



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

“A SKILLED AND CAPABLE WORKFORCE FOR AN INCLUSIVE GROWTH”

TVET Branch

BRANCH: TECHNICAL VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: PROGRAMMES AND QUALIFICATIONS

**POST: DIRECTOR: STUDENT DEVELOPMENT AND SUPPORT (REF NO:
DHET 01/09/2018)**

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor’s degree/Advanced National Diploma (NQF level 7) or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in student support/ Post-School Education and Training (PSET) sector. Minimum of 5 years’ proven experience at middle /senior management level. Highly motivated individual fully committed to the transformation of the public TVET College sector. Experience in planning and coordination of student support services. Ability and/or experience in policy development. Advanced level of computer literacy MS Office: (word, Excel, Access, Power point and Outlook). Financial Management skills and knowledge of PFMA and treasury Regulations. Excellent project management and communication skills, including proposal and report writing. The ability to lead a team and work in collaboration with other branches, government departments and entities. Ability to work under pressure and to meet deadlines. Good communication, planning, problem solving, analytical and decision making skills. Must have sound interpersonal relations and conflict management skills. A valid driver’s license and willingness to travel.

DUTIES: The incumbent will be responsible to develop interventions to support TVET colleges in the implementation of integrated student development and support services to improve success and throughput rates; to provide management and administration support to colleges for the implementation of the DHET TVET colleges’ Bursary Scheme; to provide leadership in capacity building of TVET colleges to provide effective student support services; ensure the provision of effective SSS for improved student retention and success rates; manage

and support partnerships and donor-funded projects aimed at the development and support of TVET provision; initiate, support and coordinate the Department's outreach and marketing activities for profiling TVET institutions and their programme offerings; strengthen student governance in support of quality teaching, learning and overall student welfare; initiate and support interventions aimed at addressing the challenges affecting students in the TVET colleges with regards to disability; manage the implementation of academic support in TVET institutions; and maintain and advance a National Student Support Services Framework for TVET colleges.

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

CHIEF DIRECTORATE: PROGRAMMES AND QUALIFICATIONS

DIRECTORATE: TVET CURRICULUM DEVELOPMENT AND SUPPORT

POST: DIRECTOR: (REF NO: DHET 02/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ Advanced National Diploma (NQF level 7) or equivalent qualification in Education. The qualification should be coupled with at least 5 to 10 years teaching experience, /TVET Colleges or related environment. Minimum of 5 years' proven experience at middle /senior management level. Ability to evaluate and analyse existing and new curricula for relevance, currency and educational quality is essential. Excellent writing skills for leading curriculum development and review across a wide spectrum of programmes and qualifications is essential. Experience in policy development; Ability to engage with diversity of stakeholders to drive high quality curriculum delivery in colleges; Computer literacy MS Office: (Word, Excel, Access, Power point and Outlook). Financial management skills and knowledge of PFMA and treasury regulations. Excellent project management and communication skills, including high level proposal and report writing. The ability to lead a team and work in collaboration with other branches, government departments and entities. Ability to work under pressure and to meet deadlines. Good communication, planning, problem solving, analytical and strong decision making skills. Must have sound interpersonal relations and conflict management skills. A valid driver's license and willingness to travel.

DUTIES: The incumbent will be responsible to facilitate the development and implementation of curriculum and assessment policies for TVET Colleges; manage the development of high quality learning material for TVET students and lecturers; ensure the alignment and articulation of TVET programmes and qualifications across the post school education and training system; to provide support for curriculum delivery to learners with special education needs; to support TVET colleges to deliver curriculum through appropriate open learning modalities, including ODL and RPL; to provide strategic leadership in TVET Curriculum development ,coordination maintenance and support.

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT

DIRECTORATE: MANAGEMENT INFORMATION SYSTEM

POST: DEPUTY DIRECTOR (REF NO: DHET 03/09/2018)

SALARY: R826 053 per annum (All-Inclusive Remuneration Package) (Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/ Advanced National Diploma in computer science or Informatics/Statistics (NQF level 7) or equivalent qualification. A minimum of 5 years work experience in data management or related environment. At least 5 years management experience. Experience with Business Intelligence projects, including understanding of technical processes around conversion of data and data quality. Ability to discuss ongoing DHET data requirements and technical implications for TVET college data collection system. Knowledge and user experience with Business Intelligence, Analytic and /or report writing IT tools, such as Endeca, Oracle Discoverer or similar tools F. Experience in developing survey forms and /or questionnaires. Ability to work under pressure and to meet deadlines. Ability to work independently and display initiative. Good communication, interpersonal, planning, problem solving, analytical and decision making skills. Must have sound interpersonal relations and conflict management skills. Research ability will be an added advantage. A valid driver's license and willingness to travel.

DUTIES: Develop and manage strategy for data collection and submission within the TVET Sector. Determine, develop and implement credible data collection instruments in line with

applicable Departmental standards. Review proposals and methodologies for data collection and ensure data alignment with the TVETMIS as required. Ensure consistent use of definitions and rules within DHET, with TVET college system vendors, for example headcount, FTE, counting of students moving between colleges. Design and manage the implementation of data verification processes. Analyse data and compile data reports on request by different Branches of the Department as well as other government departments. Establish one-window support for College MIS/Data Managers. Ensure timely delivery of reports. Write and produce support tools, such as manuals videos etc. Ensure that the outputs required in the Minister's delivery agreement are monitored, measured and reported on a continuous basis so as to contribute to the deliverables within the pre-determined timeframes. Ensure timely and correct communication to TVET colleges and vendors.

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET INSTITUTIONAL FUNDING

POST: DEPUTY DIRECTOR: NATIONAL NORMS AND STANDARDS FOR INFRASTRUCTURE FUNDING OF TVET COLLEGES (REF NO: DHET 04/09/2018)

SALARY: R826 053 per annum (All-inclusive Remuneration Package) (Level 12)

REQUIREMENTS: A recognised undergraduate qualification/ Bachelor's Degree/ Advanced National Diploma (NQF level 7) or equivalent qualification in Economics. A qualification with Econometrics or in Built Environment would be an added advantage. A minimum of five (5) years' relevant working experience preferably in funding frameworks and policies. At least 5 years management experience. Extensive knowledge and insight into the education policies and legislation for public colleges. Experience in policy development, implementation and analysis. Experience in implementation of funding policies, 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 also be advantageous. A valid driver's license and willingness to travel.

DUTIES: Develop the infrastructure funding policy in support of education and training delivery in Technical and Vocational Education and Training (TVET) Colleges and monitor its implementation. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Gather, analyse and utilise data for the development

of National Norms and Standards for funding Infrastructure of TVET Colleges. 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. Benchmarking against other finance policies globally. 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.

BRANCH: TECHNICAL VOCATIONAL AND EDUCATION TRAINING

DIRECTORATE: STUDENT DEVELOPMENT AND SUPPORT

POST: DEPUTY DIRECTOR: EXIT SUPPORT (DHET 05/092018)

SALARY: R826 053 per annum (All-Inclusive Remuneration Package) (Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ Advanced National Diploma (NQF level 7) or equivalent qualification specialising in education, Student Support and Youth Development related Programmes. At least 5 years' experience in coordinating and managing exit support programmes is essential. At least 5 years management experience. A post graduate qualification will be an added advantage. Knowledge of the Technical and Vocational Education and Training (TVET) landscape is of critical importance, as are the competencies for ensuring that TVET students are relevant and responsive to the demands of employers. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent must be able to execute his/her duties in the context of competing labour market demands that lie within the mandate of the Department, and must therefore be able to work effectively within teams and in response to multiple stakeholder interests. Good computer skills are an essential requirement of work performance and reporting. Good knowledge of the Public Finance Management Act (PFMA) will be an added advantage. A valid driver's license and willingness to travel.

DUTIES: The incumbent will be responsible to initiate and support interventions aimed at addressing the challenges affecting the students in TVET Colleges, particularly in regard to exit support opportunities. Develop work and higher education readiness programmes in consultation with relevant stakeholders. Monitor and assess the implementation of student support services in respect of exit support programmes in TVET Colleges. Coordinate, manage,

and support the implementation of projects aimed at strengthening exit support in the TVET College sector. Develop and maintain a database of TVET College graduates.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises.

BRANCH: TECHNICAL VOCATIONAL AND EDUCATION TRAINING

DIRECTORATE: RESULTING AND CERTIFICATION

POST: DEPUTY DIRECTOR: RESULTING AND CERTIFICATION (DHET 06/092018)

SALARY: R826 053 per annum (All-Inclusive Remuneration Package) (Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/ Advanced National Diploma in Information Technology with Mathematics as subject or equivalent qualification. A minimum of 5 years work experience in system development/programming and data/statistical analysis, insight in examination registration, resulting and certification processes. At least 5 years management experience. Project administration experience and an experience in working with the mainframe system will be an added advantage. The Department is looking for a highly motivated individual to provide an effective and efficient IT system administration, administration and management of all processes critical to registration, resulting and certification of TVET and CET candidates. The candidate must be able to collect and analyse large amount of data. The ideal candidate must be able to design or use model to interpret both qualitative and quantitative data for business problems. The candidate must be adept at Structural Query Language (SQL) queries, report writing and presenting findings with attention to detail and accuracy. The candidate must be advanced in MS office Suit (e.g. MS word, MS Excel and MS access), use of statistical package for analysing data sets such as SQL, Excel, SPCC, SAS and so on. A valid driver's license and willingness to travel.

DUTIES: Manage and administer all processes critical to time tabling, registration, resulting and certification of candidates at TVET and CET colleges, Verify and recommend requests for subject credit transfers in accordance with the policy directives, Manage the maintenance of the mainframe system for resulting and certification, Assess, approve and audit the awarding of examination concessions on the examination IT system (e.g. Mainframe and modern system), Implement and oversee operational security measures relevant to registration, resulting and certification processes, Coordinate the storage and retrieval of historical certification records and responses to candidates' examination and assessment queries, Maintenance of the databases and ensure that the data are reliable, Interpret data, analyse results using statistical techniques and provide ongoing report (Daily, weekly, monthly reports) and Develop and

implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

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

POST: RESEARCH ASSISTANT (REF NO: DHET 07/09/2018) (CONTRACT POSITION UNTIL 30 JUNE 2019)

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Education and/or Management or in Social Sciences; At least 3 years' experience in post schooling sector, Computer literacy; Sound written and verbal communication skills Excellent interpersonal, organizational, administrative and problem solving skills.

DUTIES: Provide support to the Project Manager Interpret, synthesize and analyse data Work with stakeholders in developing training modules, Write and edit support materials for training. Develop mentoring and monitoring tools. Train regional staff in monitoring and supporting campus managers. Oversee the facilitating of components of the training programme. Initiate Communities of Practice (CoP) amongst campus managers in the first year and manage on-line CoP for the following two years and perform other related duties as required.

BRANCH: TECHNICAL VOCATIONAL AND EDUCATION TRAINING

DIRECTORATE: EXAMINATIONS MANAGEMENT AND MONITORING

POST: CHIEF ADMINISTRATION CLERK (MONITORING & EVALUATION) (REF NO: DHET1 08/09/2018)

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least 3 years' experience in an examinations environment in the TVET or CET environment. At least 3 years' experience in the administration of examinations specifically related to administrative support on monitoring and evaluation of TVET and/or CET College; compiling of Provincial and National examination monitoring statistics and draft reports. The incumbent must also have the following: Good interpersonal and communication skills. General correspondence – compiling,

recording and routing to exam centres. Computer literacy, especially the use of MS Word to compile reports and Excel for manipulation of spreadsheets and databases. Excellent organizational, record keeping and electronic filing skills. Must be able to work independently as well as in a team; Good report writing skills; Must have a valid code 08 driver's licence, be a current driver, willing to drive various distances. Having actual experience of working in, or with the TVET or CET environment for a minimum of 3 years. Be willing to travel regularly.

DUTIES: The applicant will be responsible for the administrative support in respect of all National examinations of all TVET and CET Colleges for the Public, Private and Correctional Services centres with the following objectives: Reviewing and compiling the compliance tools and submitting such to colleges; Provide leadership support for the training and monitoring of TVET and CET colleges for examinations. Responsible for the administration iro conduct of examinations – the extraction and evaluation of data from the Compliance tools. Liaising with Provincial Officials and College officials with regards to examinations monitoring and evaluation. Compiling examination reports for every examination cycle. Provide administrative support to the Examinations Management and Monitoring unit with regard to Training of college and Regional officials; and the monitoring of examinations. Provide administrative support to Colleges with regard to examination concessions, state of readiness and monitoring of examinations. Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Assurors.

BRANCH: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIRECTORATE: ITEM DEVELOPMENT AND MARKING

POST: CHIEF ADMINISTRATION CLERK (REF NO: DHET 09/09/2018)

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least 3 years' experience in an examinations environment in the TVET or CET environment. He/she should possess good computer skills and an advanced knowledge of Microsoft Office programmes such as Word, PowerPoint and Excel, as well as excellent typing skills (at least 40 w.p.m.). The applicant must be able to type and format according to specifications inclusive of complex graphs and tables. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment. He/she should have

excellent organisational skills, experience in record keeping and managing an electronic filing system and be able to work under pressure for extended periods of time with minimal supervision. Fluency in both English and Afrikaans will be an added advantage.

DUTIES: The successful candidate will be responsible for managing the daily activities of the Formatting Unit of the Sub directorate: Editing and Typing. This will entail the management of: Monitor progress and quality control formatting, layout and corrections of question papers and marking guidelines across all examinations. Implement and manage electronic filing to ensure a smooth flow of question papers and marking guidelines within the typing pool. Perform duties related to: The daily statistics of the flow records to ensure that flow processes are efficient and executed as planned Ad hoc administrative tasks related to the supervision of officials in the typing pool. Safekeeping of question papers, marking guidelines and SBAs during the capturing, formatting and typing processes. Supervision of Senior Administration Clerks in the Formatting Unit. Planning and co-ordination of the workflow of Formatting Unit in consultation with the Assistant Director: Editing and Typing. The successful applicant will be expected to work overtime.

**CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT
DIRECTORATE: EXAMINATIONS MANAGEMENT AND MONITORING
POST: CHIEF ADMINISTRATION CLERK: IRREGULARITIES AND SITE-BASED
ASSESSMENT (TWO POSTS) (REF NO: DHET 10/09/2018)**

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification in Administration (NQF Level 6) will be an added advantage. At least 3 years' experience in the administration of examination processes. Knowledge of supporting processes, policies, regulations and systems related to the management and handling of examination and site-based assessment (SBA) irregularities. Computer literacy and report-writing skills, good interpersonal and communication skills. Ability to work under pressure and as part of a team.

DUTIES: Reception of examination and site-based irregularity reports from examination and marking centres. Engage in administrative activities in support of SBA monitoring and moderation activities (assisting with appointment of monitors and moderators, typing, filling, record-keeping, minute-taking, and correspondence). Facilitate general logistical arrangements for and on behalf of the unit (procurement, bookings). Administrate and process irregularities

for each examination cycle. Provide administrative support to the NEIC for each examination cycle. Assist with the compilation of examination and SBA irregularities reports.

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

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

POST: PROJECT ADMINISTRATOR (REF NO: DHET 11/09/2018) (CONTRACT POSITION UNTIL 30 JUNE 2019)

SALARY: R163 563 per annum (Salary Level 5)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. . One (1) to two (2) years' experience in an administration environment. MS Office advanced proficiency in Outlook, MS Word, PowerPoint, and Excel. Excellent verbal and written communication skills, Problem solving skills, Ability to take initiative, Detail-orientated, Process and documentation driven. Ability to organise effectively and priorities own workload.

DUTIES: Ensure that all project administration support is provide, these will include: setting up new project templates, project codes and information, ensuring that documents related to the project are filed and accessible, project reports are compiled assisting Project Manager with preparation of presentations taking minutes of project meetings as required, coordinating processes associated with preparations and organising of workshops organising travel arrangements and related accommodation for management and project staff and any other project related arrangements that are required.

BRANCH: TECHNICAL VOCATIONAL AND EDUCATION TRAINING

DIRECTORATE: RESULTING AND CERTIFICATION

POST: SENIOR ADMINISTRATION CLERK: NATIONAL CERTIFICATE (VOCATIONAL) (TWO POSTS) (DHET 12/092018)

SALARY: R163 563 per annum (Salary Level 5)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. One (1) to two (2) years' experience in an administration environment. The applicant will be responsible for processing the registration, resulting, certification of NC (V) candidates and handling NC (V) queries arising from examination centres. He/she will be expected to work on confidential documentation in a high security environment. He/she must be able to work overtime and under

pressure for extended periods of time with minimal supervision. The incumbent must be adaptable, disciplined, self-confident and be able to work in a diverse team, Good interpersonal and communication skills, Computer literacy, especially the use of Excel for maintaining a control register and Excellent organizational, record keeping and electronic filing skills.

