

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the reference number to: the Director-General, Department Of Higher Education And Training, Private Bag, X174, PRETORIA, 0001 or hand deliver to: 123 Francis Baard Street. 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** : 11 October 2016 at 16h00
- NOTE** : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, 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 representivity 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.

MANAGEMENT ECHELON

- POST 38/** : **CHIEF DIRECTOR: FINANCIAL PLANNING AND MANAGEMENT REF NO: DHET 222/09/2016**
- SALARY CENTRE REQUIREMENTS** : All inclusive remuneration package R1 068 564 per annum, Level 14
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification Accounting Science, Financial Management, or Public Finance Management. An Honours Bachelor's degree will be an added advantage. The qualification should be coupled with at least no less than 5 to 10 years' experience in the post-school education and training sector. Registration as a Chartered Accountant (CA) with the South African Institute of Chartered Accountants (SAICA) will be an added advantage. This is a senior 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 CET College management and councils. Further requirements are excellent project management, problem-solving and 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
- DUTIES** : The scope of the Chief Director's work will include but not be limited to: Providing leadership to the Directorates: Institutional Funding (CFF) and Budget Planning and Management (CFB) within the Community Education and Training (CET) Branch in the execution of their functions in compliance with applicable legislation, regulations and Departmental prescripts; Management of the financial functions within the CET branch to ensure sound financial management, oversight, formulation of governance frameworks and policies and ensuring accurate reporting within the organization; Planning and monitoring of the equitable distribution of funding to increase access to a variety of programmes in CET Colleges; Monitoring the financial management and performance of the CET Colleges; Development of governance

frameworks for the CET Colleges; Development of standardized financial policies for CET Colleges; Development of Business Management Systems (BMS) for the CET College financial reporting and uploading into the DHET Management Information System (MIS); Development of norms and standards for funding the CET Colleges; Development and maintenance of a costing model for the CET qualifications and part-qualifications; Timeous distribution of accurate budget allocations to CET Colleges; Provide sound financial advice on the key decisions within the CET branch through the formulation and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; Assisting the CET Branch to manage external and internal audits, including the formulation of responses to audit findings, designing and implementation of audit action plans and strengthening of internal controls; Management and oversight of the CET Branch budgets including cash flow and expenditure monitoring; Preparation and consolidation of National Treasury Bids on behalf of the CET Branch and interaction with the Office of the Chief Financial Officer (CFO); and serving member in various committees as nominated by the Deputy Director-General as and when required.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/ : **CHIEF DIRECTOR REF NO: DHET 109/09/2016**
Branch: University Education
Chief Directorate: Institutional Governance and Management Support

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package R1 068 564 per annum, Level 14
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification in a relevant field coupled with at least 5 to 10 years working experience in a higher education or related sector. 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. Financial, Human Resource and Management 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.

DUTIES : 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, 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 : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/ : **CHIEF DIRECTOR (REF NO DHET 201/09/2016)**
CHIEF DIRECTORATE: NATIONAL SKILLS FUND (NSF)

SALARY : **R 1 068 564 per annum (All-Inclusive Remuneration Package) (Level 14)**
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification in a relevant field, coupled with at least 5 to 10 years middle/senior management working experience in managing organisations of a national scale in the private or public sector. A relevant post graduate qualification would be a distinct 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 eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to excellent project management, 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 knowledge of the post school education and training system will be an added advantage. 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 NSF's core functional area of skills development implementation, consisting of eight directorates, with an estimated staff complement of +-70 permanent employees and +-40 interns, which may also be located in the regions across the country; Initiate skills development programmes and projects timeously that are strategically aligned and in compliance with policies and procedures; Manage financial and performance information reporting on skills development programmes and projects nationally and across the regions to ensure it is performed timely and accurately; Evaluate the output, outcome and impact of skills development programmes and projects; Stakeholder engagement and report writing; Problem solving; Develop programme/project management frameworks, standardized approaches and methodologies, policies and procedures related to the implementation of skills development programmes and projects; Perform strategic planning; Develop and report on performance indicators; Manage the resources of the Chief Directorate; Participate as an active member of the NSF executive team.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **CHIEF DIRECTOR STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE REF NO: DHET 202/09/2016**

SALARY : R1 068 564 per annum (All-Inclusive Remuneration Package), Level 14
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification in a relevant field, coupled with at least 5 to 10 years middle/senior management working experience in strategically managing organisations of a national scale in the private or public sector. A relevant post graduate qualification would be a distinct advantage. This is a senior management position that requires a dynamic individual with proven strategic management, leadership and people management capabilities that is able to strategically lead the organisation towards achieving its strategic goals and objectives. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, especially on a strategic level. Experience in strategic

planning, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resources is critical to the position. Further skills requirements relates to excellent project management, ICT management, monitoring and evaluation, problem solving and analysis, technical proficiency, report writing, preparing presentations, marketing and communication, knowledge 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 knowledge of the post school education and training system will be an added advantage. 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 NSF's core functional area of strategy, innovation and organisational performance, consisting of three to five directorates responsible for organisational performance & reporting, strategy, partnerships & innovation, ICT and analytics, skills development programmes and projects initiation and evaluation, and programme monitoring; Develop and implement the NSF's strategic plans (incl. ICT strategy), annual performance, operational plans; Engage and manage NSF strategic stakeholders; Oversee socio-economic research, trend analysis and innovation in skills development practices; Oversee the design and implementation of interactive organisational performance processes, incl. the cascading of strategic performance indicators and targets down to individual performance plans throughout the organisation; Monitor and report on the performance against strategic plans, annual performance plans and operational plans; Responsible for writing and distributing integrated reports, which includes the NSF's integrated annual reports, quarterly reports, monthly reports, business intelligence reports and stakeholder reports; Initiate skills development programmes and projects timeously that are strategically aligned and in compliance with policies and procedures; Evaluate the output, outcome and impact of skills development programmes and projects; Oversee NSF innovation on skills development delivery; Evaluate overall NSF operations (incl. business processes and ICT) and implement enhancements; Oversee the launch of continuous improvement initiatives and the enablement of a culture of continuous improvement; Oversee knowledge and data management; Ensure compliance with relevant legislation and frameworks; Oversee, manage, maintain and implement NSF's ICT systems; Develop relevant policies and procedures; Manage the resources of the Chief Directorate; Participate as an active member of the NSF executive team; Participate in DHET skills planning processes.

ENQUIRIES

: Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/

: **DIRECTOR: BURSARIES REF NO: DHET 226/09/2016**
Branch: National Skills Fund
Directorate: Bursaries

**SALARY
CENTRE
REQUIREMENTS**

: R898 743 per annum (All-Inclusive Remuneration Package), Level 13
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification in a relevant field, coupled with at least 5 to 10 years middle/senior relevant management working experience. 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. The candidate must have also have experience in bursaries, project and/or programme management. Further skills requirements relates 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 knowledge of the post school education and training system will be an added advantage. 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 Bursaries Directorate; Oversee activities related to the initiation and evaluation of bursaries and the bursary outreach programme; Develop the marketing and sourcing strategy for the Bursary Directorate; Report on the initiation and evaluation process of bursaries funded by the NSF; Oversee the consolidation and recording of lessons learned; Ensure that all documentation related to bursaries initiation and evaluation is submitted for knowledge management purposes; Oversee activities related to monitoring of bursaries funded by the NSF; Ensure monitoring site visits are conducted; Oversees bursaries performance reporting; Report on the monitoring process of bursaries funded by the NSF; Perform bursaries strategic planning; Develop and report on performance indicators; Manage the resources of the Chief Directorate; Participate as an active member of the NSF executive team.
- ENQUIRIES** : Mr D Sebela/ Ms D Pholo, Ms P Masoma Tel NO: 012 312 5512/ 0123125027/0123125739
- POST 38/** : **DIRECTOR: CET BUDGET PLANNING AND FINANCING (REF NO DHET 225/09/2016)**
- SALARY CENTRE REQUIREMENTS** : **All-inclusive remuneration package of R 898 743 per annum (Level 13)**
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification in any of the following specializations: Accounting Science, Financial Management, or Public Finance Management. The qualification should be coupled with at least not less than 5 to 10 years' work experience in the post-school education and training 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.
- DUTIES** : The scope of the Director's work will include but not be limited to: Determination and distribution of credible and equitable budgets to CET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the CET Branch and CET Colleges; Analysis and reporting on the expenditure trends of the CET College budgets; Analysis and reporting on the audited Annual Financial Statements of CET Colleges; Reporting on the level of functionality of financial management systems in CET Colleges; Research and analysis of emerging issues to inform the development and review of funding policies; Maintain costing models to support funding policy implementation, including adequacy and pro-poor funding models.
- ENQUIRIES** : Mr D Sebela/ Ms D Pholo, Ms P Masoma Tel NO: 012 312 5512/ 0123125027/0123125739
- POST 38/** : **DIRECTOR: CET COLLEGE GOVERNANCE AND MANAGEMENT SUPPORT RE NO: DHET 224/09/2016**
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R898 743 per annum, Level 13
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification plus no less 5 to 10 years of relevant experience within the post-school education and training sector. A post-graduate degree will be an added advantage. Willingness to work irregular hours and travelling extensively. Computer skills (MS Word, MS PowerPoint, Ms Excel, MS Access and MS Outlook). A valid driver's license. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all legislation, policies and strategies governing CET Colleges in South Africa. Good knowledge and understanding of the Public Finance Management Act (PFMA), will be an added advantage. A valid driver's license.
- DUTIES** : The scope of the Director's work will include but not be limited to: Providing governance and management support to CET College Councils and management. Providing governance and management support to ensure the optimal functionality councils and management. Developing and implementing capacity building programmes for Councils, management and student representative councils. Monitoring the effectiveness of capacity-building projects for Councils, management and student leadership. Managing all aspects related to the appointment of independent assessors and

administrators to CET colleges; Managing the promulgation of CET college statutes and appointments of Ministerial Appointees to Councils; Developing instruments for monitoring the performance of Councils.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **DIRECTOR: CET COLLEGE LECTURER DEVELOPMENT AND SUPPORT REF NO: DHET 228/09/2016**

SALARY CENTRE REQUIREMENTS : All-Inclusive Remuneration Package of R 898 743 per annum
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification plus not less than 5 to 10 years of relevant experience within the post-school education and training sector. A post-graduate degree and experience in lecturer development and support in any of the post-school education and training institutional sub-system will be added advantages. A sound and thorough knowledge of policies and strategies relating to lecturer development and support in the Post School Education and Training sector. Willingness to work irregular hours and extensive travelling. Computer skills in 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 legislation, policies and strategies governing CET Colleges in South Africa. A valid driver's license.

DUTIES : Provide strategic leadership on lecturer development and support. Develop legislation, policies and strategies for Continuing Professional Development in CET Colleges. Manage and coordinate national interventions on lecturer development and support. Investigate and develop incentive schemes for lecturer development and retention. Develop appropriate databases for lecturer qualification and placement profiles in the CET College sector. Establish appropriate mechanisms for monitoring and evaluating lecturer development and support policies and strategies. Link and co-ordinate with relevant role players and stakeholders for ensuring coherent lecturer development and support within the CET College sector. Participate in relevant structures and processes dealing with lecturer development and support issues at a national level..

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **DIRECTOR: LEGAL AND LEGISLATIVE SERVICES FOR EDUCATION INSTITUTIONS REF NO: DHET 180/09/2016**

Branch: Planning Chief Directorate: Legal and Legislative Services

SALARY CENTRE REQUIREMENTS : R898 743 per annum (All-Inclusive Remuneration Package), Level 13
: Pretoria
: Applicants must be in a possession of an LLB degree, and who is admitted as an attorney or advocate or eligible to be committed as such, supported by at least 5 to 10 years working experience. Experience in Higher Education and Training Laws will be a strong recommendation. Skills required: excellent written; verbal communication and computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

DUTIES : The appointee will head the Directorate: Legal and Legislative Services for Education Institutions and will be fully involved in drafting and monitor implementation of education legislation (Bills, Acts and Regulations pertaining to the DHET); co-ordinating; monitoring, evaluating and supporting the effective implementation of relevant legislation. Administer legislation of statutory bodies; rendering a legal interpretation and advisory service to the Department and higher education institutions. Manage court cases on behalf of the Minister and DG of DHET. Draft advice on national and international agreements and negotiate the terms of the agreement with parties.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **DIRECTOR: PUBLIC RELATIONS AND COMMUNICATIONS REF NO: DHET 207/09/2016**

Directorate: Public Relations and Communications

- SALARY CENTRE REQUIREMENTS** :
- : R898 743 per annum (All-Inclusive Remuneration Package), Level 13
 - : Pretoria
 - : An appropriate Bachelor's Degree/National Diploma or equivalent qualification in a relevant field, coupled which at least 5 to 10 years working experience in public relations and communication in the private or public sector. Candidates with experience in establishing new public relations and communications functions for organisations will have an added advantage. This is a senior management position that requires a dynamic individual. Further skills and competency requirements relate to strategic capability and leadership, marketing and communication management and people management and empowerment, problem solving and analysis, technical proficiency, quality management, budgeting and financial management. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the post school education and training system will be an added advantage. 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 communication requirements within tight time-frames.
- DUTIES** :
- : Develop public relations and communication strategy, plans, policies and guidelines for the NSF; Develop and implement public awareness campaigns for the NSF; Oversee advocacy campaigns for the NSF; Oversee the development and maintenance of a stakeholder strategy and stakeholder map; Advise the Executive Officer (EO) and other NSF employees on media and public relations matters; Oversee media and awareness training for NSF employees; Prepare briefing notes and speeches for the EO as required; Mine for NSF success stories through reading skills development project reports and by engaging project managers; Perform story writing and sharing thereof; Manage content of NSF's website; Manage communication on social media related to the NSF; Manage all activities to improve the image and reputation of the NSF; Build and maintain good partnerships with key stakeholders at multiple levels of interaction; Ensure stakeholder satisfaction and accountability at all times; Perform external and internal communications; Manage the graphic design, proofreading and printing of all NSF external reports; Manage the resources of the Directorate; Participate as an active member of the NSF executive management team.
- ENQUIRIES** :
- : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
- POST 38/** :
- : **DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE REF NO: DHET 209/09/2016**
 - : Directorate: Legal, Governance, Risk and Compliance
- SALARY CENTRE REQUIREMENTS** :
- : R898 743 per annum (All-Inclusive Remuneration Package), Level 13
 - : Pretoria
 - : An appropriate legal qualification Bachelor's Degree e.g. LLB, BCom (Law)), coupled which at least 5 to 10 years middle/senior management working experience in legal, governance, risk and/or compliance in the private or public sector. Candidates that have both legal and financial qualifications will have a distinct advantage. This is a senior management position that requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the sector, as well as practical experience in providing legal services, risk management, compliance services and secretarial services. Further skills and competency requirements relate to negotiation, problem solving and analysis, technical proficiency, quality management, budgeting and financial management and human resource management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to perform in a team environment. Good knowledge of the post school education and training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.
- DUTIES** :
- : Establish and head the NSF's Legal, Governance, Risk and Compliance Directorate, responsible for all NSF's activities related legal services, risk management services, compliance, governance and secretarial services; Develop, revise and implement frameworks, policies, procedures and regulations related to legal, governance, risk, compliance and secretarial services; Monitor and ensure compliance with legal requirements and good governance practices; Provide legal advice and support to NSF management,

NSF governance structures and other NSF working groups, which includes advice and support on contracting, contract management, procurement and legislative amendments; Develops governance strategy and annual plan which includes the governance reporting calendar; Coordinate and provide secretarial support; Coordinate reporting to the NSF governance structures; Determine NSF's governance and compliance needs and addresses them accordingly; Aligns governance and compliance processes and practices to support the NSF and its strategic objectives; Liaises with stakeholders; Establishes procedures to ensure channels of communication between stakeholders operate effectively i.e. regular committee meetings; Keeps stakeholders up to date on trends and issues; Reviews and approves reports and meeting materials prior to committee meetings; Manage NSF's risk management functions; Manage and maintain the risk register, including review thereof and regular reporting thereon; Ensure the effectiveness of existing risk mitigation and controls is evaluated and reported on; Draft monthly, quarterly and annual legal, governance, risk and compliance reports; Manage the development and implementation of a risk management awareness programme throughout the NSF; Manage the resources of the Directorate; Participate as an active member of the NSF executive team.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **DIRECTOR: INTERNAL AUDIT REF NO: DHET 210/09/2016**
Directorate: Internal Audit

