6214
DEPUTY DIRECTOR MANAGEMENT SUPPORT (DHET 104/07/2015)

SALARY: All inclusive remuneration package R671 196 per annum (Level 12)

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification. At least 5 years relevant work experience, and experience in management and administration. Prior experience in a similar position and postgraduate qualifications will be an added advantage. A successful candidate will work closely with universities, other state departments and agencies and other sections within the Department of Higher Education and Training. This is a middle management level position that requires a dynamic individual with strong administrative, office management, writing skills and communication skills. The successful candidate should have sound knowledge and understanding of the Public Sector, as well as extensive knowledge of MS Word and Excel. Strong report and speech writing, project management, and the ability to pay attention to detail are additional requirements for the position. A valid driver’s license.

RESPONSIBILITIES: The scope of the Deputy Director’s work will include but not be limited to: Assisting with management oversight and support to universities, the Council on Higher Education (CHE), South African Qualifications Authority (SAQA), National Student Financial Aid Scheme (NSFAS) Board, and the National Institute for Humanities and Social Sciences (NIHSS); Alienation of immovable property of higher education institutions; Coordinating the activities related to appointing and work of independent assessor, administrators and task teams at higher education institutions; Assisting with specific technical support to HE institutions in respect of higher education financial and reporting matters; Assessment of reports of higher education institutions to ensure financial health and sustainability, including the monitoring of student debt; Administrative, financial assessment and monitoring related to the CHE, SAQA, NSFAS, and NIHSS (budget reviews, review of strategic plans, quarterly reports and annual reports); Processing of applications (financial borrowings and long-term lease of immovable property) from HE institutions. The incumbent should be able to perform in a team environment. Experience in the field of monitoring and evaluation will be a strong recommendation. He/she must also be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations. Good management and supervisory skills are a requirement.

Enquiries: Dr D Parker, 012 312 6214
DIRECTORATE: PRIVATE HIGHER EDUCATION

DEPUTY DIRECTOR PRIVATE HIGHER EDUCATION (DHET 105/07/2015)

SALARY: All inclusive remuneration package R671 196 per annum ((Level 12)

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification and at least 5 years of relevant work experience in a higher education environment or in government. Prior experience in a similar position and a post-graduate qualification will be an added advantage. The appointee will work closely with private higher education institutions; public institutions as well as other stakeholders and other sections within the Department of Higher Education and Training. This is a middle management level position that requires a dynamic individual with strong administrative, office management, writing skills and communication skills. The successful candidate must: be able to write clearly; work independently and responsibly; be able to use different qualitative and quantitative data-bases and where necessary be able to create one; be strategic; pay attention to detail; be able to multi-task in a pressurized environment; be innovative, assertive, and creative. The successful candidate should have a good knowledge and understanding of the policy and legal framework regulating the higher education system and specifically the private higher education sector. In this regard, a legal qualification and legal experience may be an added advantage. Strong report writing, project management, people management, presentation, facilitation, interpersonal, and liaison skills are necessary. A valid driver's license.

RESPONSIBILITIES: The scope of the Deputy Director's work will include but not be limited to: Liaising between the Department and higher education constituencies, primarily private higher education institutions and other stakeholders in the sector; Ensuring efficiency of the Departmental service in dealing with sector queries and complaints received by the Directorate; Overseeing part of the monitoring and evaluation functions with respect to annual reports and amendment of registration.; Creative design and implementation of a cost-effective strategy to market the work of the Directorate and inform the public on how they should go about in identifying complying private higher education institutions; Liaising with the CHE and SAQA in the verification of qualifications and quality assurance; Review of current policy and Regulations; Compile quarterly reports.

Enquiries: Dr D Parker, 012 312 6214
DEPUTY DIRECTOR: UNIVERSITY POLICY AND DEVELOPMENT SUPPORT (DHET 106/07/2015)
SALARY: All inclusive remuneration package R671 196 per annum (Level 12)

REQUIREMENTS: The minimum educational requirement for this post is a Master’s degree or equivalent in a relevant field. The candidate must have at least 5 years of work experience linked to the implementation of research policies and/or HE policies in general. The candidate must be prepared to work odd hours as the job involves travelling from time to time. This is a middle management position that requires strong administrative and operational management competency. Envisaged for appointment in this position is an individual with sound organizational and administrative skills. The individual should have strong computer skills and knowledge of large databases. Furthermore, the position requires excellent analytical skills, especially interpretation of statistical data; project management; strong writing skills, communication skills and sound interpersonal skills. Knowledge of local and international trends in HE generally and HE policy in particular will be an advantage, as will knowledge of the sector and stakeholders concerned. The appointee must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and non-government organizations. A valid driver’s license.