DUTIES:Receive and capture student data for registration, resulting and certification purposes, Monitor receipt of student data from NC (V) examination centres against the published management plan, Conduct verification of student data and effect the necessary corrections, Interact/Intervene with NC (V) examination centres regarding the registration, resulting and certification of candidates, Respond directly to NC (V) examination queries, i.e. telephony and email queries from examination centres, General administration duties, i.e. processing and electronic filing of examination documents such as mark sheets and preliminary schedules, Packing, controlling and dispatching of statements of results, certificates, preliminary schedules, examination admission letters and mark sheets to/from NC (V) examination centres.

University Branch

BRANCH: UNIVERSITY EDUCATION

CHIEF DIRECTORATE: UNIVERSITY PLANNING AND INSTITUTIONAL FUNDING

POST: CHIEF DIRECTOR (REF NO: DHET 13/09/2018)

This is a re-advert candidate who previously applied are encourage to re-apply

SALARY: R1 189 338 per annum (All-inclusive remuneration package) (Salary Level 14)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma or equivalent qualification. A Doctorate degree would be a distinct advantage. Consideration will be given to candidates with in-depth knowledge of at 5 to 10 years' experience in the higher education sector as well as 5 years proven experience in a senior managerial level at an institutional and or national level. Expertise in one or more of the following areas is a requirement: institutional research and planning; infrastructure planning; academic programme development and enrolment planning; funding of universities; and, higher education management information systems. Knowledge and understanding of the value chain of applications towards registration and admission to institution would be an added advantage. The incumbent must be a strong communicator with the ability to interact with high

level academics and university managers, different branches in the Department of Higher Education and Training, other government departments, public entities, professional bodies and education and training institutions. Further requirements are: excellent and proven project management capabilities; strategic thinking, problem solving and financial management skills; proposal and report writing; and, computer skills. Good knowledge and understanding of the Higher Education Act, Funding Framework for Universities, Higher Education Qualification Sub-Framework, and White Paper for the Post School Education and Training (PSET) System. Knowledge of public sector budgeting and planning will be an added advantage. The incumbent should be able to perform in a team environment and take the responsibility for managing new developments in the higher education system. The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations and entities. Willingness to travel domestically and internationally. A valid driver's license and willingness to travel.

DUTIES will include, but not be limited to, providing strategic leadership and management support to four Directorates to ensure: the growth of quality public higher education provisioning through enrolment planning processes, the management of programme applications and the development and maintenance of institutional PQMs on a national level, and the development of a Ministerial Enrolment Planning Statement; the development of new initiatives within the public higher education system; the development of the Central Application Service (CAS) for the PSET; determining funding allocations to public higher education institutions, and presenting an annual Ministerial Statement for University Funding; monitoring the use of earmarked funds by universities monitoring the use of infrastructure and efficiency funds in line with the Macro Infrastructure Framework for the public higher education sector; the implementation of the student housing infrastructure programme at universities; requests in terms of section 40 of the Higher Education Act; the maintenance and new developments of the higher education management information system for public institutions; providing data support to both internal and external stakeholders of the DHET with a focus on reporting, system and technical requirements; and submissions and verification of HEMIS data to enable funding allocations and cohort studies.

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

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: ACADEMIC PLANNING, MONITORING AND EVALUATION

POST: DEPUTY DIRECTOR: ENROLMENT PLANNING (REF NO: DHET

14/09/2018)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma or equivalent qualification. A Masters qualification will be a distinct advantage. A postgraduate qualification in statistics and data management will also be an advantage.

Knowledge and experience: Applicants must have a minimum of 5 years' experience in the post-school education and training sector. At least 5 years management experience. Experience in monitoring and evaluation; enrolment/; academic planning processes and/ or institutional research including compiling and analysing institutional profiles. Knowledge and understanding of the role of Programme Qualification Mixes and the high level skills development requirements of South Africa. Knowledge and understanding of relevant policies and legislation pertaining to the higher education sector; knowledge of government priorities and objectives specifically relating to the Medium Term Strategic Framework and the National Development Plan; Knowledge of the Higher Education Information Management System (HEMIS). High proficiency in MS programmes, specifically Excel, MS Office and MS PowerPoint; Analytical and problem solving skills; Research and Report-writing skills; Excellent presentation skills; High level verbal and written communication skills; Good interpersonal skills and ability to liaise with internal and external stakeholders; Ability to work independently without direct supervision as well as in a team. Ability to work under pressure. Willingness to travel domestically and internationally. A valid driver's license and willingness to travel.

DUTIES: The scope of the work of the successful candidate will include, but not be limited to: consolidating, analysing and monitoring the enrolment plans of public higher education institutions (public HEIs); developing the Ministerial statement on the national enrolment plan and midterm review on enrolment planning; developing an annual report on the achievement of the Ministerial enrolment planning targets. The incumbent will be expected to engage with executive management representatives on issues relating to enrolment planning; to advise public higher education institutions on issues pertaining to enrolment planning; to develop and maintain institutional profiles for each of public Higher Education Institution (HEI), and apply these analyses in monitoring and evaluating trends and future projected growth in line with

systemic priorities and available funding. The incumbent will be expected to assist in academic programme applications processes by providing input and output targets per institution, enrolment projections in line with the public HEIs space capacity and performance; to assess business plans submitted by public HEIs in line with national development needs, targets and expansion of the university sector, and to compile submissions, reports, briefing notes and speaking notes as required.

NOTE: All short-listed candidates will be required to undertake an MS Excel and writing/presentation test.

CHIEF DIRECTORATE: TEACHING AND LEARNING DEVELOPMENT

DIRECTORATE: INTERNATIONAL SCHOLARSHIPS

POST: DEPUTY DIRECTOR SCHOLARSHIPS MANAGEMENT (REF NO: DHET 16/09/2018)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma or equivalent qualification. A relevant postgraduate degree will be an added advantage. At least 5 years' experience in the higher education sector. At least 5 years management experience. Experience in and a good understanding of international relations and working with foreign governments. Excellent research and writing skills. Prior 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. Willingness to travel domestically and internationally. Willingness to travel domestically and internationally. A valid driver's license and willingness to travel.

DUTIES: The scope of the work of the successful candidate will include, but is not limited to, International Scholarships Committee secretariat; Facilitating intergovernmental coordination of international scholarships; Managing the communication needs and visibility of scholarships programmes (media, branding, website etc.); Analysing and evaluating trends and developments in international scholarships and identifying international higher education institutions and degree programmes for scholarships. Assessing incoming scholarship offers, initiating new programmes, negotiating funding and facilitating bilateral agreements and their implementation, rollout and monitoring thereof. Managing application processes for scholarships. Representing the Department on steering or advisory committees. Generally supporting the work of the International Scholarships Directorate, including providing advice

and reports on request and to other senior managers in the Department and the Ministry on areas that are related to the work of the Directorate, and to deputise for the Directorate: International Scholarships. Managing the sub-directorate including: Planning deadlines and ensuring adherence thereto. Budget management and accurate recordkeeping of relevant expenditures; Staff management. Managing the day-to-day operations; Preparing reports and presentations.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises.

BRANCH: UNIVERSITY EDUCATION

CHIEF DIRECTORATE: TEACHING AND LEARNING DEVELOPMENT

DIRECTORATE: TEACHER EDUCATION

POST: DEPUTY DIRECTOR: PRE-SCHOOL AND SCHOOL TEACHER

EDUCATION (REF NO: DHET 17/09/2018)

SALARY: R826 053 (All-inclusive Remuneration Package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma or equivalent qualification. At least 5 years' relevant working experience in a teacher education context. At least 5 years management experience. A post graduate qualification will be an added advantage. An extensive knowledge of, and insight into higher education pre-school and school teacher 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. The ability to develop, support and monitor the implementation of policies and programmes; the ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players; good computer skills. A valid driver's license and willingness to travel.

DUTIES: The scope of work of the Deputy Director: Pre-School and School Teacher 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 pre-school and school teacher education policies. Conceptualizing and implementing programmes and projects to strengthen pre-school and school teacher 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 and school teacher.

NOTE: All short-listed candidates will be required to undertake writing/presentation test.

BRANCH UNIVERSITY EDUCATION

CHIEF DIRECTORATE: INSTITUTIONAL GOVERNANCE AND MANAGEMENT SUPPORT

POST: SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 18/09/2018)

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma or equivalent qualification. At least 3 years relevant administrative experience. 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 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. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. 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: Managing and coordinating administrative support and activities pertaining to the Chief Directorate. These include but are not limited to: office management; receiving and tracking of all correspondence and submissions within the Chief Directorate; coordinating responses to internal and external correspondence; liaison with internal and external stakeholders relating to the work of the Chief Directorate; support effective communication within the Chief Directorate; track and maintain records of all financial transactions in the Chief Directorate; management of monthly cash flow statements, procurement policies and practices and risk and fraud management; manage all logistical arrangements for the chief directorate where requested; track and process correspondence and documents; prepare

supporting documentation for meetings where required; and any other matters relating to the administration of the Chief Directorate.

NOTE: All short-listed candidates will be required to undertake writing/computer test.

BRANCH: UNIVERSITY EDUCATION

CHIEF DIRECTORATE: TEACHING AND LEARNING DEVELOPMENT

DIRECTORATE: TEACHING QUALIFICATIONS AND POLICY

POST: SENIOR ADMINISTRATION CLERK (REF NO: DHET 20/09/2018)

SALARY: R163 563 per annum (Salary Level 5)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification will be an added advantage. A minimum of one (1) to two (2) years of appropriate experience and a working knowledge in the evaluation of qualifications or programmes is required. A tertiary qualification such as a Degree or a Diploma will be an added advantage. The position requires a person who has organisational and administrative skills as well as the ability to arrange and systematise information. Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint are required.

DUTIES: The incumbent will be responsible for but not limited to: receiving and sorting out applications for the evaluation of qualifications; capturing and registering applications on the system and creating evaluation templates as well as creating hardcopy files; preparing agenda books and taking minutes of the monthly Qualification Evaluation Committee meetings; typing letters and preparing certificates of evaluation of qualifications; making copies, posting letters and certificates of evaluation of qualifications; creating folders for filing of certificates and letters on the system, as well as filling of hard copies of these certificates and letters in the box-files; responding to e-mails and telephonic enquiries regarding evaluation of qualifications and programmes.

Planning, Policy and Strategy Branch

BRANCH: POLICY, PLANNING AND STRATEGY

DIRECTORATE: CAREER DEVELOPMENT SERVICES

POST: DIRECTOR (REF NO: DHET 22/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification. The qualification should be coupled with at least 5 to 10 years' experience in education and/or training and the management of career development services. Minimum of 5 years' proven experience at middle /senior management level. He/she must have an excellent understanding of Career Development Services in the country, good understanding of the post-school education and training (PSET) sector including university education, skills development, community education and training and technical and vocational education and training issues; demonstrated knowledge and experience of career development in the PSET system, including the development of materials for career development; strong ability to work independently, as well as manage and coordinate career development projects; excellent communication skills, both written and oral; strong organisational and problem solving skills; and ability to develop and maintain positive relationships with stakeholders, both internal and external. Experience in facilitating workshops, conducting research and analysis and report writing are essential for this post. Experience in managing finances is essential. It is expected from the Director to travel extensively.

DUTIES: Manage the implementation of Career Development Services (CDS) in the PSET System; develop and maintain policies, norms and standards, protocols and guidelines for the provision of Career Development Services; coordinate the implementation of career development services and activities across the PSET System including entities and institutions, to ensure synergy with delivery agreements and the National Policy for Career Development Services; align the Career Development Services in the PSET System with the National Career Development Services in the country; manage a programme of campaigns and events to support Career Development Services; develop a national network to support Career Development Services; manage relations with stakeholders for the implementation of Career Development Services; manage the technology and information systems that support the provision of Career Development Services; manage the provision of training and support to a network of stakeholders that provide Career Development Services; manage campaigns and events that provide Career Development Services; and monitor, evaluate and report on the implementation of Career Development Services in the PSET System.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises.

The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: POLICY, MANAGEMENT AND SYSTEM PLANNING

DIRECTORATE: PSET SYSTEM PLANNING

POST: DIRECTOR (REF NO: DHET 23/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification. A post-graduate Degree in the Social Sciences fields such as education and/or industrial sociology will be an advantage. At least 5 - 10 years' experience in the field of Post School Education and Training field. Minimum of 5 years' proven experience at middle /senior management level. Good track record of managing a multiple stakeholder environment. . A valid driver's license and willingness to travel.

DUTIES: Managing the coordination of PSET system planning at a national level including: the establishment of relationships with national stakeholders, the engagement with national stakeholders and gathering of information regarding skills needs, the building national stakeholders' capacity for skills supply and demand analysis the production of reports on national stakeholder engagements, capacity development and identified skills needs Managing the coordination of PSET system planning at a provincial level including: the establishment of relationships with provincial stakeholders, the engagement with provincial stakeholders and gathering of information regarding skills needs, the analysis of provincial skills plans and human resource development strategies, the building of provincial stakeholder capacity for skills supply and demand analysis, the production of reports on provincial stakeholder engagements, capacity development and identified skills needs Managing the development of the PSET system plan including: the development of steering mechanisms for PSET planning the identification of priority skills needs across national, provincial and local government, the production of priority occupations and qualifications lists and recommendations for priority skills interventions, the development and dissemination of the PSET system plan Manage the PSET Planning Directorate strategy, budget, human and resources Develop, in collaboration with the Chief Director, implement and report on the Directorates' strategic, annual and operational plans Forecast and plan, in collaboration with the Chief Director, and implement

and report on the Directorate budget, assets, donor funding and expenditure Develop, implement and report on the Directorate capacity and staff performance management plans and activities.

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: OPEN LEARNING

POST: DIRECTOR (REF NO: DHET 24/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in management of content management systems and learning and teaching materials development in an open/online/distance mode. Minimum of 5 years' proven experience at middle /senior management level. He/she must have a good understanding of the post-school education and training sector including university education, skills development, community education and training and technical and vocational education and training issues; demonstrated knowledge of open learning and open educational resource issues in the country, including copyright and intellectual property; strong ability to work independently, as well as manage and coordinate open learning/eLearning projects; excellent communication skills, both written and oral; strong organisational and problem solving skills; and ability to develop and maintain positive relationships with stakeholders, both internal and external. Experience in facilitating workshops, conducting research and analysis and report writing are essential for this post. Experience in managing finances is essential. A valid driver's license and willingness to travel.

DUTIES: Develop policies, create an enabling policy environment, provide support and monitor progress of open and distance Learning (ODL) in the post-school education and training (PSET) system; ensure that open learning is progressively introduced in the PSET system; engage stakeholders on the implementation of integrated ODL; coordinate and research the use of Open Education Resources; advocate and communicate open learning and develop coherent open learning opportunities for PSET.

POST: DEPUTY DIRECTOR (PROJECT COORDINATOR): CAREER

DEVELOPMENT SERVICES POLICY AND COORDINATION (REF NO: DHET 25/09/2018)

This position will be contract based from the date of appointment until 31 March 2020

SALARY: R826 053 per annum (All-inclusive remunerative package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/ Advanced National Diploma in Public Administration/Management or Development Studies, (NQF level 7) or equivalent qualification. A qualification in project management or as a module in a qualification will be an added advantage. A minimum of 5 years work experience in inclusive of project management, stakeholder coordination and management. At least 5 years management experience. Good knowledge of post-school education and training policies and legislation; a working knowledge of career development services; report writing skills. A valid driver's license and willingness to travel.

DUTIES: Reporting to the Project Manager (Director), will be responsible for planning, managing and monitoring implementation of the career development services policy across all spheres of government; establishing and managing coordinating structures; developing guides and standards for implementation of career development services in the country; managing stakeholders and partners; and writing reports.

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: POLICY, MANAGEMENT AND SYSTEM PLANNING

DIRECTORATE: PSET SYSTEM PLANNING

POST: DEPUTY DIRECTOR: PSET SYSTEM PLAN DEVELOPMENT (REF NO: DHET 26/09/2018)

This position will be contract based from the date of appointment until 31 March 2020

SALARY: R697 011 per annum (All-inclusive remunerative package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Social Sciences such as Education and/or Industrial Sociology or equivalent qualification. Specialisations in skills development and or/planning an advantage. A minimum of 5 years work experience in the field of post-school education and training, At least 5 years management experience. Experience in public service an advantage Good track record of working in a multiple stakeholder environment. A valid driver's license and willingness to travel.