SALARY : R898 743 per annum (All-Inclusive Remuneration Package), Level 13
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification, coupled with at least 5 to 10 years middle/senior management working experience in financial management, accounting or auditing in the private or public sector. Candidates with a CA (SA) or Certified Internal Audit (CIA) qualification and advanced experience in internal audit in an audit firm or large corporation will have a distinct advantage. This is a senior management position that requires a dynamic hardworking individual. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES : Establish and head the NSF's Internal Audit Directorate; Develop and implement NSF's internal audit strategies and plans; Report to the Audit and Risk Committee; Provide secretarial services to the Audit and Risk Committee; Oversee the implementation of the decisions of the NSF's Audit and Risk Committee; Ensure that internal audit principles have been consistently observed; Oversee fraud investigations; Manage outsourced audit service providers; Oversee and monitor the implementation of the fraud prevention strategy; Audit the effective and efficient design of internal controls and implementation thereof and recommend improvements; Monitor reporting to the Audit Committee, Minister, Director General, Executive Officer, Department of Higher Education and Training, National Treasury and the Auditor-General of South Africa; Ensure that risk is assessed and mitigation and controls evaluated; Examine, evaluate, report and recommend improvements on risk processes; Monitor internal controls; Manage the resources of the Directorate; Develop and maintain internal audit policies and procedures; Participate as an active member of the NSF executive team.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **DIRECTOR: TEACHER, LECTURER & PRACTITIONER EDUCATION REF NO: DHET 110/09/2016**
Chief Directorate: Teaching and Learning Development

SALARY : All-inclusive remuneration package of R898 743 per annum, Level 13
CENTRE : Pretoria

- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent in an appropriate field plus 5 to 10 years working relevant experience in a higher education or related context. A Master's degree will be an added advantage. An extensive knowledge of, and insight into higher education practitioner, teacher and lecturer education practices policies, qualifications and programmes; 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. Management, Human Resource Management and Financial skills. 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; and a valid driver's license.
- DUTIES** : The scope of work of the Director: Teacher, Lecturer and Practitioner Education will include, but not be limited to leading and managing the Department of Higher Education and Training's responsibilities with respect to: Developing, maintaining, supporting and monitoring the implementation of national teacher, lecturer and practitioner education policies. Conceptualising and implementing programmes and projects to strengthen teacher, lecturer and practitioner education at universities. Contributing to the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development, by taking responsibility for the activities relating to strengthening institutional capacity for the delivery of qualifications-based teacher education programmes for the pre-school and schooling sectors. Monitoring teacher supply and demand patterns, teacher education enrolments, graduation and graduate employment patterns and using information to inform planning for the production of teachers for the pre-school, schooling and post-schooling sectors.
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
- POST 38/** : **DIRECTOR REF NO: DHET 111/09/2016**
BRANCH: UNIVERSITY EDUCATION
CHIEF DIRECTORATE: TEACHING AND LEARNING DEVELOPMENT
DIRECTORATE: INTERNATIONAL SCHOLARSHIPS
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R898 743 per annum (Level 13)
: Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma or equivalent qualification. A relevant postgraduate degree will be an added advantage. At least 5 to 10 years relevant experience with. Experience in and a good understanding of the higher education and training sector. Knowledge and/or prior experience in international relations, including a track record of working with foreign embassies. Prior experience in managing a scholarship programme in the higher education environment; highly developed research, planning, information management and project management skills, and ability to manage people. Good knowledge and understanding of the Public Finance Management Act (PFMA), 1999. Management, Human Resource Management and Financial skills. Good communication skills and interpersonal relation with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. Willingness to travel domestically and internationally. A valid driver's license.
- DUTIES** : Establishing standard operating procedures for incoming scholarship offers and the acceptance of scholarship offers, and ensuring that these procedures are adhered to; Developing and maintaining close links with foreign governments (via embassies) and other agencies; Actively exploring new and expanded scholarship opportunities; Actively exploring possibilities for linking scholarship recipients with employment or internship opportunities; Establishing and maintaining a fit-for-purpose database to assist with the effective administration of the Scholarship Management Directorate; Assisting with the communications needs of the directorate (media, branding, website), in close collaboration with the Chief Director to ensure the greatest reach possible; Managing the Directorate including: Planning deadlines and ensuring adherence thereto; Budget management and accurate recordkeeping of relevant expenditure; Staff management; Managing the day-to-day operations; Preparing reports and presentations; Organising and leading meetings, workshops and events, as well as the management of the relevant committees;

- Representing the Scholarship Management Directorate and the DHET on relevant internal and external advisory panels and committees.
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
- POST 38/** : **DIRECTOR: FINANCIAL PLANNING AND REPORTING REF NO: DHET 203/09/2016**
Directorate: Financial Planning And Reporting
- SALARY CENTRE REQUIREMENTS** : R898 743 per annum (All-Inclusive Remuneration Package), Level 13
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification in financial management and accounting, coupled which at least 5 to 10 years middle/senior management working experience in financial management, accounting or auditing in the private or public sector. Candidates with a CA (SA) qualification will have a distinct advantage. This is a senior management position that requires a dynamic hardworking individual with technical expertise in financial planning and reporting. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.
- DUTIES** : Perform financial planning and budgeting; Manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training, the Auditor-General of South Africa, the Public Investment Corporation and the Audit Committee; Perform investment management and cash flow management functions; Perform financial reporting functions, including drafting NSF's annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad-hoc financial reports; Evaluate changes in financial reporting frameworks and legislation for possible impact on NSF's financial reporting; Perform ongoing financial analysis and make recommendations; Perform financial presentations; Manage monthly and annual financial closure processes; Manage external and internal auditors and serve as central coordination point for audit information requests; Manage daily, weekly, monthly and annual accounting and recordkeeping functions; Manage the resources of the Directorate; Develop and maintain financial planning and reporting policies and procedures; Participate as an active member of the NSF executive team.
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
- POST 38/** : **DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION REF NO: DHET 204/09/2016**
Directorate: Financial Management and Administration
- SALARY CENTRE REQUIREMENTS** : R898 743 per annum (All-Inclusive Remuneration Package), Level 13
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification in financial management and accounting, coupled which at least 5 to 10 years middle/senior management working experience in financial management, accounting or auditing in the private or public sector. Candidates with a CA (SA) qualification will have a distinct advantage. This is a senior management position that requires a dynamic hardworking individual with strong leadership and people management skills to manage the directorate of +- 20 employees. Further skills and competency requirements relate to strategic capability, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must

		be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.
<u>DUTIES</u>	:	Manage the daily processing of payments, receipts and other financial accounting transactions; Manage debtors and creditors; Manage revenue, administrative expenses and levy collection costs; Manage monthly and annual financial closure processes; Manage the preparation and review of all relevant financial workbooks; Manage recordkeeping function and central registry; Manage the preparation of audit files to be used by the Auditor-General of South African and internal audit during auditing processes; Manage physical assets and inventories, including leases; Manage facilities, including rental agreements for office space and parking, security services, cleaning services, repairs and maintenance, receptionists and boardroom bookings; Manage travel agents and travel office; Manage mailroom and messenger functions; Manage telecommunication costs and bills; Manage the resources of the Directorate; Provide advice on financial management and administration matters; Develop and maintain financial management and administration policies and procedures; Participate as an active member of the NSF executive team.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DHET 205/09/2016</u> Directorate: Supply Chain Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R898 743 per annum (All-Inclusive Remuneration Package), Level 13 Pretoria An appropriate Bachelor's Degree/National Diploma or equivalent qualification in a relevant field, coupled which at least 5 to 10 years middle/senior management working experience in supply chain management in the private or public sector. This is a senior management position that requires a dynamic hardworking individual with practical experience in supply chain management and strategic sourcing. Further skills and competency requirements relate to negotiation, problem solving and analysis, technical proficiency, quality management, budgeting and financial management and human resource management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to perform in a team environment. Good knowledge of legislation and prescripts applicable to supply chain management in the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.
<u>DUTIES</u>	:	Establish and head the NSF's Supply Chain Management Directorate; Perform strategic sourcing for the NSF, taking into consideration value for money, quality and developmental aspects; Manage procurement processes (incl. tenders and quotations) in accordance with applicable legislative and policy prescripts; Perform secretarial functions for the procurement committees, which includes the Bid Adjudication Committee, Bid Specifications Committees and Bid Evaluation Committees; Facilitate contractual agreements with providers; Develop and implement procurement strategies and plans, that is aligned to NSF's strategic plans and needs; Ensure compliance to supply chain management legislation and prescripts; Establish and maintain supply chain management systems; Develop and maintain supply chain management policies and procedures; Ensure efficient supply chain management; Manage the resources of the Directorate; Participate as an active member of the NSF executive team.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>DIRECTOR: ICT AND ANALYTICS REF NO: DHET 206/09/2016</u> Directorate: ICT and Analytics
<u>SALARY CENTRE REQUIREMENTS</u>	:	R898 743 per annum (All-Inclusive Remuneration Package), Level 13 Pretoria An appropriate Bachelor's Degree/National Diploma or equivalent qualification in the ICT and/or data management field, coupled which at least 5 to 10 years middle/senior management working experience in ICT and/or data management in the private or public sector. Candidates with extensive experience in the implementation of Enterprise Resource Planning (ERP) systems, Customer Relationship Management (CRM) systems and Enterprise

Content Management (ECM) systems will have a distinct advantage. This is a senior management position that requires a dynamic individual with technical expertise in ICT strategy development and implementation, ICT infrastructure management and data management. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, project management, communication management, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the ICT frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Excellent computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES

: Develop the NSF's IT strategy in line with the NSF's strategic direction, management plans and business processes; Monitor the implementation of the NSF's IT strategy; Oversee IT governance and risk management including developing a risk management and information security framework, ensuring compliance with relevant legislation and IT frameworks, developing and implementing the IT and information disaster management framework and developing and implementing strategies/interventions to mitigate/address IT risks; Review and manage the NSF's IT infrastructure requirements and prepare a plan on how to address these; Evaluate overall IT operations and recommend and implement enhancements; Implement, manage and maintain the NSF's IT systems, which includes amongst others the NSF's ERP system, CRM system, ECM system and Program, Project and Portfolio Management System; Oversee data management; Manage the resources of the Directorate; Participate as an active member of the NSF executive management team.

ENQUIRIES

: Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

7POST 38/

: **DIRECTOR: TEACHING QUALIFICATIONS AND POLICY (EDUCATOR QUALIFICATIONS AND POLICY (EQP) REF NO: DHET 112/09/2016**

SALARY CENTRE REQUIREMENTS

: All-inclusive remuneration package of R898 743 per annum, Level 13
 : Pretoria
 : An appropriate Bachelor's Degree/National Diploma or equivalent qualification, supplemented by at least 5 to 10 years relevant experience. A relevant postgraduate degree will be an added advantage. An extensive understanding of qualification frameworks in general, both local and foreign, in addition to specific knowledge on teacher education qualifications sub-frameworks. An extensive general knowledge of teacher education system, including key policies and frameworks that relate to teacher education, and knowledge of teacher education practices and programmes, An extensive knowledge of the range of teacher education qualifications offered currently and historically in South Africa, and in other countries, particularly countries of origin of foreign teachers who currently seek employment in South Africa. A good knowledge of employment conditions in different public education sub-systems that enables an understanding of the relationship between qualifications policies and requirements for employment and remuneration. Relevant work experience in the evaluation of qualifications and programmes. Ability to work collaboratively with public and private providers of teacher/lecturer education programmes, with other government departments, and with other organizations in quality assurance, recognitions and/or accreditation of teacher education qualifications (e.g. CHE/HEQC, SAQA etc.). Proven ability in policy analysis, policy development and policy implementation. Highly developed research, planning, information management and project management skills, and ability to manage people. Good knowledge and understanding of the Public Finance Management Act (PFMA), 1999. Good communication skills and interpersonal relation with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint and a valid driver's license and willingness to travel.

DUTIES

: Developing and maintaining national policies on professional higher education qualifications for teachers in the public schooling sector and teachers/lecturers in the public post-schooling sector; Providing support to the sector on the implementation and interpretation of education qualifications policy; Evaluating new/revised teacher education programmes submitted by higher education

institutions and recommend for approval, in line with prevailing policies; Developing and maintaining national policy with regards to the recognition of educator qualifications for employment in different public education sectors. Evaluation sets of individual local and foreign qualifications for employment in education and for REQV recognition, in line with prevailing policies; Providing training, guidance and support to provinces and higher education institutions in regard to policy implementation on evaluation of teaching qualifications for employment in education and for further study in teacher education; Working closely with SACE, Educator Unions, CHE/HEQC, SAQA and other relevant role-players in regard to qualification recognition and accreditation.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 012 3125089

OTHER POSTS

POST 38/ : **DEPUTY DIRECTOR: FUND MANAGEMENT (FINANCIAL MANAGER POSITION FOR PROJECTS) 6 POSTS REF NO: DHET 211/09/2016**
Directorate: Fund Management

SALARY CENTRE REQUIREMENTS : R726 276 per annum (All-Inclusive Remuneration Package), Level 12
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification in financial management and accounting, coupled which at least 5 years working experience in financial management, accounting or auditing in the private or public sector. Candidates with a CA (SA) qualification will have a distinct advantage. Further skills and competency requirements relates to strategic capability and leadership, budgeting and financial management, problem solving and analysis, knowledge management, technical proficiency, quality management, monitoring and evaluation, negotiation, stakeholder engagement and management, communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel extensively across the country, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES : Provide financial management support to NSF project managers and skills development providers for portfolio of skills development projects funded by NSF; Perform financial due diligence during the initiation of new skills development projects; Perform financial monitoring of the portfolio of projects, including monitoring project expenditure against actual performance and approved budgets; Perform financial reporting for the portfolio of projects during the execution and close-out thereof; Check and approve project payment drawdown requests; Prepare relevant financial workbooks; Develop monthly, quarterly, annual and ad-hoc financial reports; Provide the expenditure forecasting for portfolio of projects; Prepare audit files for portfolio of projects for use during auditing by the Auditor-General of South Africa and internal audit; Participate as an active member of the NSF finance team.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **DEPUTY DIRECTOR: BURSARIES MONITORING 2 POSTS REF NO DHET 212/09/2016**
Directorate: Bursaries

SALARY CENTRE REQUIREMENTS : R726 276 per annum (All-Inclusive Remuneration Package), Level 12
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification in a relevant field, coupled which at least 5 years middle management relevant working experience. This is a middle management position in a core functional area that requires a dynamic individual with proven experience in managing bursaries, projects and/or programmes. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates 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 knowledge of the post school education and training system will be an added advantage. 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 : Manage the co-ordination of monitoring site visits, the collection of information and reporting; Implement the monitoring and evaluation log frame for bursary agencies and outreach students; Define performance indicators; Monitor bursary agency sites and student performance; Update the monitoring and evaluation framework; Review monitoring reports to monitor and report on the status and progress of bursaries funded by the NSF and adherence to agreements by bursary agencies; Develop lessons learned for knowledge management purposes; Participate as an active member of the Bursaries team.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: DHET 135/09/2016, OFFICE OF THE DDG: CORPORATE SERVICES, CORPORATE SERVICES**

SALARY : Compensation In Accordance With the Treasury Guidelines/ Hourly Rates for Committee Chairpersons

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree and a post graduate qualification in risk management or internal auditing with more than ten (10) years management experience gained from both auditing and risk management. Deep understanding of the Risk Management principles and the Public Sector Risk Management Framework at large; COSO Framework; Governance practices and active participation in the Governance structures; knowledge and understanding of the Department of Higher Education and Training mandate, policies and procedures; Public Finance Management Act & Treasury Regulations; Knowledge and understanding of the fraud prevention strategies and regulations; knowledge and understanding of the Business Continuity Management and Planning and ICT strategies. Must be a member of IRMSA, IIASA and be available for the Department of Higher Education and Training Risk Management Committee meetings. A valid driver's license.