RESPONSIBILITIES: The scope of the position includes, but is not be limited to: Maintenance of the evaluation system for measuring research outputs of HE institutions, and the analysis of related data; Receiving research outputs from institutions and verifying to ensure compliance with the policy; Preparing spreadsheets of publications for evaluation by the research outputs panel; Convening the research outputs panel meetings to evaluate publications from HEIs; Analysing panel decisions and developing an annual report on the results of the research outputs evaluation process; Development and management of relevant policies in various areas of HE; Support of research development and initiatives at HE institutions; Management and implementation of bilateral and multi-lateral education agreements. The successful candidate will also be expected: to provide support to various programmes promoting HE including the Higher Education and Training HIV and AIDS (HEAIDS) programme; Participate in departmental, inter-departmental and various other HE stakeholders’ committees/forums; and provide general administrative support to the Directorate to ensure efficient delivery on goals and targets.

Enquiries: Dr D Parker, 012 312 6214
ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT AND SECTOR LIAISON  
(DHET 110/07/2015)  
SALARY: R288 135 per annum (Level 9)

REQUIREMENTS: An appropriate Bachelor degree /National Diploma or an equivalent qualification as well as 5 year relevant work experience. The candidate must be in possession; have an ability to work under pressure and must be willing to travel and work over time when required; be able to think strategically; and communicate well (written and verbal) with both internal and external stakeholders. Computer literacy, analytical, administrative and information management skills are key requirements. Knowledge and understanding of the policy and legal framework regulating the South African higher education system, as well as some management skills will be added advantages. A valid driver's license.

RESPONSIBILITIES: The responsibilities of this position, to be undertaken within the context of a team will include, but not be limited to: Liaise with and manage higher education constituencies and stakeholders in the sector; Compile and Manage stakeholders' databases: Coordinate SAUS and SRC-related activities: Coordinate the participation of stakeholders in higher education policy development; Facilitate dialogue and meetings between student leadership and the University Management with regard to challenges experienced by student bodies; Facilitate the update and implementation of student governance framework; Respond to university sector queries and complaints received by the Department; Provide general administrative support to the Directorate to ensure efficient delivery on goals and targets.

SENIOR ADMINISTRATIVE OFFICER: UNIVERSITY FINANCIAL AND PHYSICAL PLANNING (DHET 111/07/2015)  
SALARY: R242 382 per annum (Level 8)

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma and 3 years relevant work experience. The position requires a person who has organisational and administrative skills as well as the ability to arrange and systematise information. A sound knowledge of computer applications, including MS Word, MS Excel 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.

RESPONSIBILITIES: 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 for the Directorate; Maintaining a central registry of contact details of higher education planning offices and other offices within higher education institutions as may be required; Making travel and accommodation arrangements for task teams, working groups etc.; Organizing meetings and minute taking at meetings; Preparing supporting documents and data for meetings;

SENIOR ADMINISTRATIVE OFFICER: TEACHING AND LEARNING DEVELOPMENT (DHET 112/07/2015)

SALARY: R242 382 per annum (Level 8)

REQUIREMENTS: An appropriate Bachelor’s Degree/National Diploma and at least three years proven experience in administration together with thorough knowledge of financial management systems. A good understanding and working knowledge of the work flow coordination and events or project management. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements is essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. The candidate must have above average computer skills (MS Office), excellent report writing skills, minutes taking, presentation and general communication (written and verbal), good general office management skills and excellent interpersonal skills.

RESPONSIBILITIES: The successful candidate will be responsible for: Managing the MTEF budget process and monthly cash flow statement for the Chief-Directorate, Providing administrative, logistical and financial support to the Chief Directorate, Providing general office support, including filing, tracking and processing of documents and correspondence, Compiling, managing and updating monthly, quarterly and annual financial and progress reports, Setting up meetings, compiling and distributing accurate minutes of meetings, Preparation of submissions, Coordinate work flow and manage progress reports in the Chief Directorate, and Assuming secretarial functions when required.
SENIOR ADMINISTRATIVE: TEACHING QUALIFICATIONS AND POLICY OFFICER (DHET 113/07/2015)

SALARY: R242 382 per annum (Level 8)

REQUIREMENTS: An appropriate Bachelor's Degree/National Diploma and must have at least three years experience in administration. Consideration will be given to candidates with a thorough knowledge of, and experience in financial management systems; office management; work flow coordination; events and project management; management of monthly cash flow statements, procurement policies and practices and risk and fraud management. Knowledge of Treasury Regulations and the Public Finance Management Act, an above average computer skills (MS Office) and excellent report writing skills, minutes taking skills, presentation skills, written and verbal communication skills and interpersonal skills.