DUTIES: Managing the development of steering mechanisms for PSET planning including: the framework for PSET planning policies, regulations, and circulars for PSET planning tools, templates, guidelines and instruments for PSET planning. Managing the analysis and identification of priority occupations and qualifications across national, provincial and local

government. Managing the production of: priority occupations and qualifications lists and recommendations for priority skills interventions. Managing the development and dissemination of the PSET system plan.

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: POLICY, MANAGEMENT AND SYSTEM PLANNING

DIRECTORATE: PSET SYSTEM PLAN COORDINATION

POST: DEPUTY DIRECTOR: PSET SYSTEM PLANNING COORDINATION (REF NO: DHET 27/09/2018)

This position will be contract based from the date of appointment until 31 March 2020

SALARY: R697 011 per annum (All-inclusive remunerative package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Social Sciences fields such as Education and/or Industrial Sociology. Specialisations in skills development an advantage. A minimum of 5 years work experience in the fields of post school education and training, At least 5 years management experience. Experience in public service an advantage. Good track record of working with a multiple stakeholder environment. A valid driver's license and willingness to travel.

DUTIES: Manage the establishment of relationships with national stakeholders including: the development of service delivery plans and protocols and the development of memoranda of agreement (MOA). Managing engagements with national stakeholders and gathering of information regarding skills needs. Managing the building of national stakeholder capacity for skills supply and demand analysis including the: the conducting of capacity building workshops and the dissemination of PSET planning briefs, lists, research and reports. Managing the production of reports on national stakeholder engagements, capacity development and identified skills needs.

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: SOCIAL INCLUSION AND EQUITY

POST: DEPUTY DIRECTOR: SOCIAL INCLUSION & EQUITY (REF NO: DHET 28/09/2018)

SALARY: R697 011 per annum (All-inclusive remunerative package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Social Sciences fields such as Education and/or Industrial Sociology. A minimum of 5 years work experience in issues of inclusion (equity of race, class,

gender, age, disability, youth development, religion, culture, substance abuse and HIV/AIDS) – in particular, inclusion of disability in the Post-School Education & Training Sector. At least 5 years management experience. She/he must possess knowledge and understanding of issues of social inclusion in the Post-School Education & Training sector broadly. Experience in facilitating workshops, conducting research, and analysis and report writing are essential for this post. **Knowledge and Skills:** Must be computer literate, with strong communication skills, both oral and written. A valid driver's license and willingness to travel.

DUTIES: Monitor social inclusion in institutions of higher education including all institutions of Post-School Education & Training. Provide information and support relating to issues of disability in the Post-School Education & Training sector. Provide support for the observance of national and international days of significance. Conduct research, analyse data and write reports. Monitor the implementation of programmes promoting health, sports, participation and integration of youth with disabilities in all HET institutions.

BRANCH: PLANNING, POLICY AND STRATEGY

**CHIEF DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES FOR
EDUCATION INSTITUTIONS**

**POST: SENIOR LEGAL ADMINISTRATION OFFICER (MR 6) (REF NO: DHET
29/09/2018)**

SALARY: R448 268 – R1 084 437 (OSD Salary Scale)

REQUIREMENTS: A recognised undergraduate qualification in field of Law/ LLB Degree. Admission as an Advocate or Attorney will be an added advantage, At least 8 years legal experience and knowledge in the following legal administration spheres: Constitutional Law, Administrative Law, Interpretation of statutes, Law of Conflict, Civil Procedure, Labour Law, Law of Evidence of Delict, Commercial transaction law, Post -School Education and Training Laws. At least 5 years management experience.

KNOWLEDGE: The public sector and its legislative and regulatory framework; Departments process and procedures, initiatives and strategic objectives. **COMPETENCIES AND**

SKILLS: Proven ability to provide legal advice at senior level and interact at high profiled level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report writing and presentation skills; both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS word, Excel and PowerPoint, customer focus and responsiveness;

developing others; managing interpersonal conflict and resolving problems; planning and organising. A valid driver's license and willingness to travel.

DUTIES: Provide legal support and advice to the Department, its institutions and statutory bodies on matters relating to legislation administered by the Department and its policies to ensure compliance; legislation formulation; contract vetting and drafting; provide litigation support, including compilation of documents and court records, attend consultation with state attorneys and legal counsel; prepare Ministerial and Director: General submissions, memoranda, legal opinions and reposts; advise and mentor juniors.

BRANCH: PLANNING, POLICY AND STRATEGY

**CHIEF DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES FOR
EDUCATION INSTITUTIONS**

POST: LEGAL ADMINISTRATION OFFICER (REF NO: DHET 30/09/2018)

SALARY: R353 253 – R867 399 (OSD Salary Scale)

REQUIREMENTS: A recognised undergraduate qualification in field of Law/ LLB Degree, Admission as an Advocate or Attorney will be an added advantage. At least 5 years post qualification legal experience and appropriate knowledge in the following legal administration spheres: Constitutional Law, Administrative Law, Interpretation of statutes, Law of Conflict, Civil Procedure, Labour Law, Law of Evidence of Delict, Commercial transaction law, Post - School Education and Training Laws. At least 5 years supervisory experience.

KNOWLEDGE: The public sector and its legislative and regulatory framework; Departments process and procedures, initiatives and strategic objectives.

COMPETENCIES AND SKILLS: Proven ability to provide legal advice at senior level and interact at high profiled level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report writing and presentation skills; both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organising. A valid driver's license and willingness to travel.

DUTIES: Provide advisory services to the Department; develop plans and strategic interventions related to the implementation of relevant Post-School Education and Training

legislation; draft legal documents, memoranda reports, government notices, submissions, reports; analyse legislation and provide recommendations for appropriate intervention; support Senior Legal Administration Officer in drafting key documents relating to the implementation of the Departments Legislation and policies; draft responses to parliamentary questions; drafting and vetting of agreements; provide litigation support in all cases involving the Department.

BRANCH: POLICY, PLANNING AND STRATEGY

CHIEF DIRECTORATE: SYSTEMS PLANNING, MONITORING AND EVALUATION

DIRECTORATE: INFORMATION SYSTEM MANAGEMENT

DEPUTY DIRECTOR: INFORMATION SYSTEM COORDINATION (REF NO: DHET 31/09/2018)

CONTRACT POSITION UNTIL 31 MARCH 2020

SALARY: R697 011 per annum (All-inclusive remunerative package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Computer Science or Information systems. A post graduate IT qualification will be advantageous. A minimum of 5 years work experience in the development, support and management of IT user applications. At least 5 years management experience. The following mandatory skills are required for the job: Advanced Programming skills in .NET environment using C# and VB.Net, Advanced computer skills in the full range of MS Office products especially in MS Access, Advanced skills in SQL query language (SQL Server and Oracle databases), Experience in IT project management and user support, The incumbent will also be a person who works well under pressure, is prepared to work overtime when required, pays attention to detail, works well within a team environment and has good communication skills. A valid driver's license and willingness to travel.

DUTIES: The successful candidate will be required to: Design and develop electronic survey capture tools. Develop system documentation. Manage data applications and reports. Train and support end users on software applications. Support provinces and institutions on software

applications. Report to and assist the Director with project management matters relating to all large systems projects. Design reports on the business intelligence system. Represent the directorate at internal and external meetings and be prepared to travel when needed.

BRANCH: POLICY, PLANNING AND STRATEGY

POST: DEPUTY DIRECTOR: CAREER DEVELOPMENT SERVICES TRAINING AND SUPPORT (REF NO: DHET 32/09/2018)

This position will be contract based from the date of appointment until 31 March 2020

SALARY: R697 011 per annum (All-inclusive remunerative package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in education management, education, psychology, social sciences or other relevant/equivalent qualification. A minimum of 5 years work experience in managing and providing career development services. At least 5 years management experience. Good understanding of the education and training sector including schools, university education, skills development, technical and vocational education and training and community education and training issues relevant to career development services. Knowledge of the relevant legislation/policies/prescripts and procedures. Excellent knowledge and understanding of career development services and how it operate. Strong organisational and problem solving skills. Excellent communication skills, both written and verbal. Good interpersonal and communication skills to interface with people from diverse backgrounds and maintain positive relationship with stakeholders, both internal and external. Good technology skills to operate in a high-tech environment. Being multi-lingual in official South African languages is a requirement with the ability to speak in isiNdebele, siSwati, Tshivenda or Afrikaans will be an added advantage (for radio purposes). A valid driver's license and willingness to travel.

DUTIES: Manage a team of career development practitioners and the provision of training and support services of the National Career Development Services including managing the day-to-day activities of the team, preparation of presentations and reports, organise and lead workshops, training sessions, meetings and events and participating in various relevant committees.

POST: ASSISTANT DIRECTOR: CAREER DEVELOPMENT SERVICES POLICY AND COORDINATION (REF NO: DHET 33/09/2018)

This position will be contract based from the date of appointment until 31 March 2020

SALARY: R444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in in Public Administration/Management or Development Studies. A qualification/module in project management will be an added advantage. At least 5 years' working experience inclusive of public policy development, monitoring and evaluation, stakeholder coordination and management is required. At least 5 years supervisory experience. Good knowledge of post-school education and training policies and legislation; a working knowledge of career development services; planning and report writing skills. A valid driver's license and willingness to travel.

DUTIES: Reporting to the Project Coordinator (Deputy Director) will coordinate implementation and monitoring of the career development services policy across all spheres of government; facilitate establishment and management of coordinating structures; provide secretariat support to coordinating structures; develop guides and standards for implementation of career development services in the country; manage stakeholders and partners; and write reports.

BRANCH: POLICY, PLANNING AND STRATEGY

POST: ASSISTANT DIRECTOR: CAREER DEVELOPMENT SERVICES

ADVOCACY AND COMMUNICATION (DHET 34/09/2018)

This position will be contract based from the date of appointment until 31 March 2020

SALARY: R356 289 per annum (Salary Level 9)

REQUIREMENTS A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in communication, education, psychology, or other relevant/equivalent qualification, including computer training. A minimum of 5 years' experience in advocacy and/or communications management; good understanding of the education and training sector including schools, university education, skills development, technical and vocational education and training and community education and training issues relevant to career development service. At least 5 years supervisory experience. Excellent communication skills, both written and verbal. Demonstrated experience in developing promotional/advocacy materials. Excellent computer skills with excellent knowledge of the use of MS Office and other software packages used for developing materials such as brochures, booklets and infographics. Excellent knowledge of the use of social media to advocate and communicate. Ability to manage radio programmes. Good interpersonal and communication skills to interface with people from

diverse backgrounds. Good organisational and basic events management skills. Being multi-lingual in official South African languages is a requirement with the ability to speak in isiNdebele, siSwati, Tshivenda or Afrikaans will be an added advantage (for radio purposes). A valid driver's license and willingness to travel.

DUTIES: Leading and managing advocacy and communication services for career development services in the country, including development of promotional materials, development of publications, management of the Khetha Radio Programmes, managing social media for career development services, organising campaigns and events, and media liaison.

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: POLICY MANAGEMENT AND SYSTEM PLANNING

DIRECTORATE: POLICY, RESEARCH AND EVALUATION

POST: ASSISTANT DIRECTOR: POLICY AND EVALUATION (REF NO: DHET 35/09/2018)

SALARY: R 356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Policy or equivalent qualification. An Honours Degree in Policy and Development Studies degree will be an added advantage. At least 5 years' experience in policy development, policy analysis and experience in writing research or evaluation reports. At least 5 years supervisory experience. Competencies and Skills: Policy, monitoring and evaluation, Client orientation and customer focus, Programme and project management, Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organising, Problem solving, Computer literacy and Report writing. A valid driver's license and willingness to travel.

DUTIES: Provide support for policy development processes within the Department and maintain the policy repository; Conduct evaluation of departmental policies, programmes and projects; Support the use of Socio-Economic Impact Assessment (SEIAS) in the policy development processes of the Department; Conduct the capacity building for policy and evaluation related matters; Support the coordination of Management Performance Assessment Tool (MPAT) within the Department; and undertake any other task as directed by supervisor.

BRANCH: POLICY, PLANNING AND STRATEGY

**POST: INFORMATION OFFICER (SENIOR ADMINISTRATIVE OFFICER):
CAREER DEVELOPMENT SERVICES POLICY AND COORDINATION (REF NO:
DHET 36/09/2018)**

This position will be contract based from the date of appointment until 31 March 2020

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Administration/Management or Development Studies. A minimum of 3 years' experience in administration and stakeholder management. Understanding of the education and training sector including schools, university education, skills development, technical and vocational education and training and community education and training issues relevant to career development services. Knowledge of the relevant legislation/policies/prescripts and procedures. Good interpersonal and communication skills to interface with people from diverse backgrounds and maintain positive relationship with stakeholders, both internal and external. Proficiency in Ms Word, Ms Excel and Ms PowerPoint. Good writing skills and strong document management. Candidates may be required to complete computer skills/clerical proficiency test. A valid driver's license and willingness to travel.

DUTIES: Write project documents including but not limited to concept notes, reports, drafting of agreements and submission. Develop a document management and tracking system for the Directorate. Provide secretariat duties to the Career Development Services Structures. Provide general administrative support to the Directorate. Liaise with Career Development Stakeholders at all level.

BRANCH: POLICY, PLANNING AND STRATEGY

**POST: INFORMATION OFFICER: CAREER DEVELOPMENT SERVICES (5
POSTS) (DHET 37/09/2018)**

**These positions will be contract based from the date of appointment until 31 March
2020**

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in education management, education, psychology, social sciences will be an added advantage. A minimum of 3 years' experience in providing career development services. Good understanding of the education and training sector including schools, university education, skills development, technical and vocational

education and training and community education and training issues relevant to career development services. Good knowledge and understanding of career development services and how it operate. Good organisational and problem solving skills. Excellent communication skills, both written and verbal. Good interpersonal and communication skills to interface with people from diverse backgrounds and maintain positive relationship with clients. A valid drivers' licence and the ability to travel. Being multi-lingual in official South African languages is a requirement with the ability to speak in isiNdebele, siSwati, Tshivenda or Afrikaans will be an added advantage (for radio purposes). A valid driver's license and willingness to travel.

DUTIES: Provide career development services (information, advice and guidance) through the multiplatform helpline (telephone, SMS, email, facebook), radio programmes, training sessions, information sessions, events and expos.

BRANCH: POLICY, PLANNING AND STRATEGY

CET Branch

BRANCH: COMMUNITY EDUCATION AND TRAINING

CHIEF DIRECTORATE: EDUCATION TRAINING DEVELOPMENT AND ASSESSMENT

DIRECTORATE: CET COLLEGE PARTNERSHIPS

POST: DIRECTOR: (REF NO: DHET 40/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A post-graduate degree will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in the post-school education and training sector. Minimum of 5 years' proven experience at middle /senior management level. Willingness to work irregular hours and travelling 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 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 and willingness to travel.

DUTIES: The scope of the Director's work will include but not be limited to: Providing leadership in the implementation of the National Strategy for Partnerships in CET Colleges. Providing support to ensure functionality of CET College partnership structures and strategies. Monitoring and reviewing the implementation of the National Strategy for Partnerships in CET Colleges. Facilitating partnerships between government, public private providers and relevant Councils and Statutory Councils. Developing and implementing capacity building programmes for CET College partnerships; establishing appropriate registers to record the establishment of partnerships across CET Colleges.

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

DIRECTORATE: CET COLLEGE STUDENT RESOURCING AND SUPPORT

POST: DIRECTOR (REF NO: DHET 41/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A post-graduate degree and experience in student support and resourcing will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in within the post-school education and training sector. Minimum of 5 years' proven experience at middle /senior management level. A sound and thorough knowledge of policies and strategies relating to student 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 and willingness to travel.

DUTIES: Provide strategic leadership on developing, implementing and monitoring policies for community and student support services in the CET sub-system. Developing guidelines and manuals for setting up student support structures in the system. Developing training programmes for student support services in CET colleges. Developing the learning and teaching support material (LTSM) policy. Developing a system for the evaluation of textbooks

and maintaining a national catalogue for the procurement of textbooks for formal academic CET qualifications. Maintaining a strategic relationship with publishers, professional bodies, and associations to support the development and improvement of student resources in CET colleges. Assessing and introducing appropriate learning resources in CET colleges and developing a training programmes on the use of different learning resources.

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

DIRECTORATE: CET INSTITUTIONAL PLANNING AND SUPPORT

POST: DIRECTOR (REF NO: DHET 42/09/2018)

This is a re-advert and candidates who previously applied are encouraged to re-apply.