DUTIES : The successful candidate will be expected to provide an overall leadership in ensuring that a Risk Management Committee established to assist the Accounting officer in discharging his responsibilities for Risk Management, operates as a united team and carries out its duties/ responsibilities effectively as prescribed by the Risk Management Committee Charter of the Department. The chairperson shall lead and direct Risk Management Committee meetings; shall together with the Committee members review and recommend the approval of policies and strategies for risk management including fraud prevention and business continuity management/ planning; shall review the risk management work and encourage full participation of all members so that fruitful inputs that will assist in improving functioning of the risk management function within the Department are provided. Above all, the chairperson of the Committee will be expected to perform any other duty as may be prescribed by the Public Sector Risk Management Framework with regards to functioning of the Committee and ensure compliance with the MPAT requirements for Risk Management.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/ : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)**
Branch: Technical and Vocational Education and Training

SALARY : All-inclusive remuneration package of R612 822 per annum (Level 11)

CENTRE : TVET COLLEGES: Mopani East (Ref No: DHET 88/09/2016),

Nkangala (Ref No: DHET 89/09/2016),
King Hintsa (Ref No: DHET 90/09/2016),
Ekurhuleni West (Ref No: DHET 91/09/2016),
Buffalo City (Ref No: DHET 92/09/2016),
West Coast (Ref No: DHET 93/09/2016),
Ekurhuleni East (Ref No: DHET 94/09/2016),
North Link (Ref No: DHET 215/09/2016)

- REQUIREMENTS** : An appropriate Bachelor's degree or equivalent qualification relevant to the post. 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 as head of department or Senior Lecturer in the Education and Training environment will be an added advantage. 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, capacity building processes and the National Qualification Framework (NQF) in education especially relating to Curriculum management and 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. 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 D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
- POST 38/** : **DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)**
- SALARY CENTRE** : All-inclusive remuneration package of R612 822 per annum, Level 11
: Tshwane North Ref No: DHET 95/09/2016,
: Nkangala Ref No: DHET 96/09/2016,
: Taletso Ref No: DHET 97/09/2016
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification relevant to the post. 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. Knowledge of all 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. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess 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.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/ : **DEPUTY PRINCIPAL: REGISTRAR**

SALARY CENTRE : All-inclusive remuneration package of R612 822 per annum, Level 11
: Mopani East (Ref No DHET 98/09/2016),
: Buffalo City (Ref No DHET 99/09/2016),
: King Hintsa (Ref No DHET 100/09/2016),
: Ekurhuleni East (Ref No: DHET 101/09/2016)

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; Advanced computer literacy - Microsoft applications; Strategic planning skills; Good organizational skills; Good interpersonal relationships; Good communication skills and ability to form networks; Ability to work under pressure and meet deadlines. 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 D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/ : **DEPUTY DIRECTOR: NATIONAL NORMS AND STANDARDS FOR FUNDING INFRASTRUCTURE OF TVET COLLEGES REF NO: DHET 102/09/2016**

SALARY CENTRE : All-inclusive remuneration package of R612 822 per annum, Level 11
: Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification. A qualification with Economics or Econometrics would be an added advantage. A minimum of five (5) years' relevant working experience preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislation for public colleges. Experience in policy development, implementation and analysis. Experience in implementation, monitoring and reporting. Knowledge and understanding of the Public Finance Management Act. Good financial, analytical and research skills. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Advanced computer skills with extensive knowledge of MS Word and MS Excel. Experience in financial management in a Government environment will be advantageous.

DUTIES : Develop the infrastructure funding policy in support of education and training delivery in TVET Colleges and monitor its implementation. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Benchmarking against other financing policies globally. Gather, analyse and utilise data for the development of National Norms and Standards for funding TVET Colleges infrastructure. Research and analysis of emerging issues to inform development and the review of infrastructure funding norms and standards. Determine the required infrastructure needs in relation to teaching and learning delivery. Monitor the implementation of the infrastructure funding norms and standards to identify areas for improvement as well as to update, improve and ensure optimal infrastructure delivery. Report on the implementation of the infrastructure funding norms. Perform administrative and

financial management tasks related to the post as well as other related functions as negotiated with the Director. Development and maintenance of a National Fixed Asset Register for immovable assets relating to TVET Colleges that complies with the requirements of GRAP.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **DEPUTY DIRECTOR: STUDENT DEVELOPMENT AND SUPPORT REF NO: DHET 104/09/2016**
Chief Directorate: Programmes, And Qualifications

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R612 822 per annum, Level 11
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification. We seek a highly motivated individual, fully committed to the transformation of the public TVET College sector, and which must include appropriate training as an educator and 5 years' actual or appropriate experience. Extensive knowledge of College qualifications and curricula is essential. Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to provide leadership, think conceptually, manage people and work together in a multidisciplinary team under pressure is very important. Knowledge of the TVET College policy environment particularly since the establishment of the Department of higher Education and Training, Excellent writing ability and verbal communication, Proven co-ordination and organizational skills, A demonstrable ethos of public service promotion, transformation and service delivery excellence, Innovative thinking and leadership, Computer literacy, a valid driver's license.

DUTIES : Maintaining and advancing a national Student Support Services framework for TVET Colleges; Assist in the development, management and implementation of academic support materials and systems in TVET Institutions; Monitor, assess, and report on the academic performance in TVET Colleges on the ministerial approved programmes; Coordinate and manage programmes that will strengthen the capacity of TVET institutions to provide effective academic support programmes to students; Oversee the development and implementation of pre-entry support for students in TVET institutions; Guiding the development and management of policy, development strategies, procedures and guidelines for student academic support related to ensuring quality, responsive and success in programmes offered; Managing, planning and co-ordinating projects; Investigating latest developments in the field to acquire, store, assess and disseminate curriculum development information to support a responsive TVET College System.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **DEPUTY DIRECTOR (BRANCH COORDINATOR) IN THE BRANCH PLANNING, POLICY AND STRATEGY (REF NO: DHET 229/09/2016)**

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R612 822 per annum, Level 11
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification with five (5) years' work experience; Knowledge of relevant higher education related legislative frameworks and policies; 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 : Assist the DDG to monitor the implementation of executive decisions; Assist the DDG in developing strategic and operational plans for the branch; 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.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **DEPUTY DIRECTOR: FRAUD PREVENTION REF NO: DHET 136/09/2016**

SALARY CENTRE : All-inclusive remuneration package of R612 822 per annum, Level 11
: Pretoria

REQUIREMENTS : An appropriate Bachelor Degree or National Diploma in Forensic Investigation/ Law/ Forensic Audit/ Internal Auditing or equivalent qualification plus five (5) working experience in the prevention and combating of fraud/ corruption within the public service or outside the public service. Good understanding of the theory and practices of Fraud Prevention. Affiliation with relevant professional bodies will be an added advantage. Knowledge and understanding: Good understanding of the investigation methods and techniques; Promotion of Access to Information Act (No 2 of 2000); Protected Disclosures Act (PDA) (No 26 of 2000); Promotion of Administration of Justice Act (No3 of 2000); Prevention and Combating of Corrupt Activities Act (No 12 of 2004); Public Finance Management Act (PFMA) (No 1 of 1999); Financial Intelligence Centre Act (FICA) (No 38 of 2001); and Prevention of Organised Crime Act (POCA) (No 121 of 1998). Skills: Strong analytical skill; Ability to work independently; Ability to communicate at all levels, both verbally and in writing; Interviewing skills; Ability to motivate other people; Good human relations; Ability to manage conflict situations effectively; Good leadership and managerial skills; Project Management skills; Presentation skills; and Computer literate. A valid driver's license.

DUTIES : Coordinate and monitor code of ethical values to prevent illegal, unethical, or improper conduct. Develop and review the standards of conduct by developing and periodically reviewing Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees. Monitor implementation of government code of ethics. Respond to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures. Develop and oversee a system for uniform handling of such violations. Ensure the development and implementation of code of conduct and anti-corruption education and awareness programme. Liaise with internal stakeholders on issues of ethics and anti-corruption. Conduct Fraud/ Corruption risk assessments and investigations on allegations of fraud/ corruption. Review all the reports received, interview claimants and witnesses, and locate records in an effort to collect and disseminate evidence that relates to the allegations. Conduct secret surveillances, Compile a report with detailed findings and recommendations. Regularly report to relevant oversight structures.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DHET 137/09/2016**

SALARY CENTRE : All-inclusive remuneration package of R612 822 per annum, Level 11
: Pretoria

REQUIREMENTS : An appropriate Bachelor Degree/National Diploma in Labour Relations/Human Resource Management or equivalent qualification; A post graduate in Labour Relations will be an added advantage; At least 5 years appropriate experience post obtaining of the qualification and 4 years supervisory experience; Knowledge of the relevant legislation/policies/prescripts and procedures; Good planning, leading, organizing, and coordination skills; Good communication skills (both verbal and written), presentation, conflict resolution skills, attention to detail, methodical and assertiveness; Reasonable experience in using computer applications MS Word, Excel, PowerPoint and Outlook; A valid driver's license.

DUTIES : The Deputy Director will provide specialised labour advice and assistance to perform any labour related functions such as but not limited to chairing investigations, initiating of dispute management; Design , develop, implement and maintain Labour Relations policies; Operationalizing labour policies,

- strategies and budgets. Capacitate colleges in dealing with management of misconduct and discipline; Implement reporting tools on disciplinary, misconduct and grievance cases.
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089
- POST 38/** : **DEPUTY DIRECTOR: SCHOLARSHIPS MANAGEMENT REF NO: DHET 114/09/2016**
Chief Directorate: Teaching and Learning Development
Directorate: International Scholarships
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R612 822 per annum, Level 11
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification. A relevant postgraduate degree will be an added advantage. At least 5 years relevant experience. Experience in and a good understanding of the higher education and training sector. Experience in international relations and working with foreign governments. Excellent research and writing skills. Prior experience in working with a scholarship programme in the higher education environment. Project management skills. Good knowledge and understanding of the Public Finance Management Act (PFMA), 1999. Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. A valid driver's license and willingness to travel domestically and internationally. A valid driver's license.
- DUTIES** : Scholarships Management Committee secretariat; Manage the communication needs and visibility of scholarships programmes (media, branding, website etc.); Analyse and evaluate trends and developments in international scholarships and identify international higher education institutions and degree programmes for scholarships. Assess incoming scholarship offers, initiate new programmes, negotiate funding and facilitate bilateral agreements and the implementation, rollout and monitoring thereof. Manage application processes for scholarships. Represent the Department on steering or advisory committees. Generally support the work of the Scholarships Management Directorate, including providing advice and reports on request and to other senior managers in the Department and the ministry on areas that relate to the work of the directorate, and to deputise for the Director: Scholarships Management. Managing the sub-directorate including: Planning deadlines and ensuring adherence thereto; Budget management and accurate recordkeeping of relevant expenditure; Staff management; Managing the day-to-day operations; Preparing reports and presentations;
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089
- POST 38/** : **DEPUTY DIRECTOR: STUDENT LIAISON AND SUPPORT REF NO: DHET 115/09/2016**
Chief Directorate: Teaching and Learning Development
Directorate: International Scholarships
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R612 822 per annum, Level 11
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification. A relevant postgraduate degree will be an added advantage. At least 5 years relevant experience. Experience in and a good understanding of the higher education and training sector. Knowledge of database development and management. Prior experience in working with a scholarship programme in the higher education environment. Experience in development of funding proposals and in financial management. Highly developed research, planning, information management and project management skills, and ability to manage people. Good knowledge and understanding of the Public Finance Management Act (PFMA), 1999. Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. Willingness to travel domestically and internationally. A valid driver's license.
- DUTIES** : Establishing and maintaining a fit-for-purpose database to assist with the effective administration of scholarships. Developing and implementing support mechanisms for scholarship recipients before, during and after completing their

studies. Developing and updating appropriate policy instruments and protocols e.g. contractual obligations of scholarship recipients; Preparing funding proposals, facilitating payments, monitoring scholarship funds and ensuring compliance with reporting requirements of funding organisations; Generally support the work of the Scholarships Management Directorate, including providing advice and reports on request and to other senior managers in the Department and the ministry on areas that relate to the work of the sub-directorate, and to deputise for the Director: Higher Education Scholarships. Managing the sub-directorate including: Planning deadlines and ensuring adherence thereto; Budget management and accurate recordkeeping of relevant expenditure; Staff management; Managing the day-to-day operations; Preparing reports and presentations;

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 01231

POST 38/ : **DEPUTY DIRECTOR: PROJECT MANAGER) REF NO: DHET 170/09/2016**
2 year contract
Chief Directorate: Indlela

SALARY : R612 822 per annum all inclusive remuneration package, Level 11
CENTRE : Indlela

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Architectural or equivalent in the built environment with Project Management as part of the qualification or a separate Project management qualification. A minimum of five (5) years proven project management experience in built environment. A valid driver's license. Good knowledge of Public Financial Management Act (PFMA), Treasury Regulations and related act. Strategic Planning. Good knowledge of Departmental policies and prescripts. Project management skills. Good communication skills Good written and verbal communication skills. Good facilitation, reporting, consultation, time management, and monitoring skills. Planning and organizing skills. Ability to work under pressure. Good Analyzing and interpretation skills. Good problem solving skills. Good management/leadership and supervisory skills. Computer literacy. A valid driver's license.

DUTIES : Develop, and implement a project plan in line with the approved business plan for the Recapitalization of INDLELA / NAD situated in Olifantsfontein. Develop terms of reference for the appointment of contractors and/or suppliers through the Government tendering and procurement processes and the PFMA. Manage the implementation of all work done in terms of quality, cost and time. Monitor and report progress to the CD INDLELA/NAD. Apply effective document management and control of all project related documentation. Ensure all contractors and suppliers complies with the Occupational Health and Safety Act and relevant regulations. Attain approval from the Department of Public Works and continually liaise with the Department of Public Works on all work to be done and work in process.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **DEPUTY DIRECTOR: TEACHING AND LEARNING DEVELOPMENT IN UNIVERSITIES REF NO: DHET 113/09/2016**

SALARY : All-inclusive remuneration package of R612 822 per annum (Level 11)
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent in an appropriate field plus 5 years of relevant experience within a higher education or related context. A relevant postgraduate qualification, and experience in a relevant management position will be a distinct advantage. 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; understanding of basic financial management systems; the ability to work with 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; and good computer skills; a valid driver's license.

DUTIES : 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; cultivate

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; support the Director in managing the Directorate including assisting with planning, budgeting and management of staff within the line function, and deputizing for the Director when required to do so.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: PARLIAMENTARY LIAISON OFFICER (PLO) IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DHET 155/04/2015**

SALARY : R389 145 per annum, Level 10
CENTRE : Pretoria and Cape Town

REQUIREMENTS : An appropriate Bachelor Degree/National Diploma qualification or equivalent qualification with at least to five (5) years relevant work experience in the Parliamentary environment. Postgraduate qualification will be an added advantage. Thorough knowledge of the interaction between Departments, Parliament and Cabinet; understanding of the mandate and functional areas covered by the Executing Authority's portfolio; knowledge of political, Cabinet and Parliamentary legislative processes in South Africa; knowledge of Minimum Information Security Standards (MISS) and understanding of the Department. Strong organisational abilities; time-management, analytical and research skills; ability to practically interpret legislation, policy and other documentation administered by the Department. Good communication skills; excellent report-writing skills; Computer literacy (proficiency in MS Word, Outlook, PowerPoint – ability to draft or edit PowerPoint presentations). High level of reliability, confidentiality, diplomacy and managerial skills. Professionalism, the ability to deal with people from a wide range of backgrounds and levels of seniority.

DUTIES : Monitor events in Parliament/legislatures and brief the Director-General/Department on matters that affect the Department's portfolio. Communicate and coordinate all relevant parliamentary obligations. Coordinate Parliamentary questions, receive question papers for oral and written replies from Parliament, identify questions relevant/directed to the Department and consolidate responses to questions. Coordinate Parliamentary Committee meetings in terms of notices and presentations required by Committees, coordinate the attendance of Departmental officials/delegations at Parliamentary meetings, legislation briefings and oversight visits, etc. Attend the Parliamentary Committee meetings, oversight visits and compile reports where applicable. Processing correspondence sent from Parliament that comes through the Office of the Director-General. Support the Director-General in Parliamentary work. Assist on Cabinet matters, receive and review Cabinet documents and identify issues that affect the Department; management of Cabinet Memoranda in terms of MISS and relevant legislation; prepare briefing notes for the Director-General on matters identified. Exercise financial control. Provide a supervisory role to the Senior Administrative Clerk.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: QUALITY ASSURANCE SYSTEM DEVELOPMENT REF NO: DHET 171/09/2016**
(Contract position until 31 March 2020)