RESPONSIBILITIES: The incumbent will be responsible for: Providing administrative, logistical and financial management support to the Directorate; Providing general office support, including filing, tracking and processing of documents and correspondence; Compiling, managing and updating monthly, quarterly and annual financial and progress reports; Coordinating workflow and managing progress reports in the Directorate; Handling of telephone enquiries. Receiving of incoming qualifications for evaluation. Capturing of personal information on the system, allocate reference numbers of each applications and creating an evaluation template. Preparing for the monthly evaluation committee meetings. Support the evaluators with general office administrative duties such as preparation of evaluation certificate, typing of evaluation letters, making copies, faxing of documents and posting of evaluation letters and certificates. Bookings of meeting venues and arranging training workshops for provincial, TVET college and higher education institutions officials.

PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: UNIVERSITY EDUCATION (DHET 114/07/2015)

SALARY: R242 382 per annum (Level 8)

REQUIREMENTS: A minimum requirement is a Senior Certificate/Grade 12 or NCV certificate, including computer training. A more advanced office management qualification will be a distinct advantage. A minimum of 3 years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint and Outlook.
Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.

**RESPONSIBILITIES:** The scope of work of the Personal Assistant will include but not be limited to: Providing administrative support in the DDG’s office; Manage and administer the DDG’s diary and itinerary; Type and prepare all the necessary documentation for the DDG; Ensure the safe keeping and filing of all documentation and records in the office of the DDG in line with the relevant legislation and policies; Ensure the smooth running of the DDG’s office by handling all correspondence and queries requiring attention; Respond to enquiries received from internal and external stakeholders; Obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; Scrutinize routine submissions/reports and make notes and/or recommendations for the manager; Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager; Handle and manage cash flow in the office of the manager including petty cash; Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders; Interface with internal and external clients.

**PERSONAL ASSISTANT TO DIRECTOR ACADEMIC PLANNING (DHET 115/07/2015)**

**SALARY:** R195 177 per annum (Level 7)

**REQUIREMENTS:** A relevant Senior Certificate/ Grade 12 or NCV certificate, A minimum of 3 years employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.

**RESPONSIBILITIES:** Provide administrative support in the managers’ office. Manage and administer the managers’ diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the managers’ office by handling all correspondence and queries requiring the attention of the manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received
from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

PERSONAL ASSISTANT TO THE DIRECTOR PRIVATE HIGHER EDUCATION (DHET 116/07/2015)

SALARY: R195 177 per annum (Level 7)

REQUIREMENTS: A relevant Senior Certificate/ Grade 12 or NCV certificate. Office management equivalent qualification will be an advantage A minimum of 3 years employment experience in rendering administrative and secretarial support. Knowledge of filing systems, document tracking, storage and retrieval. Competencies needed: Planning and organizing skills. Ability to work independently and in a team, Interpersonal skills, Problem-solving skills, typing skills. Communication (written, verbal and liaising) skills. MS Office, telephone etiquette, Attributes: Confident, Accurate, Independent, take initiatives. Ability to work under pressure and be able to cope with a high workload. Be able to work long hours when required.

RESPONSIBILITIES: Provide secretarial support to the Director. Answering and screening calls. Receive clients or visitors. Arrange meetings, workshops and appointments and provide administrative support. Manage the Director’s diary; arrange travelling and accommodation for the Director. Compile and submit travel claims, cell phone claims, subsistence and travel claims. Scan, Fax, Copy, manage and draft correspondence. Take notes; keep minutes of the meetings and do typing for the Director. File copies of all documentation. Track documents, Type letters, submissions, memos, reports. Manage the filing system of the Directorate and retrieval of documents as and when required. Render general support to the Chief Directorate.
THESE POSITIONS WILL BE CONTRACT BASED FROM THE DATE OF APPOINTMENT UNTIL 31 MARCH 2017

Open Learning System for Post School Education and Training Project

Both posts are contract appointments subject to satisfactory performance and a 6 month probationary period.