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A post-graduate degree and experience in education institutional planning and development in any of the post-school education training institutional sub-system will be added advantages. The qualification should be coupled with at least 5 to 10 years work experience within the post-school education and training sector. Minimum of 5 years' proven experience at middle /senior management level. A sound and thorough knowledge of policies and strategies relating to institutional planning and development in the Post School Education and Training sector. Willingness to work irregular hours and extensive travelling. An understanding of Department's strategic vision and priorities. A thorough knowledge of all legislation, policies and strategies governing CET Colleges in South Africa. Strategic and leadership, conflict management, budgeting and financial management skills. All short-listed candidates shall be required to do a writing exercise as part of assessing their suitability for the post. Computer skills (MS Word, MS PowerPoint, Ms Excel, MS Access and MS Outlook. Willingness to work irregular hours and travel extensively. A valid driver's license and willingness to travel.

DUTIES: The scope of the Director's work will include but not be limited to: Providing strategic leadership for the development, management and implementation of appropriate legislation, policies and strategies for planning, management and support for Community Education and Training Colleges. Providing leadership in the development of strategic and operational plans of the regions and CET Colleges. Developing institutional mapping of current and future CET Colleges and Learning Centre. Develop institutional framework for CET Colleges. Monitor and manage labour relations in the CET colleges, in collaboration with the Branch: Corporate services in order to ensure labour peace. Managing and monitoring the process of the rationalization of learning sites by CET college councils. Ensuring that the register of CET College learning sites is continually updated. Managing the human resource, finance and assets of the Directorate.

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

Skills Development Branch

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: DIRECTOR: WORLD SKILLS SOUTH AFRICA (WSSA)

(CONTRACT POSITION UNTIL 31 MARCH 2020) (REF NO: DHET 45/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Management or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in areas of business management or public administration. Minimum of 5 years' proven experience at middle /senior management level. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy

(NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS).

SKILLS: Leadership inclusive of Management and Financial skills. Communication inclusive of Presentation skills. Strategic Management skills. Logistic management skills. Change management skills. Risk management skills. Basic supply chain processes and understanding. Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Prepare a Business Plan for the sourcing of funds from the National Skills Fund in order to resource the WSSA and DOA programmes. Develop, implement, monitor and report on the annual operational plan for WSSA and DOA with clear activities, targets, budget, timelines and outputs. Coordinate TVET Colleges at Local, Provincial and National level in order to enhance their preparation and participation in the WSSA competition and the World Skills International (WSI) competition. Coordinate competition logistics including annual membership registration to WSI, International Competition preparations and Competition Area Experts supervision. Perform the duties of secretariat of the WSSA steering committee. In consultation with the office of the executive authority plan the annual campaign of the DOA inclusive of the career development function. Enhance the effectiveness and efficiency of the WSSA and DOA units by conducting continuous performance appraisal of the staff members belonging in these units, Report on the progress of the WSSA and DOA programmes as required by the DHET and the NSF.

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

CHIEF DIRECTORATE: INDLELA

POSITION: DEPUTY DIRECTOR: ARTISAN WORKPLACE DEVELOPMENT, SUPPORT AND APPROVAL COORDINATION (REF NO: DHET 46/09/2018)

(CONTRACT POSITION UNTIL 31 MARCH 2020)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Civil Engineering/Electrical Engineering/Mechanical Engineering or equivalent qualification. A NAMB registered qualified artisan. Mentoring experience in an added advantage. At least 5 year's work experience as a qualified artisan and

in a training function of artisan learners. Coordination, group management and consultation experience. At least 5 years management experience. Experience with basic database development and management would be an advantage. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Business workflow processes knowledge. Familiarity with the artisan development environment and strategy.

SKILLS: Good management and leadership skills. Communication, presentation, planning and organizing skills. Good administration and report writing skills. Good interpersonal relations. Time management skills. Problem solving skills. Good Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Develop, implement and maintain standardized workplace approval criteria and guidelines to be used across all SETAs for the approval of workplaces to deliver artisan workplace based learning in consultation and collaboration with SETAs and QCTO. Develop implement and maintain a national database for approved artisan training workplaces indicating the scope and capacity. Develop implement and maintain a process to assist workplaces to meet the minimum requirements of the standardized workplace approval criteria and guidelines. Develop, implement and maintain a process for companies to increase training spaces for artisan apprentices inclusive of state owned companies and municipalities. Develop and implement national employer advocacy campaigns for artisan training. Establish and maintain a National Artisan Development Workplace Approval Forum (NADWAF) to coordinate the artisan workplace approval function of SETAs. Develop implement and maintain a process and national database for the registration of artisan training mentors. Coordination of ad-hoc projects.

CHIEF DIRECTORATE: INDLELA

**POSITION: DEPUTY DIRECTOR: ARTISAN DEVELOPMENT PROJECT
MANAGER (REF NO: DHET 47/09/2018)**

(CONTRACT POSITION UNTIL 31 MARCH 2020)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Project Management or equivalent qualification. At least five (5) years project management work experience. At least 5 years management experience.

Sound understanding of programme and project management and track record of delivering and enabling large-scale complex change programmes. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Departmental Regulations and Policies. **SKILLS:** Good management and leadership skills. Communication, presentation, planning and organizing skills. Good administration and report writing skills. Office Management skills. Change management skills. Good Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Develop and implement a project plan and terms of reference in line with the National Artisan Development Strategy for the Chief Directorate: National Artisan Development (INDLELA). Maintain and manage the implementation of the National Artisan Development Strategy through the development and implementation of project implementation monitoring and evaluation mechanism. Take responsibility for development, delivery and/or monitoring (as appropriate) of the service delivery by the team and third party service providers. Provide insight to support organizational decisions and enhancing business processes. Lead the implementation on programme/projects, working with team, and senior management on issues and risks. Co-ordinate initiatives and activities across the business, actively prioritizing competing programmes and projects and allocating available resources effectively/to derive the greatest benefit to the business. Understanding of the issues relating to effective service delivery while managing conflicting user priorities and needs. Plan and implement project committee meetings across the Chief Directorate. Take accurate minutes of the project committee meetings and related decisions and ensure they are distributed timeously. Prepare meetings packs for project committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of advisory committee meetings and agreements. Develop terms of reference and specifications for the procurement of a project management tool for project planning, execution and record keeping. Coordination of ad-hoc projects

CHIEF DIRECTORATE: INDLELA

**POSITION: DEPUTY DIRECTOR: PROVINCIAL ARTISAN DEVELOPMENT
STEERING COMMITTEES (REF NO: DHET 48/09/2018)
(CONTRACT POSITION UNTIL 31 MARCH 2020)**

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Administration or equivalent qualification. Knowledge of Provincial Skills Development processes in a particular artisan development would be an added advantage, At least 5 years administration work experience. At least 5 years management experience. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Business workflow processes knowledge. Familiarity with the artisan development environment and strategy. **SKILLS:** Good management and leadership skills. Communication, presentation, planning and organizing skills. Good administration and report writing skills. Good interpersonal relations. Time management skills. Problem solving skills. Good Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Develop, implement and maintain a Memorandum of Association with TVET Colleges for the implementation of National Artisan Development Objectives. Arrange and attend quarterly meetings with provincial artisan development steering committees (consisting of public TVET colleges, Office of the Premier and/or Provincial Human Resources Development Council). Take accurate minutes of the steering committee meetings and ensure they are distributed timeously. Prepare meetings packs for steering committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of PASC meetings and agreements. Arranging and coordination of the PADSC annual multi-steering workshop. Assist Provincial Artisan Development Steering Committees in developing a provincial artisan development strategy aligned to National Artisan Development objectives. Develop, implement and maintain a database of TVET College engineering and civil students for apprenticeship progression tracking. Assist in planning and execution of PADSC provincial conferences. Coordination of ad-hoc projects

CHIEF DIRECTORATE: INDLELA

**POSITION: DEPUTY DIRECTOR: ARTISAN RESEARCH AND DEVELOPMENT
(REF NO: DHET 49/09/2018)**

(CONTRACT POSITION UNTIL 31 MARCH 2020)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Administration or equivalent qualification. Basic knowledge of research principles. A post graduate qualification in research studies would be an added advantage. Understanding of the artisan development system. Five (5) years administration work experience. At least 5 years management experience. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Departmental Regulations and Policies. **SKILLS:** Good management and leadership skills. Communication, presentation, planning and organizing skills. Good administration and report writing skills. Office Management skills. Change management skills. Basic research skills. Good Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Develop, implement and maintain Artisan development research in line with the National Artisan Development Strategy, National Acts, Regulations and Policies. Establish the artisan development advisory committee to advise the DHET on relevant artisan research to undertake. Coordinate artisan research in conjunction and partnership with other artisan stakeholders inclusive of establishing partnerships with research institutions to carry out approved artisan research topics. Develop and implement required templates and documents, and maintain records related to assigned projects. Create and maintain files and spread sheets to track activities. Communicate progress towards planned timelines. Prepare reports on progress. Develop, implement and maintain benchmarking mechanisms for the artisan development system. Plan and implement advisory committee meetings inclusive of budgets, travel arrangements, meeting schedules and meetings. Take accurate minutes of the advisory committee meetings and ensure they are distributed timeously. Prepare meetings packs for advisory committee meetings and ensure they are distributed one week before each meeting. Maintain up to date records of advisory committee meetings and agreements. Coordination of ad-hoc projects.

CHIEF DIRECTORATE: INDLELA

POSITION: ASSISTANT DIRECTOR: NAMB CERTIFICATION (REF NO: DHET 50/09/2018)

(CONTRACT POSITION UNTIL 31 MARCH 2020)

SALARY: R444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Office Administration or equivalent qualification. Five (5) years' work experience in office administration and management. At least 5 years supervisory experience. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of data capturing. Knowledge of Batho Pele Principles. **SKILLS:** Leadership skills. Planning, Organizing and coordinating skills. Communication, mentoring / coaching skills. Report writing skills. Problem solving skills. Basic Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Manage the process and guideline for the submission of results by the trade testing centres/SETAs to NAMB as well as the archiving of historical data. Responsible for the certification of candidates nationally as well as keeping of all National records. Manage the process and guideline for the recommendation of trade certification to the QCTO as per their circular and other related QCTO certification policies. Maintain the sequel data base by capturing data for certification of candidates, nationally, and updating the system on certificates received. Update system with historical data. Oversee the Verification and distribution of certificates of competent candidates to SETAs. Implement and maintain artisan certification recommendation system and processes. Apply good governance and HR management principals.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

**POST: ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION (WSSA)
(REF NO: DHET 51/09/2018) (CONTRACT POST UNTIL 31 MARCH 2020)**

SALARY: R 356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Marketing Management. Five (5) years' work experience in a marketing, communications and events management. At least 5 years supervisory experience. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety

(OHS).**SKILLS:** Leadership skills. Planning, Organizing and coordinating skills. Communication, mentoring / coaching skills. Report writing skills. Problem solving skills. Basic Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Develop, implement and manage an operational plan for marketing and communication of World Skills South Africa events. Organize and lead the group of marketing officers the WSSA marketing events. Support the Technical Delegate in the function of marketing and communication regarding interaction with World Skills International on all matters related to World Skills South Africa participation in international events. Support the budget planning efforts of World Skills South Africa. Support the Provincial Artisan Development Steering Committees in all matters related to World Skills South Africa competitions.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: ASSISTANT DIRECTOR: PLANNING AND LOGISTICS (WSSA) (REF NO: DHET 52/09/2018) (CONTRACT POSITION UNTIL 31 MARCH 2020)

SALARY: R444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Management / Administration. Five (5) years' work experience Administration, Marketing, Communications and Events Management. At least 5 years supervisory experience. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). **SKILLS:** Leadership skills. Planning, Organizing and coordinating skills. Time management, information and Technology. Financial management and Quality management. Communication, mentoring / coaching skills. Report writing skills. Problem solving skills. Basic Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Develop, implement and manage an administration plan for World Skills South Africa events Organise and lead the group of personnel officers for the World Skills South Africa administration function. Support the Technical Delegate in the function of administration, planning and logistics regarding interaction with WSI on all matters related to World Skills South Africa participation in international events, Support the budget planning

efforts of World Skills South Africa. Support the Provincial Artisan Development Steering Committees in all matters related to World Skills South Africa competitions.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: ASSISTANT DIRECTOR: ADMINISTRATION (ARPL) (REF NO: DHET 53/09/2018) (CONTRACT POST UNTIL 31 MARCH 2020)

SALARY: R 444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Office Administration or equivalent qualification. Five (5) years' work experience in office administration and management. At least 5 years supervisory experience. Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of staff development and management. Knowledge of data capturing. Skills: Leadership skills. Planning, Organising and coordinating skills. Communication, mentoring/coaching skills. Report writing skills. Problem solving skills. Basic Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Coordinate special planning and logistics for the Applications and Registration office. Provide oversight and support for ARPL administration functions. Coordinate, support the efficient implementation and provision of ARPL to deserving candidates who meet the minimum criteria as per ARPL policy. Overseeing and providing orientation for candidates applying and registering for ARPL. Overseeing and coordinate the provision of relevant orientation, advice and feedback to all prospective ARPL candidates. Liaise with AD: ARPL Evaluation, Phase Assessments and Gap Training a schedule for ARPL activities. Oversee the consolidation and provision of statistical information regarding the progress of candidates at INDLELA and nationally, per province. Managing of sectional staff. (Performance agreement, assessments and staff development where necessary.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

**POST: ASSISTANT DIRECTOR: NATIONAL ARPL MONITORING,
EVALUATION AND SUPPORT (REF NO: DHET 54/09/2018) (CONTRACT POST
UNTIL 31 MARCH 2020)**

SALARY: R 444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Mechanical or Civil Technical Engineering Diploma or equivalent qualification. Five (5) years' industry trade related workplace experience. At least 5 years supervisory experience. Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of artisan related policy and regulatory frameworks. Skills: Leadership skills. Planning, Organizing and coordinating skills. Communication, mentoring / coaching skills. Report writing skills. Problem solving skills. Computer literacy (MS Word, Excel, Power Point). A valid driver's license and willingness to travel.

DUTIES will include: Monitoring the implementation of the trades for which ARPL were approved at INDLELA and other accredited Trade Test Centres. Evaluate and provide support to accredited TTCs as per approved schedule. Support and Provide additional capacity building workshops for accredited TTCs, SETAs and SOCs. Provide reports on monitoring, evaluation and support to accredited TTCs Ensure logistical arrangements for attendance of workshops, monitoring evaluation and support based on compliance with PFMA. Provide NSF reports on ARPL implementation at INDLELA and nationally as per schedule required. Liaising with all stakeholders (public, employers, trade unions,) regarding Artisan Recognition of Prior Learning processes and compliance. Managing of sectional staff (Performance agreements, assessments and staff development where necessary).

CHIEF DIRECTORATE: INDLELA

POST: CHIEF ARTISAN GRADE B: AUTOMOTIVE (REF NO: DHET 55/09/201

SALARY: R443 724 per annum (OSD Salary Scale)

REQUIREMENTS: A National Technical Diploma with related subjects in Automotive Engineering or equivalent qualification. Trade Test Certificate in **Diesel or Motor Mechanic or Earthmoving** coupled with Assessor and Moderator Certificates. Three years supervisory and technical training experience after qualifying as an artisan. A valid driver's license.

KNOWLEDGE: Good knowledge of Trade Test Regulations. Good knowledge of Skills Development Act, 1998. Good knowledge of Occupational Health and Safety Act Must be able to assess candidates in **Diesel or Motor Mechanic or Earthmoving.**

SKILLS: Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem solving skill. Good supervisory skills. Ability to perform moderations within the automotive trades.

DUTIES: Conduct and moderate assessment of candidates in Diesel Mechanic and implement ARPL, Conduct Moderation of Trade Test internally and externally, Maintain assessment equipment and facilities, Maintain and ensure safekeeping of assessment records and Supervise Chief Artisan A and Trade Assistants.

CHIEF DIRECTORATE: INDLELA

POST: CHIEF ARTISAN GRADE A: MOTOR MECHANIC (REF NO: DHET 56/09/2018)

SALARY: R365 646 per annum (OSD Salary Scale)

REQUIREMENTS: A National Technical Certificate N3 or equivalent qualification. At least 5 years' experience in technical training after qualifying as an artisan. At least 5 years supervisory experience. Trade test Certificate in Motor Mechanic and Assessor qualification. Knowledge: Knowledge of Skills Development Act 1998 and Trade Test Regulations. Must be able to assess candidates in Motor Mechanics. Skills: Computer literacy (MS Word, Excel, and PowerPoint) Good report writing. Good Planning and Organizing skills. Good verbal and written communication skills. Good problem solving skill. Good Supervisory skills. A valid driver's license and willingness to travel.