SALARY : R389 145 per annum, Level 10
CENTRE : Indlela

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification (N T or S stream), a qualified artisan with competency as an Assessor and Moderator. Five year's work experience in trade testing, moderation and assessment tool development in trade qualifications. A valid driver's license. Knowledge of ICT Management inclusive of Systems Development Planning. Knowledge of Policy Development inclusive relevant Legislation. Good knowledge of Skills Development Act. Public Financial Management Act (PFMA), Stakeholder Management. Good knowledge of Departmental policies and prescripts. Project management skills. Good communication skills Good written and verbal communication skills and ability to facilitate workshops and

		present policies. Planning and organizing skills Ability to work under pressure. Good Analyzing and interpretation skills. Good management and supervisory skills. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Appoint and manage Artisan Trade Assessment Quality Partner representatives on all artisan Trade Development Quality Partner structures and provide guidance with the development of the qualification assessment specification. Coordinate the development and maintenance of national artisan trade tests, pre assessment, RPL toolkits, assessments and moderation instruments for all listed artisan trades aligned to QCTO policies. Coordinate the development and maintenance of a national web based system for artisan trade testing, moderation, certification recommendation and appeals. Develop and maintain a system for continuous improvement of the national trade testing system for artisan development inclusive of building capacity and provide support to Trade Test Centre's within the system.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>ASSISTANT DIRECTOR: CAREER GUIDANCE AND MANAGEMENT REF NO: DHET 172/09/2016</u> (Contract position until 31 March 2020)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R389 145 per annum, Level 10
	:	Indlela
	:	An appropriate Bachelor's Degree/National Diploma in Career Guidance or any relevant qualification. Five years' work experience. Good knowledge of the BAS System. Good knowledge of Departmental Policies and Prescripts. Good knowledge of Skills Development Act. Public Financial Management Act (PFMA), Stakeholder Management. Computer literacy (Word, Excel and Power Point), facilitation and presentation, systems planning and management and project management. Good report writing skills. Good management and leadership skills. Good verbal and communication skills. Good marketing skills. A valid driver's license.
<u>DUTIES</u>	:	To coordinate, manage and implement career guidance training as part of the Decade of the Artisan programme. To coordinate, manage and implement artisan career guidance training in conjunction with Career Development Services of the DHET. To coordinate, manage and implement artisan career guidance training in conjunction with the office of the Deputy Minister in support of their programme. Develop post event interventions to monitor the effectiveness of career guidance training given to stakeholders at all events. Liaise with SETAs to ensure a single coordinated artisan development career guidance system is implemented in line with national strategies. Ensure the procurement and availability of career guidance materials. Manage the overall artisan career guidance programme for the National Artisan Development Chief Directorate.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>ASSISTANT DIRECTOR: ASSETS AND FACILITIES REF NO: DHET 213/09/2016</u> Directorate: Financial Management and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R389 145 per annum, Level 10
	:	Pretoria
	:	An appropriate Bachelor's Degree/National Diploma or equivalent qualification in a relevant field, coupled which at least 5 years working experience in assets management, facilities management and/or financial management and accounting. Further skills and competency requirements relate to budgeting and financial management, problem solving and analysis, knowledge management, technical proficiency, quality management, stakeholder engagement and management, communication management, change management and people management and empowerment. This is a middle management position that requires a dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel extensively across the country, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES : Manage the provision of appropriate facilities for head office and regions, including office space and parking; Manage facilities, assets and inventories planning and budgeting; Manage the allocation and usage of facilities space and assets across NSF; Oversee the general repairs and maintenance of NSF's facilities and assets; Manage cleaning services; Ensure buildings meet health and safety requirements and that facilities comply with legislation; Manage the NSF's facilities, assets and inventory policies and procedures; Develop and maintain the NSF's asset and inventory procurement plan and registers; Manage the purchase requisitions of assets and inventories; Manage the rental and lease agreements related to facilities and assets; Manage the receipt, safeguarding, disposal, tracking and recordkeeping of assets and inventories, including barcoding of assets; Manage facilities and assets help desk, including the management of all requests, queries and complaints related to facilities, assets and inventories; Perform asset and inventory counts; Manage receptionists services; Manage boardroom bookings and related services; Prepare relevant financial workbooks; Prepare audit files related to facilities, assets and inventories for use by the Auditor-General of South Africa and internal audit during audit processes; Manages audit queries related facilities, assets and inventories; Participate as an active member of the NSF finance team.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: FINANCE (REF NO DHET 214/09/2016)**
DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

SALARY : **R 389 145 per annum (Level 10)**
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification in the financial management or accounting field, coupled with at least 5 years working experience in financial management, accounting and/or auditing. Candidates with a Chartered Accountant (South Africa) qualification will have a distinct advantage. Further skills and competency requirements relate to budgeting and financial management, problem solving and analysis, knowledge management, technical proficiency, quality management, stakeholder engagement and management, communication management, change management and people management and empowerment. This is a middle management position that requires a dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES : Review and prepare relevant finance workbooks; Review and capture accounting transactions; Perform daily, weekly and monthly reconciliations; Perform debtor and creditor functions; Review invoices and payment packs for payment and approve payments; Review payment security checks; Manage the upload of payment batches; Capture supplier banking details; Review receipts and accounting of revenue; Ensure proper recordkeeping of transactions; Ensure that suspense accounts are cleared on a monthly basis; Manage the resources of the Directorate; Participate as an active member of the NSF finance team.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: FINANCE AND PROVISIONING SERVICES REF NO: DHET 107/09/2016**

Directorate: Examinations Management and Monitoring
Sub-Directorate: Administration and Support

SALARY : R389 145 per annum, Level 10
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Commercial Sciences or equivalent qualification with at least 5 years' relevant experience in a financial environment. Must possess a sound knowledge of budgeting, procurement processes, PFMA, Treasury Regulations, PPPFA and BBBEE. The incumbent must be adaptable, disciplined, self-confident, be able to work independently, willing to work overtime and maintain a high level of

confidentiality. Good writing and communication skills including drafting of reports. Proven financial management skills. Research and co-ordination skills. Computer literacy including extensive experience in the use of Excel in a financial environment. Analytical and problem solving skills. Leadership skills. A valid driver's license.

DUTIES : Preparing National Treasury inputs for Medium Term Expenditure Framework (MTEF), Annual Estimate of National Expenditure (ENE) and Adjustment Estimate of National Expenditure (AENE) forecasts. Ensure financial control of the Chief Directorate allocated budget, keeping records of expenditure trends, shifting of funds, cash flow management. Provide advice and support to Responsibility Managers (Budget Holders) on budget and procurement matters. Ensure submission and approval of national tariffs for examination related duties in accordance with Personnel Administrative Measures (PAM). Preparation of demand management and procurement plan in accordance with the budget. Manage and control of the national examination inventory stores and strong rooms. Acquire and dispatch examinations inventory to TVET colleges in the nine provinces. Verification and processing of requisitions, orders and payments to suppliers. Management of support services (GG Vehicles, internal stores, equipment and travel & subsistence). Manage transversal contracts from National Treasury and State Information Technology Agency. Manage payment of examiners, translators, moderators and makers examination related duties claims. Manage all human resource matters and performance management and development system (PMDS) for the unit.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: SETA PERFORMANCE MANAGEMENT, MONITORING AND REPORTING REF NO: DHET 166/09/2016**
Directorate: SETA Performance Management

SALARY CENTRE REQUIREMENTS : R389 145 per annum, Level 10
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification, at least five (5) years relevant work experience. Skills and Competencies: Knowledge of Departmental policies and procedures, public service processes and procedures, Monitoring and Evaluation, Presentation skills Report writing skills and Project management skills. Computer skills, Knowledge of the following legislations: Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levies Act (NSDS), Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) and Batho Pele Principles. Driver's license code 8.

DUTIES : Develop a SETA Performance Management, monitoring and evaluations tools and mechanisms, Prepare quarterly monitoring reports on the implementation of National Skills Development Strategy (NSDS), Coordinate written responses to Parliamentary, Presidential hotline and Public queries and complaints within the Chief Directorate SETA Co-ordination, Provide coordination and secretariat support to performance strategy development and implementation. To analyse and recommend approval of SETA Strategic plans and Service Level Agreements. Support SETAs to deliver their obligations in terms of National Skills Development Strategy. Scrutinize/analyse incoming correspondence, management of staff within the Chief Directorate, management of the office budget. Coordinate the Special Projects (Provincial, Ministerial and Rural Development Projects). Writing of MEMOs, Letters and Submissions for the office of the Chief Director.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: SETA PERFORMANCE MANAGEMENT, MONITORING AND REPORTING REF NO: DHET 167/09/2016**
Directorate: SETA Performance Management

SALARY CENTRE REQUIREMENTS : R389 145 per annum, Level 10
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification, at least five (5) years relevant work experience. Skills and Competencies: Knowledge of Departmental policies and procedures, public service processes and procedures, Monitoring and Evaluation, Presentation skills Report writing skills and Project management skills. Computer skills, Knowledge of the

- following legislations: Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levies Act (NSDS), Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) and Batho Pele Principles. Driver's license code 8.
- DUTIES** : Develop a SETA Performance Management, monitoring and evaluations tools and mechanisms, Prepare quarterly monitoring reports on the implementation of National Skills Development Strategy (NSDS), Coordinate written responses to Parliamentary, Presidential hotline and Public queries and complaints within the Chief Directorate SETA Co-ordination, Provide coordination and secretariat support to performance strategy development and implementation. To analyse and recommend approval of SETA Strategic plans and Service Level Agreements. Support SETAs to deliver their obligations in terms of National Skills Development Strategy. Scrutinize/analyse incoming correspondence, management of staff within the Chief Directorate, management of the office budget.
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
- POST 38/** : **ASSISTANT DIRECTOR: EDITING (X2) (REF NO DHET 108/09/2016)**
DIRECTORATE: ITEM DEVELOPMENT AND MARKING
SUB-DIRECTORATE: EDITING
- SALARY CENTRE REQUIREMENTS** : R389 145 per annum (Level 10)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification, which must include English and Afrikaans at 3rd year level and appropriate training in editing and 5 years' experience in an electronic editing and/or translation environment. A qualification in editing and/or translation will serve as a strong recommendation. Applicant must possess extensive knowledge and experience of MS Word and specifically the editing and formatting of documents. Good interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and be able to function in a high pressure work environment. Good written and verbal communication skills, bilingualism (English and Afrikaans) and interpersonal skills are essential. Extensive knowledge of linguistic and language practices, in particular language editing, proofreading and translation as well as competence in terms of word processing programs is a definite requirement. A valid driver's license.
- DUTIES** : Implement operational security measures regarding the editing, translation, storage and flow of question papers, national assessment tasks and marking guidelines. Editing of question papers, national assessment tasks and marking guidelines submitted by panels. Correlation of content of marking guidelines against question papers and national assessment tasks. Verify correctness of amendments and changes made to national assessment instruments by typists. Translation of question papers and marking guidelines into Afrikaans. Correlation of Afrikaans translations of question papers and marking guidelines against original English version. Conduct technical quality checks of national assessment instruments. Interpret and apply policies and guidelines relevant to language style, editing and translation conventions. Maintain a work flow register and electronic filing system.
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089
- POST 38/** : **ASSISTANT DIRECTOR: PRIVATE HIGHER EDUCATION MONITORING AND EVALUATION REF NO: DHET 117/09/2016**
Directorate: Private Higher Education
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package R311 784 per annum, Level 09
: Pretoria
: An appropriate Bachelor Degree/National Diploma or equivalent qualification in information management, financial administration or electronic database management. At least 5 years relevant work experience. The incumbent must have previous experience in a similar position. The incumbent should be a creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills, both verbal and written, are required to deal with people at all levels in the

Department and the PHEI sector and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook and Power point. Proven skills and experience with electronic databases is an important requirement for the position.

DUTIES : Assisting the Deputy Director in providing recommendations to the Registrar on the assessment of annual reports, applications for amendment, applications for conversion received from PHEIs; assisting the Deputy Director in processing annual reports, applications for amendments and conversions from screening to the final assessment; assisting the Deputy Director in establishing, maintaining and updating the database for the monitoring of annual reports with respect to compliance with the HE Act; assisting the Deputy Director in establishing, maintaining and updating the database for the monitoring of registration/accreditation cycles; assisting the Deputy Director in liaising with the Council on Higher Education (CHE) on matters of accreditation with respect to PHEIs and with other related internal and external stakeholders; assisting the Deputy Director in managing queries and complaints received from PHEIs on annual reporting, amendments and conversions; assisting the Deputy Director in providing an assessment of annual reports and financial statements on an annual basis with respect to compliance to the Act; assisting the Deputy Director in the role of secretariat on the Appeals Committee and assisting the Deputy Director in managing the process of referral of in legal providers to the South African Police Services (SAPS).

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: UNIVERSITY POLICY AND DEVELOPMENT SUPPORT REF NO: DHET 118/09/2016**
Directorate: University Policy and Development Support

SALARY CENTRE REQUIREMENTS : R311 784 per annum, Level 09
: Pretoria
: An appropriate Bachelor Degree/National Diploma or equivalent qualification, as well as at least 5 years appropriate experience. The candidate must have some experience in project management, a sound knowledge of the South African higher education sector, and be able to think strategically and communicate well (written and verbal) with both internal and external stakeholders. Computer literacy and the ability to work with large amounts of data is a key requirement. Strong analytical and management skills will be added advantages.

DUTIES : Assist with the implementation of the research output policy; Support the process of journal review and applications for inclusion in the South African list of approved journals; Update and maintain the South African Approved Journals list; Assist with the development and implementation of any other policies within the Directorate as required; Keep records of the financial activities of the Directorate, receive cash flows, provide regular reports to the finance section in line with the Public Finance Management Act (PFMA); Provide general administrative support to the Directorate to ensure efficient delivery on goals and targets

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: UNIVERSITY MANAGEMENT SUPPORT REF NO: DHET 119/09/2016**
Chief Directorate: Academic Planning and Management Support

SALARY CENTRE REQUIREMENTS : R311 784 per annum, Level 09
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification with Financial Administration subjects and a minimum of five years' experience in management and administration. A successful candidate will work closely with universities, other state departmental agencies and other sections within the Department of Higher Education and Training. This position requires a dynamic individual with strong administrative, office management, writing skills and communication skills. 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. 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.
<u>DUTIES</u>	:	The scope of the Assistant Director's work will include but not be limited to: Assisting with public higher education institutions, 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 assessors, administrators and task teams at higher education institutions; Assisting with specific technical support to the 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 and financial assessment and monitoring related to the CHE, SAQA, NSFAS, and NIHSS (budget reviews, review of strategic plans, quarterly reports and annual reports) and Processing applications (financial borrowings and long-term lease of immovable property) from institutions.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>ASSISTANT DIRECTOR: STUDENT LIAISON AND SUPPORT REF NO: DHET 120/09/2016</u> Chief Directorate: Teaching and Learning Development Directorate: International Scholarships
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09 Pretoria An appropriate Bachelor's Degree/National Diploma or equivalent qualification. A relevant postgraduate degree will be an added advantage. At least 3 years relevant experience. Experience in and a good understanding of the higher education and training sector. Knowledge of database management. Prior experience in working with a scholarship programme in the higher education environment. Excellent communication skills and good interpersonal relations, particularly in dealing with the public. Above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint. Willingness to travel domestically and internationally. A valid driver's license.
<u>DUTIES</u>	:	Establishing and maintaining a fit-for-purpose database to assist with the effective administration of scholarships. Developing and implementing support mechanisms for scholarship recipients before, during and after completing their studies. Developing and updating appropriate policy instruments and protocols, e.g. contractual obligations of scholarship recipients. Generally support the work of the Scholarships Management Directorate, including drafting reports, presentations and correspondence. Accreditation.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>ASSISTANT DIRECTOR: NATIONAL NORMS AND STANDARDS FOR INFRASTRUCTURE FUNDING OF TVET COLLEGES – DEVELOPMENT AND IMPLEMENTATION REF NO: DHET 103/09/2016</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09 Pretoria An appropriate Bachelor's Degree/National Diploma or equivalent qualification. A qualification with Economics/Econometrics/Built Environment will be an added advantage. Five (5) years relevant work experience preferably in funding frameworks and policies. Policy analysis, development and implementation skills are key. Extensive knowledge of the policies and legislative framework in Technical and Vocational and Educational Training (TVET) Colleges including the Continuing Education and Training Act and Public Finance Management Act. Financial, analytical, research and excellent writing skills are required. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Good computer skills with high level knowledge and application of MS Word and Excel.
<u>DUTIES</u>	:	Gather, analyse and utilise data for the development of National Norms and Standards for Infrastructure Funding of TVET Colleges. Responsible for development and implementation of the infrastructure funding norms.

Development and reviewing of the existing infrastructure funding norms. Develop, implement and report on the advocacy strategy of the infrastructure funding norms. Develop methodologies for implementation of the infrastructure funding policy. Conduct readiness assessment for implementation of the infrastructure funding norms.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: REGISTRATION, MONITORING AND EVALUATION REF NO: DHET 217/09/2016**
Chief Directorate: Planning and Institutional Support
Directorate: Private Colleges

SALARY CENTRE REQUIREMENTS : R311 784 per annum, Level 09
: Pretoria
: An appropriate Bachelor's Degree/National Diploma in Education, or Business/Public Administration or equivalent qualification coupled with 5 years working experience in education or related field. Knowledge of education laws and their interpretation and implementation. Familiarity with the Continuing Education and Training Act, 2016 and related Regulations for the registration of private colleges. Knowledge of monitoring and evaluation within the context of education. Good presentation, organisation, problem-solving, analytical and project execution skills. Information processing and evaluation skills. Written and verbal communication skills. Research skills. Professional report writing skills Document management skills.

DUTIES : Evaluate applications for registration as private colleges in terms of applicable legislation. Prepare submissions for registration and certification of private institutions for the Registrar of Private Colleges. Process applications for amendment of registration and prepare submissions thereon. Facilitate publication of the names of registered private colleges in the Government Gazette. Manage conversion of provisionally registered private colleges to full registration. Implement policy and procedures for monitoring and evaluation of registered private colleges. Develop and regularly update monitoring site instruments. Plan and execute monitoring and evaluation activities that include distribution and receipt of annual reporting forms. Schedule and conduct monitoring site visits on registered private colleges. Analyse and integrate data from annual reporting forms and monitoring site visit reports to compile a comprehensive report on the compliance and performance of registered private colleges. Draft letters of cancellation of registration of defaulting registered private colleges for the Registrar of Private Colleges. Deal with enquiries relating to monitoring and evaluation of registered private colleges. Prepare for and participate in the Directorate's empowerment sessions with registered private colleges. Undertake research as may be required from time to time.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: TVET EXAMINATIONS REF NO: DHET 105/09/2016**
Directorate: Resulting and Certification
Sub-Directorate: Resulting and Certification

SALARY CENTRE REQUIREMENTS : R311 784 per annum, Level 09
: Pretoria
: An appropriate Bachelor Degree/National Diploma or equivalent qualification. At least 5 years' experience in the administration of examinations specifically related to the registration and resulting of TVET College candidates on an examinations IT system. The incumbent will be responsible for coordinating the Coordinate the registration and resulting of candidates for each Engineering Studies examination cycle. The applicant must have a valid driver's license and be prepared to work overtime. The incumbent must be adaptable, disciplined, self-confident and be able to work independently and under pressure in a diverse team. Good interpersonal, writing and communication skills; Project management and co-ordination skills; Knowledge of TVET College examination registration and resulting administration and IT systems; Computer literacy and report writing skills; Analytical and problem solving skills; Be able to think conceptually.