Project Manager (DHET 107/ 07/2015)

SALARY: All inclusive remuneration package R819 126 per annum (Level 13)

Requirements: An appropriate Bachelor’s Degree/National Diploma (formal project management qualification will be an advantage); At least 5 to 10 years’ experience in the development and management of learning programmes and learning materials, preferably in an open/online/distance mode. Good understanding of the post-school education and training sector including university education, skills development, adult education and technical and vocational training issues; Demonstrated knowledge of open learning and open educational resource issues in the country, including copyright issues; Strong ability to work independently, as well as manage, coordinate and engage in research outputs; Excellent communication skills, both written and oral; Strong organisational and problem solving skills; Ability to develop and maintain positive relationships with stakeholders, both internal and external. A valid driver’s license.

Duties: Coordinate and facilitate the implementation of all the activities to be carried out under the Open Learning System for Post School Education and Training Project; Manage the day-to-day operations (including finances) of the Open Learning System for Post School Education and Training Project; Prepare reports and presentations on the project outputs for the Director-General, Ministers, and other relevant stakeholders as needed; Prepare project progress reports including financial reports; Organise and lead meetings, workshops, advocacy activities and campaign events as determined by the Open Learning System for Post School Education and Training Project; and Manage the project steering committee activities.

Project Coordinator (DHET 108/ 07/2015)

SALARY: All inclusive remuneration package R566 343 per annum (Level 12)

Requirements: An appropriate Bachelor’s Degree/National Diploma. At least 5 years’ experience in the delivery of high quality education and training in an post school education and training sector; Demonstrated knowledge of open learning and open educational resource issues in the country, including copyright issues; Good understanding of the post-school education and training sector including university education, skills development, adult education and vocational training issues; Experience in the development of open/online/distance learning programmes, courses
and materials; Strong ability to work independently, as well as manage, coordinate and engage in research outputs; Excellent communication skills, both written and oral; Strong organisational and problem solving skills. A valid driver’s license.

**Duties:** Implementation of all the activities to be carried out under the Open Learning System for Post School Education and Training Project; Perform the day-to-day operations of the Open Learning System for Post School Education and Training Project; Assist the Project Manager in preparing reports and presentations on the project outputs for the Director-General, Ministers, and other relevant stakeholders as needed; Assist the Project Manager in preparing project progress reports including financial reports; Organise and participate in meetings, workshops, advocacy activities and campaign events as determined by the Open Learning System for Post School Education and Training Project; and Perform secretariat functions for the project steering committee.

**CHIEF DIRECTORATE: INTERNATIONAL RELATION**

**DIRECTOR: GLOBAL PARTNERSHIPS (DHET 109/07/2015)**

**SALARY:** All-inclusive remuneration package of R819 126 per annum (Level 13)

**Requirements:** An appropriate Bachelor's degree and experience in the conduct of international relations. At least 5 to 10 year’s relevant work experience. Sound understanding of Official Development Assistance issues and trends will be an added advantage. The following competencies are essential: A clear understanding of the role of education in development and international relations and well-versed with the Government’s foreign policies, Excellent written and verbal communication skills Financial management, Strong interpersonal relations. A valid driver’s license.

**Duties:** Manage the partnerships with foreign governments and international agencies such as the UNESCO and Commonwealth in order to advance education and training; Strengthen cooperation in line with the government’s foreign policy objectives and the Department’s priority programmes; Leverage official development assistance and overseas scholarships and programmes; Provide assistance to the Education and Training Attaché in servicing the representative office abroad; Oversee the research of educational developments in the countries with which the Department is dealing; Provide strategic analysis and develop relevant policies and programmes to achieve the implementation of the international programmes in education and training; Contribute to the engagements and international reports; Manage the MTEF budget and monthly cash flow statements and provide strategic leadership to staff. Perform delegated duties and responsibilities under the Public Finance Management Act.

**Note:** Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest 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 COMPREHENSIVE CV AS WELL AS CERTIFIED COPIES OF ALL QUALIFICATIONS, IDENTITY DOCUMENT (ID) AND DRIVERS LICENCE (WHERE IT IS REQUIRED). IT IS THE APPLICANT’S RESPONSIBILITY TO HAVE FOREIGN QUALIFICATIONS EVALUATED BY THE SOUTH AFRICAN QUALIFICATION AUTHORITY (SAQA). FAILURE TO SUBMIT THE REQUESTED DOCUMENTS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED. CANDIDATES WHOSE APPOINTMENT 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.

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.

CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORT-LISTED APPLICANTS. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OR FAXED AND EMAILED APPLICATIONS WILL NOT BE CONSIDERED.

CLOSING DATE: 31 JULY 2015

ENQUIRIES: Mr D Sebela/ Ms D Pholo

TEL NO: 012 312 5512/0123125027