DUTIES: Conduct assessment in the Motor Mechanic trade. Conduct moderation of Trade Test internally and externally. Conduct audits of external Trade Test centres. Maintain and ensure safe keeping of assessment records. Supervise Trade Assistants. Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: ASSISTANT DIRECTOR: SECURITY SERVICES (DHET 57/09/2018)

SALARY: R356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Security Management/Occupational Health and Safety or equivalent qualification. A Security Certificate: Grade A with PSIRA. At least five years' experience in Security Management environment. At least 5 years supervisory experience. Knowledge of Occupational Health and Safety Act. Knowledge of security legislation and prescripts. Knowledge of Control of Access to Public Premises and Vehicles Act. Knowledge of security directives. Knowledge of Criminal Procedure Act. Skills: Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbally and writing formally and informally. Ability to work collaboratively with a range of stakeholders in facilitating, advisory or informative capacity. Good communication and interpersonal skill. Good problem solving skills. Good planning and organizing skills. Good client orientated, project management and team leadership. Good Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Managing and maintaining effective security services and ensure that all vehicles. Coming and leaving the security area/main gate are searched by security officers at all times. Monitor and supervise the performance of security officers handling of internal and external clients and ensure that the Performance Agreement, Work Plans and Quarterly assessment forms for the section are completed, signed and submitted on time. Signing of leave forms and overtime claim forms for the section. Attend and resolve internal staff conflicts and misunderstandings as well as candidates/visitors problems and refer where necessary. Submit weekly reports on the performance of Security personnel and the security deficiencies noted during patrol. Manage access control measures, develop and ensure high levels of discipline and maintain effective control measures at all times. Ensure that the perimeter fence are patrolled, theft is recorded in the Occurrence Book at all times and monitor patrols conducted by security officers on hourly basis. Monitor residents register and ensure that cars coming and leaving the premises are searched by the security officers at all times.

Develop security and access control framework for each workplace of the organization to ensure the safety of all employees in terms of Occupational Health and Safety Act, 1993.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: SENIOR PRACTITIONER: CERTIFICATION (REF NO: DHET 58/09/2018)

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Office Administration or Human Resources Management or equivalent qualification. Three (3) years' work experience in office administration and management. **KNOWLEDGE:** Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of data capturing. **SKILLS:** Leadership skills. Planning, Organising and coordinating skills. Communication, mentoring / coaching skills. Report writing skills. Problem solving skills. Basic Computer literacy. A valid driver's license and willingness to travel.

DUTIES: Supervise the process and guideline for the submission of results by the trade testing centres/SETAs to NAMB as well as the archiving of historical data. Responsible for the certification of candidates nationally as well as keeping of all National records. Supervise the process and guideline for the recommendation of trade certification to the QCTO as per their circular and other related QCTO certification policies. Maintain the sequel data base by capturing data for certification of candidates, nationally, and updating the system on certificates received. Update system with historical data. Oversee the Verification and distribution of certificates of competent candidates to SETAs. Implement and maintain artisan certification recommendation system and processes. Apply good governance and HR management principals.

DIRECTORATE: SETA SUPPORT AND LEARNERSHIP

**POST: SENIOR PRACTITIONER: QUALITY AND INSTITUTIONAL SUPPORT
(REF NO: DHET 59/09/2018)**

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Administration and/or Management or in Education. At least three (3) years relevant experience within Education and Training or Skills Development environment. Skills and Competencies: Knowledge of Project Management, knowledge of Skills Development legislation such as National Qualification Framework (NQF) Act, Skills

Development Act (SDA), Skills Development Levies Act, Public Finance Management Act; Labour Relations Act; key South African labour market issues and partners; skills supply and demand in South Africa, good understanding of the Quality Council for Trades and Occupations (QCTO) and Sector Education and Training Authorities (SETAs); Demonstrable ability to produce reports and coordinate multiple stakeholder meetings and workshops. Excellent oral and written communication skills. Computer literacy, investigation skills, report analytical skills, monitoring and evaluation skills. Experience in organizational development, support and conflict resolution. A valid driver's license and willingness to travel.

DUTIES: Assist in the monitoring performance of the QCTO against predetermined objectives. Assist in ensuring that the QCTO complies with legislative framework for strategic planning. Assist in ensuring that the QCTO performance outcome are in line with the legislative framework; evaluation of the QCTO Strategic Plans (SP) and Annual Performance Plan (APP) to ensure alignment to the sector skills plans. Develop and manage strategic plans and annual performance plans of the QCTO in line with implementation of priorities of the NSDS and other Government and sectorial priorities; develop and agree on the key performance measures for delivery of core functions for the QCTO; Develop and agree on sector specific key deliverables and provide support to the QCTO and resolve matters relating to quality assurance. Manage the process of determination for the QCTO funding in line the SETA Grant Regulations. Develop and communicate a schedule for the approval of the QCTO funding by the Minister to relevant stakeholders. Ensure that the QCTO submits budget as per date schedule for the Minister's approval of the QCTO funding request. Manage the QCTO corporate governance matter, assist in the process of appointing the QCTO Council and the Chief Executive Officer, assist in the guiding and coordinating the induction of the newly appointed QCTO Council members. Provide support to the QCTO and monitor the implementation of its APP, assist with the coordination of meetings between the Skills Development Branch Management and the QCTO Executives designed to address issues of governance, funding and performance. Assist with drafting of circulars, letters and submissions.

DIRECTORATE: SETA SUPPORT AND LEARNERSHIP

POST: PRACTITIONER: SETA SUPPORT AND LEARNERSHIP (REF NO: DHET 60/09/2018)

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in one of the following fields: Public/Business administration, Social sciences, Humanities, Education and Training Development will be an added advantage. At least 3 years' working experience within the Higher Education Sector.

Knowledge required: Skills Development Act and Levies Act, Organising Framework for occupations, Learnerships Regulations, The National Qualification Framework, Knowledge of Departmental policies and procedures, Public service processes and procedures. **Skills:** Excellent planning and organizing skills, Interpersonal and decision-making skills, Good written and verbal communication skills, good computer literacy (MS Word and Excel). A valid driver's license and willingness to travel.

DUTIES: Register SETA learnership applications on the system. Ensure that all Learning Programmes applications for registration are compliant. Draft submission on all learning programmes registered and certificates printed for the Directors signature. Coordinate learning programmes related meetings with internal and external stakeholders. Provide support to SETAs in terms of implementation of learning programmes. Handle internal and SETA related queries on learning programmes. Ensure logistical preparations for meetings, travel and accommodation. Assist in the preparation of agendas, memos, letters and the reports. Deal with correspondence and record keeping of official documents.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: TRADE ASSISTANT: ARPL (TWO POSTS) (REF NO: DHET 62/09/2018)

(CONTRACT POSTS UNTIL 31 MARCH 2020)

SALARY: R196 407 per annum (Salary Level 6)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. . A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least one (1) to two (2) years trade related experience. Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. **Skills:** Communication, reading and writing skill. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.

DUTIES: Provide candidates with necessary tools, material and / or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safe guard workshop / assessment area, machines, tools and consumable material. Maintain

cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: TRADE ASSISTANT: ASSESSMENT (TWO POSTS) (REF NO: DHET 63/09/2018)

SALARY: R196 407 per annum (Salary Level 6)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. . A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least one (1) to two (2) years trade related experience.

KNOWLEDGE: Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks.

SKILLS: Communication, reading and writing skill. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.

DUTIES: Provide candidates with necessary tools, material and / or other services where needed, Properly prepare material and tools for assessment tasks a day before assessment, Safe guard workshop / assessment area, machines, tools and consumable material, Maintain cleanliness and general good housekeeping within the workshop/assessment area, Perform minor maintenance and repairs on assessment aids and machinery, Carry out safety activities in the workshop/assessment area, Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required.

CHIEF DIRECTORATE: INDLELA

POST: SENIOR ADMINISTRATION CLERK: CERTIFICATION (REF NO: DHET 64/09/2018) (CONTRACT POST UNTIL 31 MARCH 2020)

SALARY: R 163 563 per annum (Salary Level 5)

REQUIREMENTS: A National Senior Certificate/NCV level 4. A National Diploma in Administration or equivalent qualification will be an added advantage. At least one (1) to two (2) years administration work experience. **Knowledge:** Good knowledge of Skills Development Act (SDA) and Trade Test Regulations. Knowledge of QCTO. **Skills:** Computer literacy (MS Word, Excel, Power Point), report writing, planning and organising, verbal and written communication, problem solving, administration, filing skills, time management skills. **DUTIES:** Verification and recommendation of certification to Quality Council for Trade and Occupations (QCTO). Maintain the sequel data base by capturing data for certification of candidates and updating the system on certificates received. Verification and distribution of certificates of competent candidates to SETA's.

CHIEF DIRECTORATE: INDLELA

POST: SENIOR ADMINISTRATION CLERK: NAMB (2 POSTS) (REF NO: DHET 65/09/2018) (CONTRACT POSTS UNTIL 31 MARCH 2020)

SALARY: R163 563 per annum (Salary Level 5)

REQUIREMENTS: A National Senior Certificate or NCV level 4. A National Diploma in Administration or equivalent qualification will be an added advantage. **Knowledge:** Good knowledge of Skills Development Act (SDA) and Trade Test Regulations. Knowledge of QCTO. **Skills:** Computer literacy (MS Word, Excel, PowerPoint), report writing, planning and organising, verbal and written communication, problem solving, administration, filing and time management skills.

DUTIES: Develop and schedule meetings for the National Artisan Development Quality Assurance Committee (NADQAC). Implement and maintain the process for recommendation of both Skills Development Providers and Trade Test Centres accreditation to the QCTO as per 26 A (2) (g) of the Skills Development Act (SDA). Maintain and enhance accreditation audit documentation and instruments. Conduct daily administrative duties in the National Artisan Moderation Body (NAMB) in order to maintain the NAMBs AQP functions. Implement Criteria and guidelines for NAMB Statutory functions

DIRECTORATE: NATIONAL SKILLS AUTHORITY (NSA)

POST: SENIOR ADMINISTRATION CLERK: NSA (REF NO: DHET 66/09/2018)

SALARY: R163 563 per annum (Salary Level 5)

REQUIREMENTS: A National Senior Certificate (Vocational) (NCV) Level 4; a Certificate/Diploma or a relevant Degree qualification will be an added advantage. The ideal candidate should be proficient in MS Office; typing, written and verbal communication. Organisational and prioritisation skills; telephone etiquette and document management are some of the skills required for this job.

DUTIES: Responsible for overall general administration in the Directorate NSA including co-ordination of meetings. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, typing of correspondence such as reports, letters and internal memos. To assist the NSA in running of the office and provide support when required. Provide clerical support in the development of strategic plans, annual performance plans. Provide/Maintain Clerical duties/support . File copies of all documentation. Logistical arrangements as required.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: DRIVER/MESSENGER: AUXILIARY SERVICES (REF NO: DHET 67/09/2018)

SALARY: R136 800 per annum (Salary Level 4)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. A National Senior Certificate will be an added advantage. **Knowledge:** Knowledge of rendering effective and efficient Messenger services. Good knowledge on how to shred waste papers. **Skills:** Communication and report writing skill. Sorting and franking of mail. A valid driver's licence.

DUTIES: Fetch mail back and to the Post Office. Assist in sorting and franking of mail. Distribute mail and documents in the offices. Shred waste papers. Put adverts and notices on the notice boards. Assist in the arrangements of chairs and tables in the boardrooms and assist where necessary.

CHIEF DIRECTORATE: INDLELA

POST: LINEN STORES ASSISTANT: HOSTEL (REF NO: DHET 68/09/2018)

SALARY: R115 437 per annum (Salary Level 3)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. A National Senior Certificate/Grade 12 will be an added advantage. At least one (1) to two (2) years relevant work

experience. **Knowledge:** Good knowledge of Occupational Health and Safety Act. Good knowledge of cleaning. Good knowledge of laundry equipment. **Skills:** Communication and report writing skills. Good knowledge of handling queries. Good knowledge of cleaning.

DUTIES: Cleaning of rooms, verandas and making beds for the candidates. Washing of linen, ironing, folding and packing of linen in space savers. Wash and shines windows and burglar doors Stocktaking of all assets and equipment's in rooms before and after arrival of candidates. Cleaning of bathrooms which involves filling up hand wash liquids and air fresheners, placing tissues and polishing mirrors and ensure customer satisfaction and attend to client and customer needs.

CHIEF DIRECTORATE: INDLELA

POSITION: OFFICE AID: ARTISAN DEVELOPMENT (2 POSTS) (REF NO: DHET 69/09/2018)

(CONTRACT POSITION UNTIL 31 MARCH 2020)

SALARY: R96 549 per annum (Salary Level 2)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. A National Senior Certificate or equivalent qualification. **Knowledge:** Knowledge of Occupational Health and Safety Act. Knowledge of cleaning offices and conference halls. Knowledge of preparing board rooms for the meeting. **Skills:** Communication and report writing skill. Handling of queries.

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

COMPONENT: SPECIAL PROJECT UNIT

DIRECTORATE: SYSTEMS AND RESOURCES

POST: ASSISTANT DIRECTOR: SYSTEMS AND RESOURCES (REF NO: DHET 70/09/2018)

SALARY: R356 289 per annum, (Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Finance. Project management certificate will be an added advantage. At least 5 years' working experience in system administration. At least 5 years supervisory experience. Knowledge of Public Finance Management Act (PFMA). Able to use basic Microsoft Office products, especially Excel for financial management. Ability to prepare

financial reports. Knowledge of required reporting requirements in government. Able to function as part of a team. Good problem solving, planning, time management, conflict resolution and analytical thinking abilities. A valid driver's license and willingness to travel.

DUTIES: To assist the Deputy Director: Systems and Resources with budget management of the Special Project Unit's budget. This includes: Assisting Deputy Director: Systems and Resources to manage the funds of the SPU in compliance with National Treasury prescripts; With Deputy Director: Systems and Resources, perform financial monitoring of the portfolio of projects, including monitoring project expenditure against actual performance and approved budgets at project level for the entire project life cycle; Compile claims for Consultants and Service providers and ensure that they are in line with their contracts and within their budget; Compiling claims for SIPS consultants, service providers and Occupational teams; Follow the approved standard operating procedures for the receipt, quality assurance and payment of claims, from more than one funding source; Ensure that all reports submitted are correct and supporting documents are valid and they correspond with the invoice before any payments are made and assist with preparation and submission of project performance and compliance reports; Assist Deputy Director: Systems and Resources establish and manage external and internal audit process and Manage the processing, quality assurance, uploading, filing and archiving of all relevant project documentation.

Corporate Services Branch

BRANCH: CORPORATE SERVICES

**CHIEF DIRECTORATE: CORPORATE COMMUNICATIONS AND MEDIA
LIAISON**

POST: CHIEF DIRECTOR (REF NO: DHET 71/09/2018)

SALARY: R1 189 338 per annum (All-inclusive remuneration package) (Salary Level 14)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Corporate Communication and Media Liaison or equivalent qualification. At least five (5) to ten (10) years relevant work experience. At least as 5 years proven experience in a senior managerial level. Knowledge of Higher Education and Training environment will be an added advantage. Strategic capability and leadership. Financial

management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills. Computer literacy. Project management. High level of public relation skills. Media monitoring skills. High level of stress tolerance and ability to maintain high work ethic and attend to various tasks simultaneously. This is a Senior Management position, which requires a hands-on, strong and dynamic leader who will lead and co-ordinate a team of professional in undertaking a range of tasks requiring analytical, interpretive and negotiating skills and to ensure effective communication of the Department's policies and programmes. The successful candidate will be expected to have extensive knowledge of and insight into education in South Africa and internationally. A valid driver's license and willingness to travel.

DUTIES: Strategic leadership and management of corporate communication and media liaison; Design strategic, dynamic and proactive corporate communication's management system; Develop corporate communication's strategies and policies; Establish beneficial networks in the corporate communications area and political circles; Direct the benchmarking of the corporate communications chief directorate's work outputs, end products and methodology against the best international practice; Portray a professional image by ensuring that corporate communications resources are efficiently and effectively employed; Manage and maintain the department's communication technology infrastructure including website, call centre/hotline, corporate branding, and publications; Review infrastructure needs information systems based on operational and management commitment of the Chief Directorate; Design system to implement strategies to ensure adherence to policy and procedures pertaining to requisition, utilization and disposal of fixed assets and consumables; Perform functions as per the SMS Core Management Criteria in the competency framework. Other Attributes/Skills: Confidentiality, honesty, team player, analytical and Batho Pele principles.