DUTIES : Interpret and apply policies and quality council directives relevant to timetabling, registration and resulting processes for each examination cycle.

Verify and recommend requests for concessions regarding candidates with special educational needs and manage examinations time clashes. Create registration documentations for Examinations Centres and perform examinations data extraction, resulting and consolidation processes on the examination IT system to facilitate the release of results for each examinations cycle. Coordinate and recommend responses to queries regarding registration and resulting of candidates for each examination cycle. Manage the printing, coordination and distribution of entry permits, marks sheets, results and certification of candidates. Implement and oversee operational security measures relevant to registration and resulting processes. Manage the evaluation of staff and allocation of tasks and functions. Liaising with Provincial Education Department and DHET officials in the provinces regarding the registration and resulting of TVET candidates.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: RESEARCH REF NO: DHET 183/09/2016**

Branch: Planning, Policy and Strategy
Chief Directorate: System Planning, Monitoring and Evaluation
Directorate: Research and Evaluation

SALARY : R311 784 per annum, Level 09

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Education or a relevant Social Science discipline; At least five years' experience in writing research and/or evaluation reports in areas pertaining to post-school education and training; Experience in the management of large-and small-scale research or evaluation projects; Experience in developing research proposals as well as terms of reference for commissioned research; Experience in the development of tools and instruments for information gathering and reporting; Experience in promoting research utilization; Appropriate computer, writing and verbal skills

DUTIES : Manage small- and large-scale research projects; Prepare terms of reference for commissioned research; Prepare research proposals; Undertake small research projects; Evaluate research proposals; Prepare the research bulletin on post-school education and training; Coordinate and manage the work of the research forum on post-school education and training; Maintain the research repository on post-school education and training; Quality assure research and evaluation reports; Undertake tasks associated with research coordination; Develop and maintain research networks; Work independently as well as part of a team, especially across DHET units; Make oral presentations at seminars, workshops and conferences; Perform any other reasonable task assigned by the Director.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT, ORGANISATIONAL DESIGN AND POLICY DEVELOPMENT REF NO: DHET 138/09/2016**

SALARY : R311 784 per annum, Level 09

CENTRE : Pretoria

REQUIREMENTS : An appropriate three year Bachelor's Degree/National Diploma in Management Services, Human Resources Management, Public Management or equivalent qualification, coupled with at least five (5) years' work experience, three years of which must have been in human resources management, in the area of change management, organisational development, work study and HR policy development. Training and experience in job analysis will serve as an added advantage to the candidate. Preference will be given to candidates who have experience in organisational development/ design or work study, as well as job evaluation. A successful candidate must have sound knowledge of organisational design, work study, HR policy development and job evaluation. The candidate must be able to demonstrate insight and sound knowledge of legislation, regulations, policies and principles applicable to human resources management and change management.

DUTIES : The incumbent will be responsible for managing the implementation of Organizational Development services in respect of Organizational Design, Work-study, Business Process Re-engineering, Change Management, Job Evaluation and Job Descriptions. The incumbent will also manage the development, implementation and review of policies related to Organizational Design, Job Evaluation and Job Descriptions of the Department.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DHET 139/09/2016**

SALARY CENTRE REQUIREMENTS : R311 784 per annum, Level 09
: Pretoria
: An appropriate Bachelor Degree/ National Diploma in Risk management or Internal Auditing or equivalent qualification with at least 5 years' experience in Risk Management and control model principles. Good understanding of the theory and practices of Risk Management. Affiliation with a professional body (e.g. IRMSA, IIASA, etc.) and knowledge of an internal auditing and/ or risk management software/s will be an added advantage. Knowledge and understanding: Risk management framework (i.e. risk management processes, evaluation methods and approaches); the importance of embedding risk management into the culture of the Department; benefits of aligning the risk management policy with the Department's objectives; key strategic risk management tools, models and techniques; legislative and regulatory framework underpinning risk management and guidelines relating to risk management; understanding of the Departmental Policies and procedures; Public Finance Management Act 1999 (PFMA) and Treasury Regulations; Knowledge of the Public Service Act 1994, Public Service Regulations, Financial Management and provisioning administration; and knowledge of the Departmental culture and values. Skills: Communication skill (written and verbal), Ability to initiate projects, Presentation skill, Management and presentation skill, Planning, facilitation and organizing skill, Interpersonal skill, Computer (MS Word, and Excel) and a team player. A valid driver's license.

DUTIES : Coordinate implementation of the risk management framework, policy, strategy and the risk management committee Charter. Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. Assist in providing direction for implementation of the risk management processes. Assist in facilitating implementation of the risk assessment processes. Ensure alignment of risks with strategic objectives and work plans. Facilitate the development and roll out the risk awareness programmes and provide inputs for improvement of the programmes. Assist in facilitating the development and implementation of the plan to integrate risk management into day-to-day activities of the Department. Conduct risk monitoring and review continual improvements of the risk management process. Compile periodic risk management reports for submission to the oversight structures. Assist in coordinating the review and implementation of a Business Continuity Plan.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DHET 182/09/2016**
This is a re-advertisement (ref: DHET 205/11/2015) and those who previously applied are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R311 784 per annum, Level 09
: Pretoria
: An appropriate Bachelor's Degree/National Diploma in any of the following fields of study: Public Administration/Management, Economics or Business Management. A relevant post-graduate degree will be an advantage. A minimum of five years' work experience in the Public Service, three years of which in Strategic Planning environment. Good understanding of the Framework for Strategic Plans and Annual Performance Plans, PFMA, Treasury Guidelines and Public Service Act/Regulations. Strategic thinking and analytical capability. Computer literacy. Proven research skills. Excellent report writing skills. Knowledge of strategic issues facing the Post-School Education and Training sector.

DUTIES : The successful candidate will be expected to assist with the development and compilation of Department's Strategic Plans, Annual Performance Plans and Annual Operational Plans. Coordinate Management Performance Assessment Tool (MPAT) in respect to Strategic Management. Plan and arrange strategic planning workshops with relevant stakeholders. Assist with providing support to the department's senior management in relation to strategic planning. Assist in the promotion of compliance with planning frameworks through periodic departmental workshops. Liaise with relevant departmental units for the

collation of sector planning information. Facilitate submission and tabling of Strategic Plans and Performance plans to Parliament, National Treasury and the Department of Planning, Monitoring and Evaluation. Assist the Deputy Director with relevant tasks as required. Represent the Department in meetings as required.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DHET 140/09/2016**

SALARY : R311 784 per annum, Level 09

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Human Resource Management or equivalent qualification; Five (5) years' relevant work experience in performance management & IQMS, Computer literacy in MS Word, Excel, PowerPoint and Outlook; Good coordination and report writing skills; Knowledge of drafting of performance agreements, Understanding of Public Service legislation, regulations and policies applicable to human resources managements, as well as the ability to interpret policy. A valid Driver's license.

DUTIES : Manage the implementation of the Department's performance management development system (PMDS) and an integrated quality management system (IQMS). Manage the development requirements and implementation of PMDS and IQMS policies Coordinate the reporting of all performance management requirements such as MPAT report, Auditor General and DPSA. Give advice and guidance to line managers in drafting performance agreements/ contracts, Facilitate the drafting of performance agreements/ contracts of staff, Render quality assurance on completed performance agreements and review forms; Manage performance contracts appraisals of supervisees; Facilitate and present in IQMS/ PMDS-related workshops and training sessions; Coordinate performance moderation sessions; Ensure legislative and policy compliance.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: DHET 141/09/2016**

Directorate: Facilities Management

SALARY : R311 784 per annum, Level 09

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma or a relevant NQF Level 6 qualification in Administration, Public Management or Facilities Management with at least 5 years' experience in Facilities/Property and Auxiliary management environment of which 2 years should be at Supervisory level. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; knowledge and experience in Facilities Management, lease management, Processing of lease invoices, Supervision of staff , Project Management, knowledge and understanding of Public Finance Management Act (PFMA)and GIAMA Skills: good interpersonal relations and ability to interact at all levels, problem solving, planning and organizing and computer literacy, administrative, team player skills. A valid driver's license.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Assist with the planning, management and provision of Immovable asset solutions, Ensure effective management of the leases, Ensure lease agreements are renewed timeously in line with agreed timeframes with the Department of Public Works (DPW), Liaise with DPW on the acquisition and management of regional office accommodation and construction of new DHET building, Ensure that all submissions related to accommodation are approved by the delegated authority, Ensure that all procurement within the directorate is in compliance with Supply Chain prescripts, Co-ordinate day to day maintenance, Ensure effective fleet management, Ensure the effective management of Auxiliary services, Ensure the development , review and implementation of Facilities Management policies.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: RECORDS FILLING AND MAIL ADMINISTRATION REF NO: DHET 142/09/2016**

SALARY CENTRE : R311 784 per annum, Level 09
: Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or relevant NQF Level 6 in Administration, Public Management or Information Management (or equivalent qualification). A minimum of 5 years in Records Management/Registry environment of which 2 years must be at supervisory level. Certificate in Records Management will be an added advantage. Specialist knowledge of records management practices. Knowledge of the public service environment. Knowledge of information management. Understanding of Electronic Document Management System. Knowledge of relevant standards as well as statutory and regulatory framework within the records management environment (National Archives Records Service Act and Regulations and Promotion of Access to Information Act). Basic knowledge of financial management. Competencies needed: Communication (written and verbal) skills. Planning and time management skills. Influential. People management and empowerment skills. Project management skills. Must have effective leadership abilities, Interpersonal relations and conflict management skills. Attributes: Professionalism. Flexibility. Teamwork. Innovative and creative. Disciplined. A valid driver's license.

DUTIES : Review, maintain and implement the file plan for the Department. Conduct regular inspections and advocacy on records to ensure that sound Records Management practices are followed. Ensure that classified records (records with a security classification) are managed and maintained according to the MISS document. Coordinate the transfer of records to archival or off-site institution. Assist with the review and implementation of records management policy and procedure manual. Liaise with National Archives on all matters related to Records Management. Manage service level agreement with external service providers. Manage daily mail, duplication, messenger and courier services. Prepare and consolidate reports on records management matters. Management of budget and business process flow.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR LABOUR RELATIONS 4 POSTS**
This is a re-advert

SALARY CENTRE : R311 784 per annum, Level 09
: REGIONAL OFFICES EASTERN CAPE (REF NO DHET 208/09/2016),
KWA-ZULU NATAL (REF NO DHET 230/09/2016),
LIMPOPO (REF NO DHET 218/09/2016) AND
WESTERN CAPE (REF NO DHET 219/09/2016)

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Labour Relations/Human Resource Management or equivalent qualification. At least 5 years' experience Labour Relations Management. A sound knowledge and understanding of all Labour Relations related Legislation. An in depth knowledge of Project Management and Communication systems. An understanding of all relevant Human Resources, Legislative framework, Regulations and Prescripts. Problem solving and analysis skills. Business report Writing. Excellent Presentation skills. Advanced Computer Literacy.

DUTIES : Investigate issues regarding misconduct, incapacity and grievances in the TVET Colleges Sector. Provide Specialist support on Labour Relations expertise and skills. Provide guidance on the disciplinary, misconduct and grievance process to TVET Colleges to ensure sound Labour Relations practice. Assist in conducting disciplinary, misconduct and grievance matters in accordance with Public Service prescripts, relevant legislation, collective agreements and departmental policy. Ensure procedural and substantive compliance in the management grievance processes. Accurately update the case management system. Record keeping of incidents and competently represent the department at external dispute resolution forums involving designated high profile and complex matters. Be part of the rapid response team in resolving issues which can lead to disruptions in Colleges including Community Colleges. Compile reports on all labour and employee relations activities within the College sector.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION
COMMUNITY EDUCATION AND TRAINING (CET) REF NO: DHET
220/09/2016**

SALARY : R311 784 per annum, Level 09
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma/NQF level 6 in Human Resource Management/Public Administration or equivalent qualification. A minimum of 5 years' experience in Human Resource Administration. Experience in the appointment and conditions of service of Educators and Adult Education and Training will be an advantage. Extensive knowledge and experience of PERSAL System. Must be able to understand and interpret prescripts and policies. Must have effective leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Advanced level of computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required.

DUTIES : To manage the administrative/personnel needs of the staff in the Department and to assist in the management of the conditions of service for all staff of the Department. A business partner with clients. Manage all PERSAL functions which include appointments, transfers, promotions etc. Training skills must be of a satisfactory level to ensure that the candidate will be able to train, evaluate and mentor subordinates and inform departmental staff of prescripts with knowledge and confidence. Writing of submissions, memos and letters. The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION
REF NO: DHET 122/09/2016**

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor Degree/National Diploma or equivalent qualification in information management, financial administration or electronic database management. At least 3 years relevant work experience. The incumbent must have previous experience in a similar position. The incumbent should be a creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills, both verbal and written, are required to deal with people at all levels in the Department and the PHEI sector and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook and PowerPoint. Proven skills and experience with electronic databases is an important requirement for the position.

DUTIES : Assisting the Deputy Director in providing recommendations to the Registrar on the assessment of annual reports, applications for amendment, applications for conversion received from PHEIs; assisting the Deputy Director in processing queries and complaints; assisting the Deputy Director in establishing, maintaining and updating the database for the monitoring of complaints and queries; assisting the Deputy Director in the authentication of certificates; assisting the Deputy Director in liaising with DIRCO and other government Departments on the authentication of foreign qualifications; assisting the Deputy Director in managing the process of referral of illegal providers to the South African Police Services (SAPS) and assisting the Deputy Director in drafting affidavits for SAPS.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATIVE OFFICER: UNIVERSITY MANAGEMENT
SUPPORT REF NO: DHET 123/09/2016**

Chief Directorate: Academic Planning and Management Support

SALARY : R262 272 per annum, Level 08
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor Degree/National Diploma or equivalent qualification at least 3 years administrative experience will be strongly recommended. Candidates must have good interpersonal and communication skills, report writing, problem solving skills, financial management, planning and

organization of work, and administration skills. Applicants should have excellent organisational skills, the ability to work with electronic diary and experience in managing a filing system. Strong time management and problem solving skills are an advantage. It is recommended that candidates must have an ability to work under pressure and must be able to interact with people from a wide variety of backgrounds and levels. Candidates must be computer literate with computer skills and a good working knowledge of Microsoft programmes such as Word, Excel, PowerPoint and Outlook.

DUTIES : Assist with the assessment and evaluation of annual and mid-term reports of the universities against the approved annual performance plans and Regulations for Higher Education, follow up with the universities on outstanding reports, assess and analyse Annual Performance Plans, Liaise with the universities with regards to submission of the APPs to the Department, responsible for managing the office including setting up meetings and booking venues, arrange all logistics for workshops; receive visitors and arrange catering; submit claims for travel expenditure and arranging travel for the Director; ensure the smooth processing of correspondence; track and process documents; prepare supporting documentation for meetings, presentations, reports and projects; General administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Director: University Management Support, receive and respond to NSFAS enquiries, liaise with institutions, NSFAS and other Directorates with regard to NSFAS queries.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 124/09/2016**
Directorate: Higher Education Scholarships

SALARY : R262 272 per annum, Level 08

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification at least 3 years relevant experience 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 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 : 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 updating 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 D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATIVE OFFICER (REF NO DHET 125/09/2016)**
DIRECTORATE: TEACHING AND LEARNING DEVELOPMENT IN UNIVERSITIES

SALARY : R262 272 per annum (Level 8)

CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification at least 3 years relevant experience 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 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 : 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 D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATION OFFICER: PRIVATE HIGHER EDUCATION INSTITUTIONS REF NO: DHET 126/09/2016**

SALARY CENTRE REQUIREMENTS : R262 272 per annum, Level 08
: Pretoria

: An appropriate Bachelor's Degree/National Diploma in Human Resource Management/Public Administration or equivalent qualification. A minimum of 3 years relevant experience in the administration of monitoring and evaluation of private higher education institutions. Experience required in the processing of applications for amendment, applications for conversion, annual reports, enquiries, complaints and in drafting affidavits for the South African Police Services (SAPS). Experience in maintain and managing a data-base for annual reports and re-accreditation. Must have effective administrative abilities and interpersonal relations with regard to people management both with internal and external stakeholders. Good communication skills with a high proficiency in writing. Advanced level of Computer Literacy (MS Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required.

DUTIES : To assist in managing and coordinating applications for amendment, applications for conversion and annual reports. To assist in maintain the annual report data-base. To assist in maintaining the annual reporting, re-accreditation and re-registration data-base. To assist in responding to telephonic, written and walk-in enquiries and complaints from stakeholders with respect to receiving, recording, screening and assessment. To assist in drafting affidavits for SAPS. To assist in the follow-up on queries and complaints recorded. To assist the secretariat on the appeals committee. To assist in preparing and consolidating reports on the above.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATIVE OFFICER: INFORMATION SYSTEMS MANAGEMENT REF NO: DHET 184/09/2016**

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Level 8)
: Pretoria

: An appropriate Bachelor's Degree/National Diploma 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; project management skills; and information management skills are important for this position.

DUTIES : The successful candidate will be expected to execute various administrative tasks such as: Assisting in preparing submissions and memorandums. To ensure the implementation of the schedule of data collection through engagement and collaboration with all data managers. Co-ordinate and collate data in preparation of the statistical publication on Post-School Education and Training. Ensure that data is submitted according to the requirements of Departmental Information Standards. Manage the processes involved in the publication of the statistical report, including the appointment of the service provider for design and layout, dissemination of reports and uploading of reports on the Departmental website. Provide logistical support to the Directorate and also arrange meetings and write minutes.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 185/09/2016**
Directorate: National Qualifications Framework

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Level 8)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification. Occupational Certificate will be an added advantage. At least 3 years of relevant experience in the Post School Education and Training (PSET) Sector. Good interpersonal communication skills to interface with people from different background. Sound experience in using computer applications in Office management including Microsoft Word, Excel, PowerPoint and Outlook. Good organizational, office and financial administrative skills. Ability to work under pressure. Knowledge of PFMA and Batho Pele Principles are strongly recommended. A valid driver's license is a prerequisite.

DUTIES : Render secretarial and administrative support to the Directorate for the national coordinating mechanism for the recognition of prior learning. Supervises and controls resources to ensure a satisfactory workflow and service delivery. Render supply chain management support services to the Manager.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATIVE OFFICER: SOCIAL INCLUSION AND EQUITY REF NO: DHET 186/09/2016**

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Level 8)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification in Public Administration or in Financial Management; A minimum of three years employment experience in rendering administration and financial management support; Good interpersonal and communication skills to interface with people from various backgrounds; Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint and outlook; Good organizational and basic events management skills; and Knowledge of PFMA, BAS and Batho Pele principles.

DUTIES : Manage and coordinate the MTEF budgeting processes for the Directorate; Monitor the Directorate and donor funding allocation expenditure; Consolidate the Directorate Financial expenditure report; Manage the under expenditure and over expenditure and reprioritization of the budget; Facilitate processes to ensure the Directorate meets financial reporting requirements; Manage and coordinate supply chain and procurement processes; Manage and maintain an electronic and manual records keeping system; Manage assets of the Directorate, manage and update asset register; Provide supervision on general office support, including filing, tracking and processing of documents and correspondence; Manage and coordinate logistics for Social Inclusion and Equity meetings, events and projects; and Coordinate travel arrangements for Social Inclusion and Equity staff members.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATIVE OFFICER: CHIEF DIRECTORATE: CET SYSTEM PLANNING INSTITUTION DEVELOPMENT AND SUPPORT REF NO: DHET 197/09/2016**

SALARY CENTRE REQUIREMENTS : R262 272 per annum (level 8)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma relevant or equivalent qualification. A minimum of 3 years employment experience in rendering administration and secretariat support. Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including Ms Word, Excel, PowerPoint and Outlook. Good organizational, report writing, minute writing and basic events management skills. Knowledge of Batho Pele principles and PFMA.

DUTIES : Provide office administration and secretariat support to the chief directorate. Arrange meetings, events and projects, logistical arrangements for subcommittee meetings or as required by the Chief Director. Maintain an electronic and manual records keeping system. Responsible for overall general administration in the office the Chief Director. Responsible for processing invoices and claims and making of travel and accommodation arrangements. Processing of requisitions, supply chain management and procurement of

goods and services. Responsible to scan, e-file and hyperlink documents and to maintain both electronic and manual record keeping systems. Responsible for the operation and maintenance of standard office equipment (fax, photocopy machine, internet connections and telephones) and asset management. Performance of administrative tasks such as taking minutes, typing of correspondence such as reports, letters and internal memos. Responding to enquiries.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: CET REF NO: DHET 198/09/2016**
Branch: Community Education And Training

SALARY CENTRE REQUIREMENTS : R262 272 per annum (level 8)
: Pretoria
: An appropriate three year Bachelor's Degree/National Diploma or equivalent qualification; the ideal candidate should be conversant with the public service delivery and management issues. At least 3 year secretarial capacity experience, Proficiency in MS Office; typing; written and verbal communication Skills; Organizational and Prioritization Skills; Professional telephone Etiquette; Planning and Organizing Skills; Handling of confidential documents and general document management are some of the skills required for this job. Ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES : Manage the administrative function for the office of the Deputy Director-General (DDG): Community Education and Training, Receive clients in the office of the DDG; Arrange refreshments, Answering and screening calls, directing or attending to those not required to be attended to by the DDG; Check in-tray on daily basis and make sure the DDG attends to urgent issues; File copies of all documentation. Tracking correspondence routed via the DDGs office; Arrange meetings, manage diary, logistical arrangements as required; Type letters, submissions, memos, reports and open mail; Render a general secretarial and office auxiliary service. Arrange travel bookings and accommodation for the DDG.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR ADMINISTRATION OFFICER: PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DHET 200/09/2016**
Branch: Human Resource Development Council Secretariat

SALARY CENTRE REQUIREMENTS : R262 272 per annum (level 8)
: Pretoria
: An appropriate Bachelor's Degree/National Diploma or equivalent qualification. At least three (3) year relevant work experience. Experience in executing planning, monitoring, evaluation and reporting for the HRD Secretariat. Competencies required: planning and organizational skills, project management and report writing, ability to conduct a desktop research and write reports, good interpersonal skills, computer skills, and must have understanding and knowledge of monitoring and evaluation issues in the country, knowledge of public sector regulations, systems and processes and good communication skills and ability to interact professionally and work as a team. Good oral and written communication skills.

DUTIES : To provide support in determination of HRDC related monitoring and evaluation; To provide support in overlooking the work of HRDC and producing quarterly and annual reports; to participate in planning, reporting, monitoring and evaluation system; To liaise with various Standing Committees on issues of planning, reporting, monitoring and evaluation; To perform administrative duties; To provide support in monitoring and works of the Standing Committees and other programmes within the HRDC Secretariat; To liaise with various institutions departments and other organisations dealing with monitoring and evaluation issues; To liaise in providing inputs on monitoring and reporting value chain including planning and reporting; To provide support in development of reports for human resources and skills required in priority and emerging sector.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: PLANNING, POLICY AND STRATEGY (REF NO DHET 150/09/2016)**

SALARY : **R262 272 per annum (level 8)**
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year Bachelor's Degree/National Diploma or equivalent qualification; the ideal candidate should be conversant with the public service delivery and management issues. At least 3 years secretarial capacity experience, Proficiency in MS Office; typing; written and verbal communication Skills; Organizational and Prioritization Skills; Professional telephone Etiquette; Planning and Organizing Skills; Handling of confidential documents and general document management are some of the skills required for this job. Ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES : Manage the administrative function for the office of the Deputy Director-General (DDG): Planning, Policy and Strategy; Receive clients in the office of the DDG; Arrange refreshments, Answering and screening calls, directing or attending to those not required to be attended to by the DDG; Check in-tray on daily basis and make sure the DDG attends to urgent issues; File copies of all documentation. Tracking correspondence routed via the DDGs office; Arrange meetings, manage diary, logistical arrangements as required; Type letters, submissions, memos, reports and open mail; Render a general secretarial and office auxiliary service. Arrange travel bookings and accommodation for the DDG.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: DHET 143/09/2016**
Directorate: Human Resource Management And Development

SALARY : R 262 272 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Human Resource Management or equivalent qualification. Three years relevant Public Service work experience in Performance Management within an HR environment. Good knowledge of drafting performance agreements and conducting performance appraisals, Understanding of Public Service legislation, regulations and policies, Ability to interpret and implement the Performance Management and Development System (PMDS) and Integrated Quality Management System (IQMS) policies, relevant Directives and Circulars. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills,

DUTIES : Provide technical advice and guidance on the Implementation of PMDS and IQMS. Provide support and assistance with Work plan development, drafting of performance agreements and conducting performance appraisals Facilitate and present in IQMS/ PMDS-related workshops and training sessions; coordinate performance moderation sessions; Ensure legislative and policy compliance.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION REF NO: DHET 144/09/2016**

SALARY : R 262 272 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma/NQF level 6 in Human Resource Management/Public Administration (or equivalent qualification). A minimum of 3 years' experience in Human Resource Administration. Experience in the appointment and conditions of service of Educators and Adult Education and Training will be an advantage. Knowledge and experience of PERSAL System. Knowledge and understanding of Prescripts and Policies.

Good communication skills with a high proficiency in writing. Advanced level of Computer Literacy (Ms Word and Excel). Ability to work under pressure and willingness to work extended hours when required.

DUTIES : To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and be able to write submissions, memos and letters. Maintain good relations and communicate professionally with clients, team members, senior managers both verbally, written and presentations. Provide support and research on developing electronic records management and enterprise content management systems. Must be able to train, mentor and evaluate subordinates. Communicate in a professional level with staff both personally and telephonically.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR TRAINING OFFICER REF NO: DHET 147/09/2016**

SALARY : R262 272 per annum (Level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or equivalent qualification with 3 years' Training and Development experience in the Human Resource environment. Experience in the coordination, facilitation and management of Staff Induction. Ability to render Training and Development-related advisory services. Good presentation, facilitation and problem solving skills. Time Management, Planning and Organizational skills. Ability to conduct basic research, understanding of training-related legislation including the Skills Development Act. Excellent interpersonal skills and ability to function both independently and as part of a team, ability to handle pressure, good communication, and writing skills. Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook, etc.). A valid driver's license.

DUTIES : Conduct training needs analysis. Coordinate the development and submission of the Workplace Skills Plan and Annual training reports. Coordinate and implement training interventions in line with the identified needs and special requests. Coordinate the development and submission of monthly, quarterly and annual reports to stakeholders. Coordinate and provide secretarial support to the Training Committee. Coordinate the review and development of policies. Coordination of the Induction and Orientation programmes. Coordinate the evaluation of induction and training and development programmes. Coordinate, monitor and report on the utilisation of the 1% training budget. Execute all other relevant training and skills development programmes.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET 150/09/2016**
Branch Planning, Policy And Strategy

SALARY : R262 272 per annum (level 8)
CENTRE : Pretoria
REQUIREMENTS : An appropriate three year Bachelor's Degree/National Diploma or equivalent qualification; the ideal candidate should be conversant with the public service delivery and management issues. At least 3 years secretarial capacity experience, Proficiency in MS Office; typing; written and verbal communication Skills; Organizational and Prioritization Skills; Professional telephone Etiquette; Planning and Organizing Skills; Handling of confidential documents and general document management are some of the skills required for this job. Ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES : Manage the administrative function for the office of the Deputy Director-General (DDG): Planning, Policy and Strategy; Receive clients in the office of the DDG; Arrange refreshments, Answering and screening calls, directing or attending to those not required to be attended to by the DDG; Check in-tray on daily basis and make sure the DDG attends to urgent issues; File copies of all documentation. Tracking correspondence routed via the DDGs office; Arrange meetings, manage diary, logistical arrangements as required; Type letters, submissions, memos, reports and open mail; Render a general secretarial and

office auxiliary service. Arrange travel bookings and accommodation for the DDG.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR STATE ACCOUNTANT: FINANCE AND ADMINISTRATION REF NO: DHET 173/09/2016**

SALARY CENTRE REQUIREMENTS : R262 272 per annum (Level 8)
: Indlela
: An appropriate Bachelor's Degree/National Diploma in Accounting or equivalent qualification. At least 3 years' working experience. Knowledge of PFMA and Treasury Regulations. Good governance in the utilization of Petty Cash. Good knowledge of the BAS system. Knowledge of Departmental claims. Basic accounting System and SCOA Training. Computer literacy (MS Word, Excel, Power Point). Financial Management skills. Interpersonal skills. Report writing, planning and organizing, verbal and written communication, problem solving and supervisory skills.

DUTIES : Manage and control Budget and Expenditure for Voted Funds, Project funded by National Skills Fund (NSF); National Artisan Moderating Body (NAMB); Artisan Development (AD) and Artisan Recognition of Prior Learning (ARPL). Implement internal control measures to ensure compliance to PFMA and Treasury Regulations. Ensure good governance in the utilization of Petty Cash. Compile Medium Term Expenditure (MTEF); Estimates on National Expenditure (ENE) and Projections. Collate and compile Demand Management Plan. Monitor and reconcile Revenue Income Trade Test Fees as well as Hostel Accommodation and Meals. Authorize all BAS receipts and banking on BAS system. Check all T&S claims, Voted and NSF Funds. Reconcile and compile Sundry payments for Fleet Vehicles and Nashua. Ensure compliance to all relevant policies. Manage staff Performance Agreements, Work Plans and Assessments.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **LEGAL ADMINISTRATION OFFICER REF NO: DHET 187/09/2016**
Directorate: Legal And Legislative Services (Skills)

SALARY CENTRE REQUIREMENTS : R249 996 – R616 758 (OSD)
: Pretoria
: Applicants must be in a possession of an LLB degree, be admitted as an Advocate/Attorney, and have a minimum of five (5) years post –qualification legal experience in the provisioning of legal services. Knowledge of the Skills Development Act, Constitutional and Administration Law, Interpretation of Statutes, Criminal Law, Law of Evidence, Laws of Contract and Delict and the laws governing the Public Service. Exceptional written problem solving. Analytical thinking and research. Computer literacy. A valid Code B driver's licence is required.

DUTIES : Render legal support to the Department in respect of the legislative, as well as train and advice on the relevant laws administered by the department pertaining to skills development. Draft and edit legal documents. Co-ordinate and manage litigation matters in relation to skills development. Provide legal support to the Head of Department and departmental line functionaries, Formulate, draft and edit legislation and comment on new or amended national legislation. Provide legal assistance to officials administering the relevant law. Conduct legal audits and check on the legal compliance by the department and its components.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR ARTISAN FOREMAN: MAINTENANCE REF NO: DHET 174/09/2016**

SALARY CENTRE REQUIREMENTS : R249 540 per annum (Occupational Specific Dispensation)
: Indlela
: A National Senior Certificate (Grade 12) or National Technical Certificate N3 (Electrical) or equivalent qualification. Trade Test Certificate in Electrical plus a Wiremen's License. Minimum of three years practical experience after qualifying as an artisan, three years supervisory and technical experience.

Code EB driver's license. Knowledge of Manpower Training Act, 1981, and Skills Development Act, 1998. Good communication skills and report writing skills. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good problem solving skill. Good supervisory skills.

DUTIES : Supervision of Electrical /Plumbing/Welding repairs and installation at INDLELA. Ensure that all repairs and installations are carried out in accordance to OHS. Ensure that all required day to day maintenance material is ordered on time and used effectively and efficiently at all times. Ensure that all Electrical/Plumbing maintenance staff is adhering to HR policies e.g. checking and signing of leave forms and Workshop's attendance register. Ensure that all electrical/Plumbing workshop assets are kept safe and in a usable condition at all times. Compile weekly/monthly maintenance plan to the assistant Director. Compile monthly/weekly reports and submit to Assistant Director. Assess performance of staff reporting to him/her.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **TRAINING PRACTITIONER: BURSARIES REF NO: DHET 145/09/2016**
Directorate: Human Resource Management And Development

SALARY : R 211 194 per annum (Level 7)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV level 4 certificate. A three year post matric Human Resource qualification will be an added advantage. With 3 years' at least 3 years Training and Development experience; Knowledge and understanding of the legislations that govern Skills Development. Excellent interpersonal relations; Ability to function both independently and as part of the team; Ability to handle pressure; Good communication and writing skills; Good presentation and facilitation skills, problem solving, time management; planning, co-ordination and organizational skills; Computer literacy (MS Office, Word, Excel, etc.); experience in the coordination and management of bursaries; A valid driver's license.