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

BRANCH: CORPORATE SERVICES (OFFICE OF THE DIRECTOR-GENERAL)

POST: CHIEF DIRECTOR: HUMAN RESOURCE DEVELOPMENT COUNCIL

SECRETARIAT (REF NO: DHET 15/09/2018)

SALARY: R1 189 338 per annum (All-inclusive remuneration package) (Salary Level 14)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/Advanced National Diploma (NQF level 7) and at least five (5) to ten (10) years extensive experience in developing, implementing and monitoring Human Resource Development Strategies. Five (5) years proven experience in a senior managerial level in the area of human resource and skills at a macro level. Knowledge of Higher Education and Training environment and in conducting large scale research and monitoring and evaluation of programmes will be an added advantage. Good understanding of labour market trends and supply and demand perspectives. Strategic capability and leadership. Financial management. People management and empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills and confidence in working at various levels within the various structures at management and executive levels. Ability to work in complex organisations and dealing with complex and highly sensitive matters and information. Ability to negotiate and management of stakeholders from diverse background. Ability to develop strategies and clear standards; knowledge of the public sector policy environment and relevant legislation and regulations. Computer literacy. Project management. A valid driver's license and willingness to travel.

DUTIES: Manage Human Resource Development Council (HRDC) programme; Manage and oversee the functions of the Secretariat of the HRD Council; Provide effective technical and administrative support to the HRDC Council; its committees and task teams; Leading the implementation of programmes designed to the Secretariat in an effective manner; Manage specific duties and tasks within the Department of Higher Education and Training in supporting Council and its structures; Assist with relevant studies and research to advance the human resource development agenda in the country. Coordinate practical work between various Ministries and Departments that are involved in the implementation of the HRD Strategy for South Africa. Ensure alignment of the HRD Strategy with other government development strategies such as the National Skills Development Strategy (NSDS) III, New Growth Path (NGP), Industrial Policy Action Plan (IPAP), National Development Plan (NDP), Local Economic Development (LED) strategies etc. Lead and coordinate HRD campaigns on behalf of the Council; Initiate and communicate special projects for the improvement of the Human Resource Development Strategy; Liaise with international and national organisation involved in Human Resource Development; Assist the Council in monitoring and updating the annual HRD Strategic Pan and assist relevant organisations with implementation; Develop, produce and distribute relevant information and resource materials in collaboration with other relevant organisations. Conduct multi-disciplinary studies on Human Resource Development

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises.

The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

ENQUIRIES: Mr P Mtshali 012 312 5089 / Ms X Rikhotso 012 312 5513 / Mr R Kgare 012 312 5442

BRANCH: CORPORATE SERVICES

CHIEF DIRECTORATE: OFFICE OF THE DIRECTOR-GENERAL

POST: DIRECTOR: OUTCOMES, STAKEHOLDER AND INTERGOVERNMENTAL RELATIONS (REF: DHET 72/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: The ideal candidate for this senior management position should be in possession of a Bachelor's degree (NQF Level 7) with at least five years relevant work experience in office management at a middle / senior managerial level in providing administrative and executive support to senior and executive management. Strategic and conceptual capabilities, human resources, procurement and financial management experience is essential. Knowledge and / or experience in protocol and parliamentary affairs will be an added advantage. Project management, organisational and planning skills. 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 Office, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license.

DUTIES: Outcomes coordination. Provide general, parliamentary, executive and administrative support to the Director-General. Provide effective liaison between the Department and Ministry, branches, stakeholders, government departments, and entities, etc. Compile, review and quality assure submissions, speeches, briefing notes, memoranda, parliamentary questions, meeting minutes, reports, letters, concept documents and position papers, etc. Processing and coordinating documentation from the Director-General's office to the Minister, branches, stakeholders, government departments, and entities, etc. Follow up on Departmental and meeting commitments. Management of human, finances and other resources in the outcome coordination, stakeholder and intergovernmental relations directorate.

NOTE: All short-listed candidates will be required to undertake writing/presentation exercises.

The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

BRANCH: CORPORATE SERVICES

DIRECTORATE: SECURITY AND ADVISORY SERVICES

POST: DIRECTOR (REF NO: DHET 73/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Security Risk Management/Policing/Public Management/Law or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in Security Management, Operations, Project Management and Business Intelligence applications. Minimum of 5 years' proven experience at middle /senior management level. Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills. A valid driver's license and willingness to travel.

DUTIES: Facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the State Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with Landlord and external security provider. Manage all matters related to the provisioning of a healthy working environment for employees and compliance

with Occupational Health and Safety Act imperatives. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Direct the utilisation of technology in support of the Unit's business processes.

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

BRANCH: CORPORATE SERVICES

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT

DIRECTOR: ORGANISATIONAL DEVELOPMENT, HUMAN RESOURCE DEVELOPMENT, PERFORMANCE MANAGEMENT, PLANNING, EMPLOYMENT EQUITY, POLICY AND STRATEGY (REF NO: DHET 74/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Human Resource Management/Industrial Psychology or related qualification. Relevant Post graduate qualification will be an added advantage. At least 5 years' experience in Organisational Development/ Design, Change Management, Training and Development, Performance Management and Development, knowledge Diversity Management and Transformation programmes within Human Resource environment, Public Service Acts, Public Service Regulation, Employment Equity Act, Public Finance Management Act and experiencing relevant directives. At least 5 years management experience. Extensive experience in the development, review and implementation of HR plan, EE plan, HR policies, HR strategy, Diversity Management and Transformation programmes. Minimum of 5 years' proven experience at middle /senior management level. Ability to work independently and in a team. Good administrative, interpersonal and problem-solving skills. Basic research or benchmarking skills. Client-oriented, ability to work under pressure and be

able to cope with a high work load. Good communication (written, verbal) skills. Computer literacy in MS Office (word, Excel, PowerPoint and Outlook). Knowledge of PERSAL and ORGPLUS will be added advantage. Ability to work long hours when required. A valid driver's license and willingness to travel.

DUTIES: Promotion of effective and efficient Human Resource Planning, Employment Equity and Management Services. Management of Training and Development of employees. Management of Organisational Design and Development (organisational structures, Job evaluation, work study investigation). Improvement of Human Performance Management for effective Service Delivery. Improvement of Human resource Support services relating to OD. Oversee the implementation of Operation Management Framework (OMF) in the Department. Management of Transformation and Diversity Management. Coordinate the development, reviews and implementation of HR Policies and Strategy within the Department.

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

POST: DEPUTY DIRECTOR: HR PLANNING, EMPLOYMENT EQUITY, HR POLICIES & STRATEGY (REF NO: DHET 75/09/2018)

SALARY: R697 011 per annum (All-inclusive remunerative package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/Advanced National Diploma (NQF level 7) in Human Resource Management/Industrial Psychology or related qualification. A minimum of 5 years work experience in HR Planning, Employment Equity, HR Policy, HR strategy, Diversity Management and Transformation programmes within Human Resource environment. At least 5 years management experience. Knowledge of PSA, PSR, EEA, PFMA and any relevant directives. Extensive experience in the development, review and implementation of HR plan, EE plan, HR policies, HR strategy, Diversity Management and Transformation programmes. Ability to work independently and in a team. Good administrative, interpersonal and problem-solving skills. Basic research or benchmarking skills. Client-oriented, ability to work under pressure and be able to cope with a high work load. Good communication (written, verbal and liaising) skills. Computer literacy in MS Office (word, Excel, PowerPoint and Outlook). PERSAL certificates will be added advantage. Ability to work long hours when required. A valid driver's license and willingness to travel.

DUTIES: Manage the development, implementation and monitoring of the Human Resource Plan in the Department. Manage the development, implementation and monitoring of the Employment Equity in the Department. Manage the development, reviewing, implementation and monitoring of HR policies in the Department. Facilitate and implement HR and EE reporting in compliance with DPSA and DOL regulations. Manage the development, implementation and monitoring of HR Strategy in the Department. Facilitate and coordinate the implementation of Diversity Management and Transformation programmes.

DEPUTY DIRECTOR: EXECUTIVE SECRETARIAL SUPPORT SERVICES IN THE OFFICE OF THE DIRECTOR-GENERAL (REF NO: DHET 76/09/2018)

SALARY: R697 011 per annum (All-inclusive remunerative package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management/Administration or equivalent qualification. A minimum of 5 years work experience in office management. At least 5 years management experience. Strong organizational skills with specific reference to the management of documents. Sound understanding of financial policies as guided by Treasury Regulations. Good communication skills with a high proficiency in writing. Specialist knowledge such as advanced level of computer literacy (MS Office, Excel and Power Point). Must be assertive, have sound interpersonal relations and conflict management skills. Ability to work without supervision. Ability to work as part of a team and under pressure. Ability to coordinate and liaise with internal Departmental branches and external stakeholders. Willingness to work overtime. A valid driver's license and willingness to travel.

Duties: Maintain a workflow system for the registration, tracking, coordinating and filing of information and/or documentation from and to branches within the Department, external government departments, entities and stakeholders. Distribute, monitor and follow up on decisions/actions agreed to at meetings, e.g. MMM, SMS, Broad Management, Branch etc. Respond to and address queries addressed to the Department. The provision of administrative, logistical and secretarial support to internal and external engagements organized by the Office of the Director-General as well as for all high level meetings. Research and compile documentation related to correspondence, media statements, briefing notes, speeches, parliamentary questions, etc. and quality assure the documentation requiring the Director-General's attention and/or consideration. General administrative duties to ensure the effective and efficient functioning of the Office of the Director-General. Coordinate, implement and manage specialised focus projects as and when required by the Director General. Engage with

various post schooling sector stakeholders. To ensure the safe-keeping of all high level meeting records and information.

DIRECTORATE: COMMUNICATION AND MEDIA LIAISON

POST: ASSISTANT DIRECTOR (REF NO: DHET 77/09/2018)

SALARY: R 356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/National Diploma (NQF level 6) in Journalism, Communication, Marketing or Public Relations is required; At least 5 years relevant experience in post-school education and training sector (PSET). At least 5 years supervisory experience. Good verbal, writing and editing skills; ability to take quality pictures; picture editing skills; computer literacy; sound understanding of government environment and government policies, particularly in the PSET sector. A valid driver's licence and willingness to travel.

DUTIES: Write articles for internal and external publications; Develop social media engagement plans and communication plans; Maintain social media platforms to drive incoming traffic/followership; Develop and Maintain brand awareness of the Department through social media platforms; Develop communication and media plans for Department events; Develop and implement a media relations strategy for the Department; Develop and maintain a media database for the Department; Provide editorial support to editors of publications; Take and edit pictures during departmental events; Maintain the Department's photo library; Daily media monitoring and prepare monthly reports to managers Develop and implement innovative media monitoring strategies. Ensure effective administrative support for publications.

BRANCH: CORPORATE SERVICES

DIRECTORATE: OFFICE OF THE DIRECTOR-GENERAL

POST: PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL (REF NO: DHET 78/09/2018)

SALARY: R444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/National Diploma (NQF level 6) in Office Management, Public Management or Public Administration or equivalent qualification. At least 5 years work experience in an executive office of which 3 years should be mainly in the office of a Director-General or Deputy Director-General. The

incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide high quality administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful applicant is expected to be a pro-active individual with good time management, interpersonal and communication skills, database management and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. He/she must also possess good organisational and administrative skills, excellent analytical skills, and events co-ordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. A valid driver's license and willingness to travel.

DUTIES: The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not be limited to providing general secretarial and administrative support in the office and to the Director-General such as correspondence, diary management, and database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video and teleconferences and organising meetings. Logistics in cooperation with the in-house travel agent and external parties if needed for travel and accommodation arrangements will also be part of the work. The incumbent must have a valid driver's license.

Note: All short-listed candidates will be required to undertake writing/computer exercises.

BRANCH: CORPORATE SERVICES

DIRECTORATE: OFFICE OF THE DEPUTY DIRECTOR-GENERAL:

CORPORATE SERVICES

POST: SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 79/09/2018)

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. At least 3 years employment experience in human resources management, office management, work flow coordination, events and project management, management of monthly cash flow statement, procurement policies and practices risk and fraud management. The candidate must have an understanding of the functioning of government administration and knowledge of the PFMA, MTEF, and supply chain, asset and procurement management. The incumbent will report to the Deputy-Director in the Office of the Deputy Director-General. The primary

purpose of the position is to provide financial and administrative support services in the office of the Deputy Director-General. The successful applicant is expected to be a pro-active individual with financial analytical and asset management skills, good time management, interpersonal and communication, writing and administrative skills; database management at intermediate level. The incumbent must be willing to undergo screening for a security clearance. The incumbent must have a valid driver's licence.

DUTIES: The responsibilities of the position will include but are not be limited to management of budget and cash flow and MTEF status; projection of demand and the procurement plan; management of the office procurement processes and claims; management and maintenance of assets and equipment; management of leave of staff in the office and general office administration duties including managing the registry office, to compile agenda and minutes for the meetings.

BRANCH: CORPORATE SERVICES

DIRECTORATE: GOVERNMENT INFORMATION TECHNOLOGY OFFICE

POST: SENIOR IT TECHNICIANS (4 POSTS) (REF NO: DHET 80/09/2018)

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/National Diploma (NQF level 6) in Information Technology or equivalent qualification. At least 3 years' work experience in the IT field as an IT Technician. The industry recognized certifications such as MCSE/ MCITP, A+, N+ Security + and ITIL, Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks as well as Apple Macintosh Lion 101 Support Essentials will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. A valid driver's license and willingness to travel.

DUTIES: To provide Local Area Network and Desktop support services: To support to SITA transversal systems. To provide technical advice to Supply Chain Management and users on IT equipment. Provide desktop and notebooks including Apple Macs, mobile devices (iPads and tablets) support. Monitor and perform health checks on the network. Analyse and resolve technical problems on the network. Perform configuration management on the network. Administer the entire Microsoft Network Environment. To assist in administering the Microsoft Active Directory of the Department and all related Systems and Services. Assist to manage the Storage Area Network and maintenance of servers. Ensure security and privacy of networks and computer systems. Provide orientation and guidance to users on how to operate

new software and computer equipment. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Maintain records/logs of repairs and fixes and maintenance schedule. Identify computer or network equipment shortages and place orders. Develop and maintain local networks in ways that optimize performance. To ensure that the necessary DHET network services are available to officials when required to perform their duties. To provide technical support to the customers/end-users and solve their problems. **IT helpdesk services:** Provide first level contact and convey resolutions to customer issues. Register incidents, classify and be able to prioritise. Escalate unresolved queries to the next level of support. Provide communication to clients regarding the progress of incidents. Track, route and redirect problems to correct resources.

DIRECTORATE: COMMUNICATION AND MEDIA LIAISON

POST: PRINCIPAL COMMUNICATION OFFICER (REF NO: DHET 81/09/2018)

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/National Diploma (NQF level 6) in Communication, Journalism or Media Studies or equivalent qualification. At least 3 years' experience in Media and Communication. Good verbal and writing skills. Good report writing skill and computer literacy. A valid driver's licence and willingness to travel.

DUTIES: Develop and maintain a media database for the Department. Develop and implement a media relations strategy for the Department. Develop and implement innovative media monitoring strategies. Regular media monitoring. Liaise with regional offices and colleges on media related matters. Draft written articles for internal and external publications. Draft written responses to media queries or distortions. Plan and execute media events. Maintain presence on the Department's social media platforms to ensure generation of incoming traffic. Provide editorial support of internal and external publications. Regular liaison with head of communication at colleges regarding communication and media related matters. Liaise with colleges daily to obtain stories published in regional media. Develop standard internal communication plan for internal and external.

BRANCH: CORPORATE SERVICES

**POST: PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR GENERAL
(REF NO: DHET 82/09/2018)**

SALARY: R299 709 per annum (Salary Level 8)

OBJECTIVE: To provide administrative support to the Deputy Director- General

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. At least 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. A valid driver's license and willingness to travel.

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. Scrutinise 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.

**DIRECTORATE: HUMAN RESOURCES MANAGEMENT AND ADMINISTRATION
POST: CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES (TWO
POSTS) (REF NO: DHET 83/09/2018)**

SALARY: R299 709 per annum (Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration or equivalent qualification. At least 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 HR 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. A valid driver's license and willingness to travel.

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, and senior managers both verbally, written and presentations. Must be able to train, mentor and evaluate subordinates. Communicate in a professional level with staff both personally and telephonically.