DUTIES : Coordinate and administer bursaries, Provide secretariat support to Bursary committee; Conduct bursary audits; Invite employees/staff members to apply for bursaries; Respond to queries and compile quarterly reports; Communicate outcomes to applicants and their managers; Provide professional guidance and support to managers and staff regarding bursaries and career development; Develop and update bursary database; Process bursary payments; Coordinate scholarship programmes; Provide HRD support to all employees including those based at TVET Colleges.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **TRAINING PRACTITIONER REF NO: DHET 146/09/2016**

SALARY : R211 194 per annum (Level 7)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV level 4 certificate. A three year post matric Human Resource qualification will be an added advantage. With 3 years' Training and Development experience in the Human Resource environment. Experience in the Coordination and Facilitation of Staff Induction. Ability to render Training and Development-related advisory services. Good presentation, facilitation and problem solving skills. Time Management, Planning and Organizational skills. Ability to conduct basic research, understanding of training-related legislation including the Skills Development Act. Excellent interpersonal skills and ability to function both independently and as part of a team, ability to handle pressure, good communication, and writing skills. Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook, etc.). A valid driver's license.

DUTIES : Conduct training needs analysis, Assist in developing and compiling the Workplace Skills Plan and Annual reports. Coordinate implementation of skills development and training interventions in line with the identified needs and special requests. Assist in developing and submission of the monthly, quarterly and annual reports to stakeholders. Coordinate and provide secretarial support to the Training Committee. Assist in the development of Training reports. Coordinate the Internship and Mentorship Forum meetings. Assist in the coordination of the Induction and Orientation programme. Assist in the

evaluation of induction and training and development programmes. Assist the coordination of the 1% training budget.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **TRAINING PRACTITIONER: (INTERNSHIP/LEARNERSHIP) REF NO: DHET 148/09/2016**

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Level 7)
: Pretoria
: Matric/Grade 12/ a three year post matric HR or equivalent qualification coupled with at least 3 years Training and Development experience; Knowledge and understanding of the legislation that governs Skills Development; Experience in the coordination and facilitation of the Departmental and the Public Service inductions; Excellent interpersonal relations; Ability to function both independently and as part of the team. Ability to handle pressure. Good communication and writing skills, Computer literacy (MS Office, Word, Excel, etc.), problem solving, planning and organizing skills, Time management, Good presentation and facilitation skills; Experience in the coordination and implementation of internship and learnership programmes.

DUTIES : Assist in the needs analysis process; Assist with the drafting of advertisement, capturing and consolidating of applications; Assist in the coordination of graduate internship, work integrated learning and learnership; Coordinate mentorship and internship forums and act as secretariat in such meetings; Coordinate and assist with the facilitation of induction programmes; Compile reports on the internship and learnership programmes; Coordinate the performance agreements and assessment of interns and learners, Develop and update database on internship and learnership programmes; coordinate the welcome and farewell functions; Support TVET and CET colleges in the coordination of Internship and Learnership programmes; Conduct basic research on training needs and render an advisory service to the learners and managers on the variety of appropriate learning interventions.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **PRACTITIONER: FRAUD PREVENTION REF NO: DHET 149/09/2016**

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Level 7)
: Pretoria
: A Senior Certificate/Grade 12, NCV Level 4 Certificate; An appropriate Bachelor Degree or National Diploma in Forensic Investigation/ Law/ Forensic Audit/ Internal Auditing will be an added advantage with at least 3 years working experience in the prevention and combating of fraud/ corruption within the public service or outside the public service. Understanding of the theory and practices of Fraud Prevention. Affiliation with relevant professional bodies will be an added advantage. Knowledge and understanding: Promotion of Access to Information Act (No 2 of 2000); Protected Disclosures Act (PDA) (No 26 of 2000); Promotion of Administration of Justice Act (No3 of 2000); Prevention and Combating of Corrupt Activities Act (No 12 of 2004); Public Finance Management Act (PFMA) (No 1 of 1999); Financial Intelligence Centre Act (FICA) (No 38 of 2001); Prevention of Organised Crime Act (POCA) (No 121 of 1998). Skills: Analytical skill; Good communication skill; Computer and data capturing skill; Interviewing skill; Ability to motivate other people; Project Management and Presentation skills. A valid driver's license.

DUTIES : Assist in monitoring implementation of policies and procedures for general operation of the ethics Program and its related activities to prevent illegal, unethical, or improper conduct. Assist in responding to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct. Assist in maintaining uniform handling of such violations. Implementation of code of conduct and anti-corruption education and awareness programme. Assist in ensuring that employees prioritise moral values for DHET. Register all the cases reported and maintain an updated register of fraud/ corruption cases. Analyse cases reported and investigate fraud/ corruption cases. Collect evidence that relates to the allegations. Compile reports for review/ further processes. Assist in liaising with law enforcement agencies where needed. Assist in liaising with internal stakeholders on issues of ethics and anti-corruption to direct them to the appropriate channels. Assist in conducting

fraud/ corruption risk assessment, monitor and report as required. Perform any other duty that may relate to combating of Fraud/ corruption within the Department including administrative duties of the unit.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

OST 38/ : **PERSONAL ASSISTANT TO THE DIRECTOR PRIVATE HIGHER EDUCATION (REF NO DHET 127/09/2016)**

SALARY : R211 194 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV level 4 certificate, Office management equivalent qualification. A minimum of three (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.

DUTIES : 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.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: CET SYSTEM PLANNING INSTITUTION DEVELOPMENT AND SUPPORT REF NO: DHET 199/09/2016**

SALARY : R211 194 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. A certificate in secretariat or office administration/management equivalent qualification will be an advantage; Minimum of three years' experience in a secretarial capacity; The ideal candidate should be conversant with the public service delivery and management issues. Proficiency in MS Office; typing; written and verbal communication Skills; Organizational and Prioritization Skills; Professional telephone Etiquette; Planning and Organizing Skills; document management are some of the skills required for this job.

DUTIES : Manage the administrative function for the office of the Chief Director: planning Community Education and Training, Receive clients in the office of the Chief Director; Answering and screening 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 correspondence routed via the Chief Director's office; Arrange meetings, manage diary, logistical arrangements as required; Type letters, submissions, memos, reports and open mail; Render a general secretarial and office auxiliary service. Arrange travel bookings and accommodation for the Chief Director.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT (REF NO DHET 128/09/2016) DIRECTORATE: INSTITUTIONAL SUPPORT AND SECTOR LIASON**

SALARY : R211 194 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV level 4 certificate, at least 3 years in rendering a secretarial support service to the Senior Manager. Good personal and communication skills to interface with people from diverse backgrounds.

Good telephone etiquette and ability to do research and analyze documents and situations. Reasonable experience in using computer applications MS Excel, PowerPoint and Outlook, basic knowledge of financial administration and ability to manage database and sound organizational skills.

DUTIES : Provide a secretarial/receptionist service to the Manager. Manage and administer the manger's diary and itinerary. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the Manager. Ensure the safekeeping of all documentation in the office of the Manager in line with relevant legislation and policies. Ensure the smooth running of the manager's office by handling all 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 reports, monthly reports 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. Prepare briefing notes for the Manager as required. Support the manager with the administration of the office budget.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT TO DIRECTOR: TEACHING QUALIFICATIONS AND POLICY REF NO: DHET 129/09/2016**

SALARY : R211 194 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Grade 12 or NCV 4 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.

DUTIES : The scope of work of the Personal Assistant will include but not be limited to: Providing administrative support in the Directorate's office; Manage and administer the Director's diary and itinerary; Type and prepare all the necessary documentation for the Director; Ensure the safe keeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies; Ensure the smooth running of the Director'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.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **ADMINISTRATION OFFICER: PRIVATE HIGHER EDUCATION INSTITUTIONS REF NO: DHET 132/09/2016**

SALARY : R211 194 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Grade 12 or NCV 4 certificate. A minimum of 3 years employment experience in rendering administrative and secretarial support. The incumbent should be a creative, proactive and highly motivated individual with good time-management and organisational skills. The incumbent must have some knowledge of the registration process. Excellent interpersonal and communication skills, both verbal and written, are required to deal with people at all levels in the Department and the PHEI sector and the incumbent must

have experience in the use of computer applications such as MS Word, Excel, Outlook and PowerPoint. Proven skills and experience with electronic databases is an important requirement for the position. The Minimum qualification is a relevant diploma or degree in information management, financial administration or electronic database management. The incumbent must have previous experience in a similar position

DUTIES : The responsibilities of the position will include: providing administrative support to the Deputy Director on the applications for registration received from PHEIs from screening to the final assessment; providing administrative support to the Deputy Director in the establishment, maintenance and updating of the Register of PHEIs for dissemination to internal and external stakeholders; providing administrative support to the Deputy Director in the establishment, maintenance and updating of the database for certification of PHEIs; providing administrative support to the Deputy Director in the establishment, maintenance and updating of the Register of Private Higher Education Institutions with respect to registration and cancellation of registration of PHEIs; providing support with respect to printing of certificates; providing administrative support to the Deputy Director in providing policy support and direction on the registration of PHEIs and providing administrative support to the Deputy Director on queries and complaints.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **ADMINISTRATIVE OFFICER: REGISTRATIONS REF NO: DHET 133/09/2016**

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Level 7)
: Pretoria
: A Senior Certificate/Grade 12 or NCV level 4 certificate, National Diploma or Degree in information management, financial administration or electronic database management will be an added advantage. At least 3 years relevant work experience. The incumbent must have previous experience in a similar position. The incumbent should be a creative, proactive and highly motivated individual with good time-management and organisational skills. The incumbent must have some knowledge of the registration process. Excellent interpersonal and communication skills, both verbal and written, are required to deal with people at all levels in the Department and the PHEI sector and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook and PowerPoint. Proven skills and experience with electronic databases is an important requirement for the position.

DUTIES : The responsibilities of the position includes but not limited to: providing administrative support to the Deputy Director on the applications for registration received from PHEIs from screening to the final assessment; providing administrative support to the Deputy Director in the establishment, maintenance and updating of the Register of PHEIs for dissemination to internal and external stakeholders; providing administrative support to the Deputy Director in the establishment, maintenance and updating of the database for certification of PHEIs; providing administrative support to the Deputy Director in the establishment, maintenance and updating of the Register of Private Higher Education Institutions with respect to registration and cancellation of registration of PHEIs; providing support with respect to printing of certificates; providing administrative support to the Deputy Director in providing policy support and direction on the registration of PHEIs and providing administrative support to the Deputy Director on queries and complaints.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **ADMINISTRATION OFFICER: SETA PERFORMANCE MANAGEMENT REF NO: DHET 168/09/2016**
Directorate: Seta Performance Management

SALARY CENTRE REQUIREMENTS : R211 194 per annum (Level 7)
: Pretoria
: A Senior Certificate (Grade 12) or NCV level 4 certificate. A tertiary qualification will be an advantage. Three years relevant work experience. Preference will be given to candidates who have experience in Skills development and who

have worked within the Sector Education and Training Authority with more focus on National Skills Development Strategy, SETA Validations, Monitoring and Evaluation and Analysis of SETAs quarterly reports. Driver's license code 8 is a compulsory. Skills and Competencies: Computer skills, Communication Skills, Administration Skills, Project management, Report writing, Interpersonal relations and Batho Pele Principles.

DUTIES : Implementing, maintaining and continuously improving an office administration system for SETA Cluster Manager and Assistant Manager. Liaise with all SETAs allocated to the Cluster. Coordinating and organizing all events for the cluster and all relevant stakeholders. Preparing reports that include data tables, graphs and narrative comment on the activities of the SETA allocated to the Cluster; Validation of SETA quarterly reports; Supporting the ASLM with relevant SETA Performance management Functions. Supervising an Office Admin Clerk to maintain the filing system and to process paperwork relevant to human resource and provisioning.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SETA COORDINATION REF NO: DHET 169/09/2016**

SALARY : R211 194 per annum (Level 7)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate, NCV Level 4 certificate; A tertiary qualification and certificate in secretariat or office administration/management equivalent qualification will be an added advantage; Minimum of three years' experience in a secretarial capacity. The ideal candidate should be conversant with the public service delivery and management issues. Proficiency in MS Office; typing; written and verbal communication Skills; Organizational and Prioritization Skills; Professional telephone Etiquette; Planning and Organizing Skills; document management are some of the skills required for this job.

DUTIES : Manage the administrative function for the office of the Chief Director: planning Community Education and Training, Receive clients in the office of the Chief Director; Answering and screening 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 correspondence routed via the Chief Director's office; Arrange meetings, manage diary, logistical arrangements as required; Type letters, submissions, memos, reports and open mail; Render a general secretarial and office auxiliary service. Arrange travel bookings and accommodation for the Chief Director.

ENQUIRIES : M Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **PRACTITIONER: ACCREDITATION REF NO: DHET 175/09/2016**

Contract position until 31 march 2020

SALARY : R211 194 per annum (Level 7)

CENTRE : Indlela

REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. An appropriate National Diploma in Administration or equivalent qualification will be an advantage. Sufficient understanding of artisan development processes in terms of the occupational qualification framework (OQF) will be an advantage. Good knowledge of Skills Development Act. Public Financial Management Act (PFMA). Good knowledge of Departmental policies and prescripts. Good knowledge of Quality and Time Management. Good communication skills Good written and verbal communication skills and ability to facilitate workshops and present policies. Planning, coordination, and organizing skills. Ability to work under pressure. Good Analyzing and interpretation skills. Good mentoring and supervisory skills. Ability to maintain a computer based database. A valid driver's license.

DUTIES : Maintain the implementation of a standardized non sector base criteria, guideline and process for the accreditation of Trade test centres for all trades and for SDPs for non NQF registered trade qualifications through the National Artisan Development Quality Assurance Committee. Arrange and communicate the scheduling of accreditation audits and the implementation of the Trade Test centre service level agreement. Maintain effective records management for archiving and retrieval of accreditation applications,

		documents and reports. Liaise and coordinate with the QCTO on submission of accreditation recommendation until the conclusion of the process and distribute accreditation letters to relevant providers. Maintain a provider database with all relevant data. Apply good supervisory principles.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>PRACTITIONER: APPEALS COMPLAINTS AND ENQUIRIES REF NO DHET 176/09/2016</u> (Contract position until 31 March 2020)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum Level 07 Indlela A National Senior Certificate (Grade 12) or NCV level 4. An appropriate National Diploma in Administration or equivalent qualification will be an added advantage. Sufficient understanding of artisan development processes in terms of the occupational qualification framework (OQF) will be an advantage. Good knowledge of Skills Development Act. Public Financial Management Act (PFMA). Good knowledge of Departmental policies and prescripts. Good knowledge of Quality and Time Management. Good communication skills Good written and verbal communication skills and ability to facilitate workshops and present policies. Planning, coordination, and organizing skills. Ability to work under pressure. Good Analyzing and interpretation skills. Good mentoring and supervisory skills. Ability to maintain a computer based database. A valid driver's license.
<u>DUTIES</u>	:	Maintain the implementation of a standardized non sector base criteria, guideline and process for the management of appeals, complaints and enquiries as related to trade testing. Administer the appeals committee and arrange and communicate the scheduling of investigations in line with the Trade test centre service level agreement. Maintain effective records management for archiving and retrieval of appeals, complaints and enquiries documents and reports. Maintain an appeals, complaints and enquiries database with all relevant data and tracking. Apply good supervisory principles.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>PRACTITIONER: ASSESSMENT AND REGISTRATION REF NO: DHET 177/09/2016</u> Contract position until 31 march 2020
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum (Level 7) Indlela A National Senior Certificate (Grade 12) or NCV level 4. An appropriate National Diploma in Administration or equivalent qualification will be an added advantage. Sufficient understanding of artisan development processes in terms of the occupational qualification framework (OQF) will be an advantage. Good knowledge of Skills Development Act. Public Financial Management Act (PFMA). Good knowledge of Departmental policies and prescripts. Good knowledge of Quality and Time Management. Good communication skills Good written and verbal communication skills and ability to facilitate workshops and present policies. Planning, coordination, and organizing skills. Ability to work under pressure. Good Analyzing and interpretation skills. Good mentoring and supervisory skills. Ability to maintain a computer based database. A valid driver's license.
<u>DUTIES</u>	:	Maintain the implementation of a standardized non sector base criteria, guideline and process for the registration of artisan assessors and moderators. Maintain effective records management for archiving and retrieval of assessor and moderator registration documents and applications. Liaise and coordinate for the signing of registration letter with the office of the Chief Director and distribute registration letters to applicants. Maintain an assessment practitioner's database with all relevant data. Apply good supervisory principles.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>PRACTITIONER: STRATEGIC AND STAKEHOLDER MANAGEMENT REF NO: DHET 178/09/2016</u> Contract position until 31 March 2020
<u>SALARY</u>	:	R211 194 per annum (Level 7)

<u>CENTRE REQUIREMENTS</u>	:	Indlela
	:	A National Senior Certificate (Grade 12) or NCV level 4. An appropriate National Diploma in Office Management and Technology or equivalent qualification will be an added advantage. Three years' relevant work experience in office management and technology. Good knowledge of document management Good knowledge of Departmental policies Good knowledge of Skills Development Act. Public Financial Management Act (PFMA). Good supervisory skills, planning, coordination, communication, report writing and Computer literacy (Word, Excel and Power Point). A valid driver's license.
<u>DUTIES</u>	:	Coordinate and manage the meeting schedule, meeting arrangements, minutes and documentation, including preparation and distribution of documents for workshops and meetings for Directorate: Artisan Development. Request quotations for external procurement as well as ordering of internal consumables and stationery for the section. Coordinate and manage arrangements related to venue and catering for Directorate meetings, workshops and training. Send invitations and confirm the attendance with the stakeholders and compile minutes. Co-ordinate collection and upkeep of NAD library materials inclusive of books, research papers and the logging in and out of materials. Co-ordinate and compile reports on ad hoc projects including reports on reading related to National Artisan Development strategy. Liaise with both internal and external stakeholders concerning meetings, workshops, documentation distributed and required, follow-ups of submissions and document commentary. Assist in co-coordinating and execution of National Artisan Conference every 2 Years. Co-ordinate and manage the uploading of Stakeholder Content to NAD Website and ensure proper document management in relation to documents from engagements with stakeholders.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>PERSONAL ASSISTANT: DIRECTOR OFFICE (AD) REF NO: DHET 179/09/2016</u> Contract Position until 31 March 2020
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum (Level 7)
	:	Indlela
	:	A National Senior Certificate (Grade 12) or NCV level 4. An appropriate National Diploma in Administration or equivalent qualification will be an added advantage. Three years' relevant work experience in office management and technology. Good knowledge of document management Good knowledge of Departmental policies. Excellent typing and short hand skills. Appropriate organizing and structuring of technical text. Excellent communication skills, both verbal and written conscientiousness. Computer literacy (Word, Excel and Power Point). A valid driver's license.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
<u>POST 38/</u>	:	<u>PERSONAL ASSISTANT FOR DIRECTOR: LEGAL AND LEGISLATIVE SERVICES FOR EDUCATION INSTITUTIONS REF NO: DHET 188/09/2016</u> Chief Directorate: Legal And Legislative Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum (Level 7)
	:	Pretoria
	:	A National Senior Certificate (Grade 12) or NCV level 4. National Diploma in Office Management/Administration will be an added advantage. Three 3 years' relevant work experience in an office/ admin support environment. Working knowledge of Microsoft Office Package with Telephone Etiquette.