BRANCH: CORPORATE SERVICES

DIRECTORATE: GOVERNMENT INFORMATION TECHNOLOGY OFFICE

POST: IT TECHNICIAN (REF NO: DHET 84/09/2017)

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Information Technology equivalent qualification. At least three years' work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.

DUTIES: To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using AdminPack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users' issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. **IT helpdesk services:** Provide first level contact and convey resolutions to customer issues as requested by level 8/9.

BRANCH: CORPORATE SERVICES

DIRECTORATE: TRAINING AND DEVELOPMENT

POST: TRAINING PRACTITIONER: COORDINATE THE RECRUITMENT AND PLACEMENT OF INTERNSHIP (REF NO: DHET 85/09/2018)

SALARY: R 242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) in Human Resource Development or equivalent. At three (3) years' experience in Human Resource Management and Development. Knowledge of Human Resource Management, Legislation, Regulations and Policies. Good facilitation skills, organisational, coordination, presentation and report writing skills. Computer Literacy in MS Office (MS Word, Excel, PowerPoint and Outlook).

DUTIES: Assist in coordinating the need analyses for the Internship and learnership programmes in the Department; Coordinate the Recruitment and Placement of Interns and learners; Compile internship advertisements; collect and coordinate the capturing applications; compile databases for internship and learnership applications. Develop and update Internship tracking system. Coordinate submission and capturing of quarterly assessment reports for Graduate, WIL and Learnership Programmes; Keep register of the consolidated reports; Coordinate welcome and farewell ceremonies of interns; Coordinate and assist with the induction programmes; Coordinate quarterly forum meetings for interns, learners and mentors. Assist in the coordination of skills development interventions for interns and learners.

BRANCH: CORPORATE SERVICES

DIRECTORATE: LABOUR RELATIONS AND WELLNESS MANAGEMENT

**POST: PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS (X2 POSTS)
(REF NO: DHET 86/09/2018)**

SALARY: R 242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6). A recognised 3 year Bachelor's Degree in Psychology, B-Psychology, and Social Work majoring in psychology will be an added advantage. At least 3 years practical experience in the Employee Health and Wellness environment. Knowledge on Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in-depth knowledge in conducting counselling, psycho-education, and trauma-debriefing. Understanding of all Piliir processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening). Analytical thinking, problem solving and decision making

skills, Innovative and creative, Project management skills, presentation skills, Strategic capability, Client orientation, Change management skills, report writing skills, confidentiality and code of ethics. Understanding of Public Service legislation, regulations and policies. Computer literacy in MS Word, Excel, PowerPoint and Outlook, Good coordination and report writing skills. A valid driver's license and willingness to travel.

DUTIES: Administer the Employee Health and Wellness Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on EHW related matters, Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for DHET staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc). Conduct counselling, psycho-education, and trauma-debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EHW reports, system monitoring tools and submissions/internal and external memorandums.

BRANCH: CORPORATE SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST: CHIEF ADMINISTRATIVE CLERK (REF NO: DHET 87/09/2018)

SALARY: R 242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. An undergraduate NQF level 6 qualification in Public Administration/Logistics or relevant equivalent qualification will be an added advantage. At least three (3) years' work experience in Facilities Management. Knowledge, Skills and Competencies: Knowledge and understanding of Office Space management and Transport management. Excellent interpersonal skills, Good communication skills (written and oral), organising and planning skills. Ability to work independently, under pressure and in a team. Time management and proactiveness. Problem solving and attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel).

DUTIES: Provision of administrative support services, keep custody of office buildings. Maintenance of office buildings, Process payment of rentals. Handle enquiries relating to office space and parking allocation, provide administrative general administration support. Drafting of correspondence (submissions, memos, letters and reports). Management of Departmental vehicles, Government garage vehicles and PPP vehicles. Management of applications and withdrawal of subsidized vehicles. Render supervision of administrative support, and ensure timely submission of performance agreements review and assessment of staff.

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION
POST: SENIOR ADMINISTRATION CLERK: RECRUITMENT AND SELECTION
(TWO POSTS) (REF NO: DHET 88/09/2018)

SALARY: R163 563 per annum (Level 5)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification in Human Resource Management/Public Management/Administration (NQF Level 6) or equivalent qualification will be an added advantage. A minimum of one (1) to two (2) years of relevant working experience in the recruitment and selection is required. Good communication, organisational and interpersonal skills with computer skills (MS Word, Outlook, Excel, Access and PowerPoint) are also required.

DUTIES: Providing administration support for Recruitment and Selection in the Department. Ensuring effective and efficient recruitment and selection process (i.e. sorting and capturing of applications, organising shortlisting and interviews). Rendering advice on recruitment and selection matters in relation with the recruitment and selection policy. Promoting awareness of the policy and procedures to be followed when the process of recruitment and selection takes place. Liaising and interacting with management, staff members, service providers as well as other Government Departments.

BRANCH: CORPORATE SERVICES

DIRECTORATE: RISK MANAGEMENT (OFFICE OF THE DDG)

POST: SENIOR ADMINISTRATION CLERK: RISK MANAGEMENT (REF NO: DHET 231/09/2018)

SALARY LEVEL: R163 563 (Salary Level 5)

Requirements: A National Senior Certificate / Grade 12/ NCV Level 4. Qualification/ Certificate in Risk Management will be an added advantage. A minimum of one (1) to two (2)

years of relevant working experience in Clerical/Administrative. Experience in a Risk Management environment will be an added advantage. Knowledge and ability to perform clerical duties, secretarial support services, supply chain clerical support services, personnel administration clerical support services, financial administrative support services, computer literacy and communicate effectively. Knowledge of the legislative frameworks governing the Public Service, Risk Management and its procedures.

Duties: Record, organize, store, capture and retrieve correspondences; Capture and update risk registers and fraud register/ database as may be required; Ensure effective flow of information/ documents captured within the unit; Make photocopies, receive and distribute mails as well as reports communicated; Keep and maintain filing system for the unit; Prepare memos and/ or other correspondence when required; Keep and maintain the incoming and outgoing document register of the unit. Provide secretarial support services, supply chain clerical support services, personnel administration clerical support services, financial administration support services.

BRANCH: CORPORATE SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST: SUPERVISOR: CLEANING SERVICES (REF NO: DHET 89/09/2018)

SALARY: R136 800 per annum (Salary Level 4)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. At least two years' experience in cleaning services environment. Ability to work with people and good communication skills.

DUTIES: Oversee cleaning services of offices, corridors, general kitchens, restrooms, parking area, elevators, and boardrooms. Manage and ensure cost effective use and storage of cleaning equipment and cleaning materials, make requisition and issue cleaning materials, ensure maintenance and replacement of cleaning machines and equipment, perform supervision by providing administrative and related functions, provide guidance and advice to cleaners, develop and update the cleaning roster, and supervision of cleaners

BRANCH: CORPORATE SERVICES

DIRECTORATE: SECURITY AND ADVISORY SERVICES

POST: SECURITY OFFICER (TWO POSTS) (REF NO: DHET 90/09/2018)

SALARY: R115 437 per annum (Salary Level 3)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR.at least one (1) to two (2) years' work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES: Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

BRANCH: CORPORATE SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST: CLEANER (REF NO: DHET 91/09/2018)

SALARY: R96 549 per annum (Salary Level 2)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. Ability to work with people and good communication skills.

DUTIES: Provision of cleaning services, rendering comprehensive cleaning services which includes; Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.

BRANCH: CORPORATE SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

POST: CLEANER (TWO POSTS) (12 MONTHS CONTRACT) (REF NO: DHET 92/09/2018)

SALARY: R 96 549 per annum (Salary Level 2)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. Ability to work with people and good communication skills.

DUTIES: Provision of cleaning services, rendering comprehensive cleaning services which includes; Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment.

DIRECTORATE: FACILITIES MANAGEMENT

POST: DRIVER/MESSENGER (REF NO: DHET 93/09/2018)

SALARY: R136 800 per annum (Salary Level 4)

CENTRE: PRETORIA

REQUIREMENTS: Grade 10/ABET or equivalent qualification. At least 1 year driving experience. A minimum of one to two years relevant practical experience. Code 8 valid driver's licence. PDP will be an added advantage. Knowledge of the city/ies in which the function will be performed. 2 years and above driving experience. Excellent time management and ability to work under pressure. Good communication skills.

DUTIES: Drive light and medium motor vehicles to transport passengers and other items (e.g. mail and documents). Collect and deliver documents and related items in the Department. Execute all instructions by supervisors. Report defects to transport officer timely. Complete all the required and prescribed records and log book with regard to the vehicle and the goods handled. Ensure that the motor vehicle is maintained properly. Follow the correct procedure of utilising the motor vehicles. Perform any other duties as instructed by supervisors.

DIRECTORATE: FACILITIES MANAGEMENT

POST: SENIOR OPERATOR (REF NO: DHET 94/09/2018)

SALARY: R 96 549 per annum (Salary Level 2)

REQUIREMENTS: Grade 10/ABET or equivalent qualification.

COMPETENCIES: Job knowledge, communication, reliability, interpersonal relations, quality of work.

DUTIES: Duplicate documents and operate high volume photocopy machine, binding and sorting of documents, maintain and report malfunctioning of the photocopy machines, keep stationery for photocopies

OFFICE OF THE CHIEF FINANCIAL OFFICER (CFO)

COMPONENT: CHIEF FINANCIAL OFFICER (CFO)

CHIEF DIRECTORATE: SUPPLY CHAIN AND ASSET MANAGEMENT

POST: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (LOGISTICAL AND DISPOSAL) (REF NO: DHET 95/09/2018)

SALARY: R697 011 per annum (All-inclusive remunerative package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/ Advanced National Diploma in Supply Chain Management/Logistics Management or equivalent qualification. A minimum of 5 years work experience in Supply Chain Management (**Logistics / LOGIS, BAS, Disposal and Risk Management**). At least 5 years management experience.

KNOWLEDGE of PFMA, PPPFA, BBBEEA, Treasury Regulations, Supply Chain Management Framework in Public Sector, Departmental Policies & Procedures, Project Management Principles and SCM related prescripts issued by National Treasury / OCPO, National Travel Policy Framework. LOGIS and BAS knowledge and be able to interpret reports generated from the systems. Understanding of bidding processes i.e. role of various bid committees. **SKILLS:** Leadership, communication & writing and verbal, ability to effectively interact with stakeholders at all levels within and onsite the department, negotiation, client orientation and customer focus, change management, decision-making, facilitation, presentation skills, computer literacy, innovation, analytical skills, planning and organising skills. A valid driver's license and willingness to travel.

DUTIES: Implementation of SCM policies, prescripts and Departmental procedures; LOGIS User type 2, issuing of purchase orders, monthly management of commitments, accruals, payables (payment of creditors on time) and reporting / implement an effective procure to pay system, receive goods from suppliers and issuing from the warehouse and upon receipt from

suppliers, control stores and stock levels, Compile monthly expenditure, quarterly / annual stock-take, attend audit queries, implement audit action plans, provide evidence to improve MPAT, compilation of management reports as required, manage risks and implement fraud strategies, provide information for disclosure at the end of the financial year. Manage: Accounts for leases, TV's & DSTV's, cell phones, oversee Events and Travel & accommodation needs in line with National Travel Policy Framework, effect cost containment measures within the Department. Effective management of resources and staff/team i.e. job descriptions/ performance agreements, work plans and periodic appraisals to attain positive outputs.

Note: All short-listed candidates will be required to undertake writing/computer exercises.

COMPONENT: CHIEF FINANCIAL OFFICER

DIRECTORATE: PUBLIC ENTITIES

POST: ASSISTANT DIRECTOR: PUBLIC ENTITIES (REF NO: DHET 96/09/2018)

SALARY: R 356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Finance/Public Administration/Management At least 5 years' working experience in public entities environment. At least 5 years supervisory experience. Excellent communication skills (verbal and written). Knowledge of PFMA and Treasury Regulations. Computer Literacy. Proactive, effective, confident and able to work in a diverse team. A valid driver's license and willingness to travel.

DUTIES: Assist in the co-ordination, monitoring and reporting requirements of public entities. Analyses of the financial information and financial performance of public entities. Provide administrative support to public entities in order to ensure compliance of the public entities with legal framework, especially the PFMA, Treasury Regulations and SETA Grant Regulations. Maintain a database on the performance and compliance.

OFFICE OF THE CHIEF FINANCIAL OFFICER

PROJECT COORDINATION UNIT

POST: ASSISTANT DIRECTOR (PROJECT MANAGEMENT) (REF NO: DHET 97/09/2018)

CONTRACT POSITION FOR TWO YEARS UNTIL 31 MARCH 2020

SALARY: R356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Finance/Public Administration/Management. At least 5 years' working experience in rendering project/programme management, monitoring and oversight functions at a national/Departmental level. At least 5 years supervisory experience. Experience in the management and oversight of developmental, capacity enhancing and value-add projects/programmes under the auspices of the Department in collaboration with the National Skills Fund (NSF) is required. A postgraduate qualification within this area of expertise will also serve as a substantive advantage, in concert with at least 6 years' proven, prior The ideal candidate will be fully conversant with the mandate of the Department, particularly developmentally, in so far as it has relevance and bearing on funded project interventions overseen on its behalf. The incumbent should also exhibit an adept understanding for the importance of effective public service delivery, transformation and management priorities in relation to the Post School Sector and be knowledgeable regarding the relevant legislative framework. Integrity, strong values and honesty are integral attributes for this position. Further requirements relate to technical proficiency, strong administrative, organisational and general office management as well as problem solving and analysis, generic budgeting and financial management skills. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Very strong writing, communication and interpersonal skills are an essential requirement and the ideal candidate must possess a creative, proactive and highly motivated demeanour, as well as have strong time-management and organisational skills. The successful candidate must also have sound experience in the effective use and application of Microsoft applications, particularly in relation to MS Word, Excel, Outlook and PowerPoint programmes. Proven skills and experience in the application and management databases will also prove to be an added advantage. A valid driver's license and willingness to travel.

DUTIES: The key responsibilities of this position include: the meticulous and ongoing administrative and financial (where required) planning, coordination, management, evaluation and oversight of all Departmental project and programme interventions as overseen by the Project Coordination Unit on behalf of the Department and in collaboration of the NSF as the direct funding entity; the management and roll-out of the designated funding applications framework determined and developed in accordance with the Department's developmental priority areas; rendering assistance and support to the incumbent Directorates in the Department regarding the development, finalisation and approval of project proposals, implementation plans and functional budgets for approval and endorsement by the NSF;

providing support and evaluating the implementation capacity and modalities of designated departmental projects drivers and/or implementing agents (Directorates); overseeing generic financial project management oversight and monitoring functions; developing, implementing and monitoring Service Level Agreements and Memoranda of Understanding on behalf of Departmental beneficiaries; ongoing monitoring and evaluation of project and programme implementation and progression; ensuring the effective and efficient dispensation and utilisation of allotted funding in terms of the Departmental (NSF) Project Fund to respective project and programme interventions; effectively managing the interface between different internal and external stakeholder groups; ensuring that proper finalisation and project close-out processes and reporting mechanisms/criteria have been satisfied and concluded; ongoing day-to-day management and oversight of subordinate functions and activities and performing any other occasional, delegated duties identified from time to time by the Office Head.

COMPONENT: OFFICE CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL MANAGEMENT

POST: ASSISTANT DIRECTOR: EXAMINATIONS AND PAYROLL

MANAGEMENT (REF NO: DHET 98/09/2018)

SALARY: R 356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Finance/Commerce/Accounting/ Financial Management. At least 5 years' working experience finance. At least 5 years supervisory experience. In-depth knowledge of payroll management, examination related claims, travel and subsistence claims, the PERSAL system. Other requirements will be: in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in management of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). A valid driver's license and willingness to travel.

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Check and authorise the processing of salary and travel and subsistence claims in respect of examiners and moderators and community education and training practitioners; Manage and assist with the clearing of suspense accounts allocated to the unit on a monthly basis; Manage and assist with the submission of information required for the compilation of Interim and Annual Financial Statements relating to this function; Manage the consolidation of bulk claim payments; Manage the distribution of salary pay slips to all pay

points throughout the country; Manage the payroll certification of supplementary, permanent and temporary runs on a monthly basis; Manage and control monthly updates to CFO on outstanding payrolls in terms of the Treasury Regulations Checking of pay sheets for amendments and when required to inform personnel on the corrections required. Attend to queries related to payrolls of the Department; Liaise with the Auditor-General on Audit Queries where required.