DUTIES

: Receive, re-direct telephone calls, clarifies instructions and notes, and take messages for the senior manager. Type reports, memos, submissions and letters. Make use and maintain office equipment such as fax machines, computers and photocopiers. Use discretion and diligence in managing the diary of the senior manager. Regularly communicate the diary of the senior manager with them. Manage the flow of information and documents to and from the office of the senior manager. Safe guard all documentation in the office of the manager in line with relevant legislation and policies. Coordinate inputs, collate and compile reports, such as: task registers, monthly and management reports. Check submissions and reports for alignment, grammar errors, and related, make notes and recommendations to the senior manager. Coordinate leave and telephone accounts for the unit. File documents for the senior manager and the unit where necessary. Procure stationery for the office. Coordinate travel arrangements. Coordinate the signing of documents such as procurement advices and monthly salary reports. Scrutinize documents to determine actions/information/other documents required for meetings. Collect, compile all necessary documents for the senior manager to inform him/her on the contents. Records minutes/decisions and communicate to the relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Collect and coordinate all the documents that relate to the manager's budget. Provide budget inputs to the manager for determining funding requirements for MTEF submissions. Keep record of expenditure commitments, monitor expenditure and advise the manager of possible over/under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Compare 57 the MTEF allocation with the requested budget and inform the manager of transformations. Identify the need to move funds between items, consult with the manager and compile draft memos of transformations. Remain up date with regard to prescripts/policies and other documents. Apply prescripts/policies with understanding. Keep abreast with procedures and processes that apply in the office of the manager.

ENQUIRIES

: Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/

: **PERSONAL ASSISTANT 6 POSTS**

SALARY CENTRE

: R 211 194 per annum (Level 7)
: Pretoria TO CHIEF DIRECTOR EDUCATION, TRAINING, DEVELOPMENT AND ASSESSMENT (REF NO DHET 216/09/2016)
TO CHIEF DIRECTOR TO FINANCIAL PLANNING AND MANAGEMENT (REF NO DHET 231/09/2016)
TO DIRECTOR: CET COLLEGE GOVERNANCE AND MANAGEMENT SUPPORT (REF NO DHET 221/09/2016)
TO DIRECTOR: CET COLLEGE LECTURER DEVELOPMENT AND SUPPORT (REF NO DHET 232/09/2016)
TO DIRECTOR: CET BUDGET PLANNING AND FINANCING (REF NO DHET 223/09/2016)
TO DIRECTOR: INSTITUTIONAL PLANNING AND SUPPORT (REF NO DHET 227/09/2016)

REQUIREMENTS

: A National Senior Certificate (Grade 12) or National Certificate (Vocational) (NC (V)) Level 4. 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, Outlook and Access. Good organizational and basic events management skills. Ability to create and manage databases, presentations and financial matters will be added Advantages

DUTIES

: The successful candidate will be responsible for the following duties: 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 client.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT TO DIRECTOR: UNIVERSITY SCHOLARSHIPS REF NO: DHET 130/09/2016**

SALARY CENTRE : R211 194 per annum (Level 7)
: Pretoria

REQUIREMENTS : Senior Certificate/Grade 12 or NCV 4 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.

DUTIES : The scope of work of the Personal Assistant will include but not be limited to: Providing administrative support in the Directorate's office; Manage and administer the Director's diary and itinerary; Type and prepare all the necessary documentation for the Director; Ensure the safe keeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies; Ensure the smooth running of the Director'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.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **PERSONAL ASSISTANT TO DIRECTOR: TEACHING AND LEARNING DEVELOPMENT IN UNIVERSITIES REF NO: DHET 131/09/2016**

SALARY CENTRE : R 211 194 per annum (Level 7)
: Pretoria

REQUIREMENTS : Senior Certificate/Grade 12 or NCV 4 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

DUTIES : The scope of work of the Personal Assistant will include but not be limited to: Providing administrative support in the Directorate's office; Manage and administer the Director's diary and itinerary; Type and prepare all the necessary documentation for the Director; Ensure the safe keeping and filing of all documentation and records in the office of the Director in line with the relevant legislation and policies; Ensure the smooth running of the Director'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.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **ADMINISTRATION CLERK REF NO: DHET 134/09/2016**
Chief Directorate: Academic Planning And Management Support
Directorate: Academic Planning, Monitoring And Evaluation

SALARY : R171 069 per annum (Level 6)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV level 4 certificate, 1 to 3 years administrative experience will be strongly recommended. Candidates must have good interpersonal and communication skills, report writing, problem solving skills, financial management, planning and organization of work, and administration skills. Applicants should have excellent organizational skills; the ability to work with an electronic diary and experience in managing a filing system. Strong time management and problem solving skills are an advantage. It is recommended that candidates must have an ability to work under pressure and must be able to interact with people from a wide variety of backgrounds and levels. The candidate must have knowledge of PQM. The Candidates must be computer literate with computer skills and a good working knowledge of Microsoft programmes such as Word, Excel, PowerPoint and Outlook.

DUTIES : Making and receiving telephone calls. Manage the diary of the Director and be responsible for managing the office including setting up meetings and booking venues; Arrange all logistics for workshops; Receive visitors and arrange catering; Submit claims for travel expenditure and arranging travel for the Director; Manage the filing of the Director's office; Ensure the smooth processing of correspondence; Track and process documents; Prepare supporting documentation for meetings, presentations, reports and projects; General administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Director of the Central Application Service. They will be required to collect inputs towards the preparation of the PQM Clearance Meeting Plans, ensure that all logistical arrangements are undertaken for each PQM Clearance Committee Meeting. To be responsible for minutes of all the PQM Clearance Committee meeting including taking, typing, distributing and saving minutes of the PQM Clearance Committee Assist in performance and monitoring reports, keep track of contracts with service providers. Implementing, maintaining and improve communication with the service providers.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **SENIOR ACCOUNTING CLERK: CASH FLOW REF NO: DHET 163/09/2016**

SALARY : R171 069 per annum (Level 6)
CENTRE : Pretoria

REQUIREMENTS : A senior certificate/Grade 12 or NCV level 4 certificate with accounting as a passed subject. At least one to three year financial working experience. Preference will be given to the candidate with knowledge of the Basic Accounting System and cash flow matters. Communications with colleagues and officials within the Department, Communications with (external) Officials from National Treasury; Requesting reports on the Financial System when required; Filing of cash flow documents; Knowledge of Excel functionalities.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail journalizing of incorrect allocations on the BAS System, investigating accounts for correctness, managing commitments on the BAS System, assisting in the compilation of the monthly cash flow reports and expenditure reports to the Department and National Treasury.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

- POST 38/** : **SENIOR ADMINISTRATION CLERK REF NO: DHET 160/09/2016**
Duration: 3 Years Contract
Chief Directorate: Financial Support Services
Directorate: Development Support
- SALARY** : R 171 069 per annum (Level 6)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 or NCV level 4 certificate with at least 3 years' experience in office administration. Must have effective communication and report writing as well as sound administration skills. The candidate should have appropriate experience in general office administration, workflow management and client service. The prospective candidate should be pro-active, effective and self-confident and be able to work in a diverse team. The candidate should have excellent verbal and writing skills. Competency in Microsoft Word, Excel and PowerPoint is a prerequisite. Basic knowledge of project management would be an advantage.
- DUTIES** : Assist in the co-ordination and monitoring of projects funded from grants and donor funding. Assist as a Secretariat for projects meetings. Compile submissions, reports and memos. Support the middle managers in the programme reporting and evaluation of projects for the effective and efficient utilization of projects funds. Recording and tracking of submissions received by and sent out as part of project administration. Perform any other duties delegated from time to time in the Directorate.
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089
- POST 38/** : **SENIOR ACCOUNTING CLERK: BOOKKEEPING REF NO: DHET 162/09/2016**
- SALARY** : R171 069 per annum (Level 6)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/Grade 12 or NCV level 4 certificate with accounting as a passed subject. At least one to three year financial working experience. Filing of bookkeeping related documents; Assisting with keeping of a register for bookkeeping related documents; Assisting with Audit Queries concerning bookkeeping. Communicate with South African Revenue Service. Friendly, trustworthy and accuracy.
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the clearing of the bank adjustment account, the day-end of receipts from the cashier's office, to assist with the cashier's functions, to capture banking details on the financial system of the Department and to verify the banking details on the Safety web system, daily bank depositing and collection of statements at National Treasury and the bank, ensuring the safeguarding of financial batches in the safe, assist with the clearing of ledger accounts pertaining to the bookkeeping section, capturing of bookkeeping journals and payments on BAS, ensure that follow-up letters are done for dishonoured cheques from the bank.
- ENQUIRIES** : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089
- POST 38/** : **SENIOR REGISTRY CLERKS 2 POSTS REF NO DHET 154/04/2015**
Directorate: Facilities Management And Logistical Services
- SALARY** : R171 069 per annum (LEVEL 6)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate/ Grade 12 or NCV Level 4 and one to three years' experience. Good communication and interpersonal relations skills (verbal and written). Must be able to work in team, Computer literacy skills, planning and organizing skills, time management, knowledge. Good human relations and conflict management skills. Times management.
- DUTIES** : The incumbent will be responsible to: open, close, read and sort mail, frank mail. Register mail and parcels into relevant registers. Assist clients with courier services. Prepare documents for filing. Open and close loose files. Remove or archive documents. Assist clients with retrieval of documents; open new files, filling into cabinets, folding of file covers. Respond to customer

queries in person, by phone or by email. Operate office machines in relation registry function.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395 / Ms N Liwane 0123125089

POST 38/ : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (CONDITIONS OF SERVICE) (REF NO DHET 181/09/2016)**

SALARY : R171 069 per annum (Level 6)

CENTRE : Pretoria

REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. At least 1 to 3 years' experience in Human Resource Administration. Experience in the appointment and conditions of service of Educators and Adult Education and Training will be an advantage. Knowledge and experience of PERSAL System. Good communication skills with a high proficiency in writing. Computer Literacy (MS Word and Excel). Ability to work under pressure and willingness to work extended hours when required.

DUTIES : To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions etc. Must be able to deal with all levels of staff indiscriminately and exceptional client service and life skills. Must have excellent communication skills which include the writing of submissions, memos and letters. The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR ACCOUNTING CLERK: SALARY PAYMENTS AND DEDUCTIONS 2 POSTS REF NO: DHET 165/09/2016**

SALARY : R142 461 per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate/Grade 12 or NCV level 4 certificate with accounting as a passed subject. At least one to three year financial working experience. Filing of salary related documents; Assisting with keeping of a register for salary payments and deductions; Assisting with Audit Queries concerning salary payments and deductions. Friendly, trustworthy and accuracy.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR ACCOUNTING CLERK: EXAMINATIONS AND CLAIMS 3 POSTS REF NO: DHET 161/09/2016**

SALARY : R142 461 per annum (Level 5)

CENTRE : Pretoria

REQUIREMENTS : A senior certificate/Grade 12 or NCV level 4 certificate with accounting as a passed subject. At least one to three year financial working experience. Filing of examination related documents. Assisting with keeping of a register for examination related claims. Assisting with Audit Queries concerning examination related transactions. Friendly, trustworthy and accuracy. Examiners and Moderators.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail calculation and payments of claims for examiners and moderators on the PERSAL and BAS systems, control over schedules of claims, capturing of new examiners and moderators on the system, liaising with examiners and moderators on outstanding information not submitted before a payment could

be processed and handling of enquiries concerning examiner and moderator claims.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR ACCOUNTING CLERK: PAYROLL MANAGEMENT REF NO: DHET 164/09/2016**

SALARY CENTRE REQUIREMENTS : R142 461 per annum (Level 5)
: Pretoria
: A Senior Certificate /Grade 12 or NCV level 4 certificate with accounting as a passed subject. At least one to three year financial working experience. Filing of payroll related documents; Assisting with keeping of a register for payroll management; Assisting with Audit Queries concerning payroll management. Friendly, trustworthy and accuracy.

DUTIES : The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the sorting and distribution of pay slips to all pay points for all runs, the distribution and follow up of payroll certificates for all salary related payments, the checking and verification of pay sheets for amendments and inform personnel on any amendments, to keep a register of all payroll certificates and to respond to enquiries related to this function.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/Ms N Liwane 0123125089

POST 38/ : **SENIOR SECURITY OFFICER IN THE DIRECTORATE: SECURITY ADVISORY SERVICES X2 POSTS REF NO: DHET 151/09/2016**

SALARY CENTRE REQUIREMENTS : R119 154 per annum (level 4)
: Pretoria
: A Grade 10 Certificate/ NSC/ NC (V) and minimum Grade C certificate in security training is required with extensive experience in physical security and access control; A relevant post matric qualification will serve as an added advantage; Registration with PSIRA is required; Knowledge of the departmental legislations and prescripts; Knowledge of Access Control Act No.53 of 1985; Knowledge of safety drills and Minimum Information Security Standards (MISS); Adaptation to work schedule in accordance with the Department's requirements; Security clearance is also required; Overtime may be required occasionally; Computer literacy; A valid driver's licence and willingness to travel will be added advantage.

DUTIES : To provide an effective and efficient protection services within the Department; Effectively execute access control; Ensure that all access control measures are adhered to; Ensure that buildings/ fenced areas are patrolled and report all security breaches; Search vehicles; incoming and outgoing parcels in the premises; Operate and maintain electronic systems, such as X-ray machines and walk through metal detectors; Monitor security surveillance and control rooms by keeping records; Enforce all security regulations, directives and policies of the Department; Check and maintain proper functioning of all security registers; Execute proper administration of registering and handling of firearms; Ensure efficient and effective application and utilisation of resources within the Physical Security Unit; Encourage and recognise customer focus, counter corruption and service delivery.

ENQUIRIES : Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125089

POST 38/ : **FOOD SERVICE AID 2 POSTS**

SALARY CENTRE : R84 096 per annum (Level 2)
: Pretoria Ref No: DHET 152/09/2016, Permanent, Food Service Aid (X3 Contracts) 6 Months Contract From The Date Of Appointment Ref No: DHET 153/09/2016)

REQUIREMENTS : A minimum of Grade 10 or ABET level 1-4. Special requirements/skills needed: Knowledge of a limited range of work procedures such as organising and planning, tea preparation, equipment, etc. must be physically fit and healthy.

DUTIES : Preparing and serving tea/coffee, supplying/refilling water in boardrooms, washing of cutleries, glasses/cups and jugs cleaning of microwaves and fridges; and cleaning of kitchens; collect glasses, cups from the Managers' offices to be washed and ensure that water jugs are filled. Ensure serviceability of equipment and report any defects or shortages. Be able to work

ENQUIRIES

independently and in a team environment, and apply a high standard of hygiene as well as safety measures.
: Mr D Sebela 012 312 5512/ Ms L Blou 012 312 5395/ Ms N Liwane 0123125