COMPONENT: OFFICE CHIEF FINANCIAL OFFICER

DIRECTORATE: ASSET MANAGEMENT

POST: ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DHET 99/09/2018)

SALARY: R 356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Administration/Management. At least 5 years' working experience in asset management. At least 5 years supervisory experience. Strong administrative skills, Ability to plan, Report writing skills Knowledge of the Public Finance Management Act, and public sector prescripts, Knowledge of the Hardcat asset register will be an added advantage. A valid driver's license and willingness to travel.

SKILLS AND COMPETENCIES: An in-depth knowledge of legislation/prescripts related to Asset Management, Public Finance Management Act; Good understanding of the Public Service, Demonstrable ability to coordinate multiple tasks; Submission and Report writing, Demonstrable ability to review documents and implementation of policies related to the management of assets; Excellent oral and written communication skills, computer literacy and conflict resolution, good supervisory skills and a team leader.

DUTIES: Plan, manage, coordinate, implement and control all aspects of asset management activities in managing the Asset Register of the Department, Manage all new purchase requests, recommendations and approvals, Coordinate the delivery and bar-coding of all new assets and the completion of job cards, Review and coordinate the recording of all new assets on the asset register and the linking of financial documents to the asset register, Coordinate Bas and Asset register reconciliations and prepare the financial information on assets for financial statement purposes, Monitoring the disposal/donation/destruction of obsolete assets and the reallocation of redundant assets (life cycle management), Monitor the physical movement of assets within the department, Maintenance of all obsolete and redundant stores, Coordinate and assist yearly

asset verifications and all daily office inspections, Manage performance agreements and performance assessments of staff, writing submissions, reports and relevant correspondence, assist in policy development and the review and update of such, administration of theft and losses of assets, responding to audit queries and resolving administrative queries. Supervise the Asset management team.

COMPONENT: OFFICE OF THE CHIEF FINANCIAL OFFICER

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

POST: SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION MANAGEMENT) (REF NO: DHET 100/09/2018)

SALARY: per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Supply Chain Management/Purchasing Management or equivalent qualification. At least 3 years' experience in Demand and Acquisition Management. Knowledge of the public sector procurement processes, rules and regulations. Understanding of the PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. Knowledge of the LOGIS and BAS transversal systems will be an added advantage. Good computer literacy in Microsoft Office Suite and accounting systems. Ability to work under pressure and deliver to tight deadlines. A valid driver's license and willingness to travel.

DUTIES: Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Consolidate relevant reports and review demand management Plans. Conduct market and variance analysis, commodities. Procurement of goods, services and works within the department by means of quotations and bids. Maintenance of effective systems and procedures for the procurement of goods and services. Compilation of bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Coordination and attendance of briefing sessions, Evaluation sessions, Take minutes, Interpret and analyse comparative schedules. Prepare submissions and reports to Bid Committees. Provision of support to clients, Bid Committees and supervisors. Coordination of bid related matters with end users. Ensure that internal control measures are adhered to. Ensure compliance with Policies and procedures of the Department. Work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete. Support

the management and monitoring of the procurement function of the Department. Prepare management information, reports, statistics and reporting on procurement to management. Supervision of staff. Assist with development of strategic sourcing.

POST: SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION MANAGEMENT) (REF NO: DHET 101/09/2018)

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification in Supply Chain Management/Public Management/Purchasing Management (NQF Level 6) or equivalent qualification will be an added advantage. At least three (3) years relevant work experience in Supply Chain Management (Demand and Acquisition Management). Knowledge of the public sector procurement processes, rules and regulations. Understanding of the PFMA, PPPFA, Treasury Regulations and other related prescripts. Computer skills, communication (verbal and written) skills. Customer care, ability to work under pressure and deliver to tight timelines, in a team and independently.

DUTIES: Facilitate bid specification and bid evaluation committee. Fulfil the function of secretariat to the mentioned committees. Administer bid invitations, closing and scheduling of proposals. Facilitate briefing sessions and presentation by prospective bidders. Handle queries from prospective bidders and internal clients. Publication of awards. Provide administrative support to end users and bid structures. Maintain a filing system in respect of bids and contracts. Maintain a contract register and bid register. Administer validity of bids. Supervise staff.

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL MANAGEMENT

POST: STATE ACCOUNTANT: SALARY PAYMENTS AND DEDUCTIONS (REF NO: DHET 102/09/2018)

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification in Finance/Commerce/Accounting/ Financial Management (NQF Level 6) or equivalent qualification will be an added advantage. At least three (3) experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills;

computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. **OTHER ATTRIBUTES/SKILLS:** Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality. Check and authorize salary related transactions on PERSAL and BAS for Departmental officials. Control the payment of supplementary claims such as overtime, sessional allowances and advances. Control the instating of garnishee orders, Control the cancellation of deductions such as insurance policies. Check and authorise Local and Foreign travel and subsistence claims. Control payments of salary claims. Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis. Control the clearing, reconciling and reporting on the state of salary related ledger accounts, Control leave and lump sum payments. Control the compilation of the Monthly BAS/PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required. Filing of claim related documents.

NATIONAL SKILLS FUND (NSF)

BRANCH: NATIONAL SKILLS FUND

**CHIEF DIRECTORATE: STRATEGY, INNOVATION AND ORGANISATIONAL
PERFROMANCE**

**POST: CHIEF DIRECTOR: STRATEGY INNOVATION AND ORGANISATIONAL
PERFORMANCE (REF NO: DHET 103/09/2018)**

SALARY: R1 189 338 per annum (All-inclusive remuneration package) (Level 14)

(This post is a re-advert candidates who applied are encouraged to re-apply)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in the Public Management/Administration or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in strategic planning, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resource. Minimum of 5 years' proven experience at senior management level. 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. 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. 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. A valid driver's license and willingness to travel.

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, 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 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.

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

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

**POST: DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION
(EASTERN CAPE REGIONS): (REF NO: DHET 104/09/2018)**

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

This position will be based at the National Skills Fund's head office at Ndinaye Building, 178 Francis Baard Street, Pretoria, Gauteng. The successful candidate will be required to head projects in the Eastern Cape Region mainly, but will also be required to head projects in other regions where deemed practical. The successful candidate must however be willing to relocate to the NSF's regional office, if deemed practical. Shortlisted candidates may be required to draft reports, perform presentations and undergo competency assessments as part of the selection process.

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in the Public Management/Administration or equivalent qualification. A postgraduate qualification will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in managing large projects, portfolios of projects and/or programmes in the private or public sector. Minimum of 5 years' proven experience at middle /senior management level. Candidates that are registered as a Project Manager or Professional Project Manager at Project Management South Africa will have an added advantage. Good knowledge of the post school education and training system

will also be an added advantage. Candidates must be proficient in English and proficiency in the following languages will be an added advantage: For Eastern Cape region: isiZulu, Afrikaans and/or isiXhosa. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities to lead the directorate. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements 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 computer skills. 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. A valid driver's license and willingness to travel.

DUTIES: Head the regional skills development directorate, responsible for the region as indicated above; Responsible for heading the effective monitoring, evaluation and reporting on the allocation, management, operational performance and funding of projects and programmes in the directorate's portfolio; Responsible for heading activities related to the monitoring of projects and programmes in the directorate's portfolio, including performance and financial reporting thereon; Ensure that all documents and information related to projects and programmes in the region are submitted for knowledge management purposes; Manage staff in the directorate; Ensure monitoring site visits are conducted, both expenditure verification as well as delivery site verifications (learner verification, infrastructure verification etc.); Consolidate and record lessons learned; Manage stakeholders and actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Perform strategic planning for funding skills development in the directorate's responsible regions; Develop and report on performance indicators; Manage the resources of the Directorate; Participate as an active member of the NSF executive team; Contribute towards the development and implementation of a project management framework for projects and programmes specifically for the region and nationally in general; Provide feedback and strategic advice regarding broader skills development activities within the directorate's regions to national head office; Contribute towards the development and implementation of Strategic Plans, Annual Performance Plans, Operational Performance Plans and other strategic plans for

NSF; Contribute towards the development and implementation of the NSF's frameworks, policies, processes and procedures.

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

DIRECTORATE: FUND MANAGEMENT

POST: DIRECTOR: FUND MANAGEMNET (REF NO: DHET 105/09/2018)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in the Finance or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in finance. Minimum of 5 years' proven experience at middle /senior management level. Candidates that have experience in fund raising, managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good understanding of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. 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, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver's license and willingness to travel.

DUTIES: Responsible for fund raising; Responsible for stakeholder management. Responsible for managing the commitment schedule of NSF funded programmes and projects. Responsible for providing financial oversight of NSF funded programmes and projects. Responsible for financial control of NSF funded programmes and projects, especially with regards to budgeting, contracting and disbursements. Responsible for providing financial advice and support to in fulfilling the financial business partner role to the NSF funded programmes and

projects. Responsible for ensuring NSF funded programmes and projects report timely and accurately. Perform cost benchmarking on skills development initiatives to attain value for money. Maintain cash flow forecasts on NSF funded programmes and projects; Perform financial reporting on NSF funded programmes and projects; Provide financial advice. Responsible for performing expenditure verification and performance information verification related to projects within project portfolio. Manage stakeholders for portfolio of projects; Manage staff reporting to him / her. Provide feedback and advice regarding skills development activities. Participate as an active member of the regional team.

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

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: LEGAL, GOVERNANCE, RISK AND COMPLIANCE

POST: DEPUTY DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE

(REF NO: DHET 106/09/2018)

SALARY: R826 053 per annum (All-inclusive Remuneration Package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in the field of Law. A minimum of 5 years work experience in legal, governance, risk and/or compliance. At least 5 years management experience. Applicants who has been admitted as an attorney or advocate will have an added advantage. Qualification in Risk Management will be an added advantage. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to excellent written; verbal communication; computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills, negotiation, 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 work in a team environment. Good knowledge of the post school education and training system will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames. Candidates must be

confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests. A valid driver's license and willingness to travel.

DUTIES: Assist the National Skills Fund (NSF) with Legal, Governance, Risk and Compliance services. Develop, revise and implement frameworks, policies, procedures and regulations related to legal, governance, risk and compliance services; Monitor and ensure compliance with the NSF processes, procedures, relevant legislations, and good governance practices; Provide legal advice and opinion the NSF management, NSF governance structures and other NSF working groups, which includes advice and support on contracting, contract management, procurement and legislative amendments; Manage court cases on behalf of the NSF; Develop/amend the NSF Agreements; Develop governance strategy which includes the governance reporting calendar; provide input to the NSF annual and strategic plan; Coordinate and provide legal support to the NSF; 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; Manage NSF's risk management functions; Manage and maintain the risk, compliance and court cases registers, 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. Manage the performance of employees in accordance with policy; Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the Directorate; Motivate team members and create a culture of high performance; Manage leave and related administration for direct reports; Attend to any legal ad hoc requests and the NSF meetings as and when requested to do so.

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

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: INITIATION AND EVALUATION

**DEPUTY DIRECTOR: INITIATION AND EVALUATION (6 POSTS) REF NO:
DHET 107/09/2018)**

SALARY: R826 053 per annum (All-inclusive Remuneration Package) (Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Administration/Management or equivalent qualification. Candidates with Civil/Infrastructure are encouraged to apply. A Nated Diploma with relevant Trade Certificate will be added advantage. A minimum of 5 years work experience in in project management. At least 5 years management experience. Candidates that have experience in initiating, monitoring and evaluating large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as candidates that are registered as a Project Manager or Professional Project Manager at Project Management South Africa. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, initiation, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. 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. A valid driver's license and willingness to travel.

DUTIES: Responsible for the effective implementation of the project initiation and evaluation process in the NSF; Manage and report on the receipt, logging and evaluation of applications for solicited and unsolicited projects; Manage the Request for Proposal(RFP) process for solicited projects; Manage and report on RFP applications in the various stages of the project

initiation process; Perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited

DIRECTORATE: PROGRAMME MONITORING

POST: DEPUTY DIRECTOR: PROGRAMME MONITORING (REF NO: DHET 108/09/2018)

SALARY: R826 053 per annum (All-inclusive Remuneration Package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Built/Infrastructure or equivalent qualification. A minimum of 5 years work experience in build/infrastructure project management. At least 5 years management experience. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements 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 computer. 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. A valid driver's license and willingness to travel.

DUTIES: Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in

portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the programme monitoring management team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

POST: DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT

IMPLEMENTATION: EASTERN CAPE REGION

(REF NO: DHET 109/09/2018)

SALARY: R 826 053 per annum (All-inclusive Remuneration Package) (Salary Level 12)

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

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Public Management/Administration or equivalent qualification. Candidates with Nated Diploma and relevant trade certificate will have an added advantage. A minimum of 5 years work experience in project management. At least 5 years management experience. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as a candidate that is registered as a Project Manager or Professional Project Manager with Project Management South Africa or other related bodies. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements 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 computer skills. 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. Candidates must be proficient in English and proficiency in Afrikaans and/or isiXhosa and/or isiZulu will be an added advantage. A valid driver's license and willingness to travel.

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

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: INTERNAL AUDIT

DEPUTY DIRECTOR: INTERNAL AUDIT (REF NO: DHET 110/09/2018)

SALARY: R697 011 per annum (All-inclusive Remuneration Package) (Salary Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Internal Auditing or equivalent qualification. Candidates with a CA (SA) or Certified Internal Audit (CIA) qualification and completed article contract with an audit firm will have an added advantage. A minimum of 5 years work experience in internal audit in an audit firm or large corporation or public sector,. At least 5 years management experience. Practical experience in an audit environment, preferably in internal

audit in the government sector, is required with experience in the management of resources of an audit department. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of the International Standards for Professional Practice of Internal Auditing, internal auditors' (IIA) Code of Ethics, Auditing Practices, Financial Frameworks, Legislative Frameworks and Prescripts relevant to the public sector. Good knowledge of the public service mandates and strategies and in particular the post school education and training system, will be an added advantage. Further skills and competency requirements include strategic thinking, problem solving and decision making, creative thinking, planning and organising skills, budgeting and financial management, project management, self-management, computer skills, written and verbal communication skills, presentation skills, continuous improvement, developing others, ability to impact and influence others, diversity management, managing interpersonal conflict, networking and building relationships, ability to work in a team, team leadership, technical proficiency, ability to manage creditors, quality management and risk management. The incumbent must be service delivery orientated and hold the following values in high regard: accountability, service excellence, customer focused, collaborative, passionate, and developmental, maintain integrity, be objective, dedicated and committed. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames. The successful candidate will have to annually disclose his/her financial interests. A valid driver's license and willingness to travel.

DUTIES: Assist the Director: Internal Audit (CAE) with the management of the internal audit function of the NSF; Draft the annual NSF internal audit plan and rolling three year internal audit plan; Draft the operational plan for the internal audit directorate; Monitor the implementation of the internal audit plan; Provide reasonable assurance to the CAE, management, the Audit Committee and Accounting Authority of the NSF that the organisational internal controls are both effective and efficient; Plan and perform audit procedures to confirm effectiveness of controls over quarterly and annual performance reporting; Conduct internal compliance audits, performance audits and evaluate if NSF is being effectively managed and resources are not misused; Plan and perform and/or oversee that audits are performed in accordance with International Standards for Professional Practice of Internal Auditing; Internal Audits will include project site visits; Complete and/or review audit working papers of high quality in accordance with internal audit methodology of the NSF; Manage follow up audits; Evaluate adequacy of and progress against external and internal audit action plans; Oversee that effective and efficient secretariat services are provided to the Audit

Committee; Oversee and Monitor the implementation of Audit Committee recommendations; Provide an oversight role of the outsourced service providers in terms of planning, execution, review and reporting of audits performed by the outsourced service provider; Provide inputs to the combined assurance audit strategy and related reports relating to internal audit assurance; Provide assurance over the design and implementation of internal controls related fraud prevention and fraud prevention strategy; Evaluate the adequacy of ongoing fraud awareness within business units through regular training and communication initiatives; Communicate audit findings by preparing and/or reviewing a draft report and discuss findings with managers of departments; Draft regular reports to the Audit Committee; Auditor-General and other relevant parties, as requested by the CAE; Evaluate and provide assurance over the risk management functions of the NSF; Manage the performance of the internal audit team in accordance with policy; Provide team members with the necessary information and resources to deliver on their objectives; Motivate team members and create a culture of high performance; Manage employee related matters within the team; Participate as an active member of the management team to facilitate teamwork in achieving overall objectives of the NSF.

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: STRATEGY AND ORGANISATIONAL PERFORMANCE

POST: DEPUTY DIRECTOR: SOCIO-ECONOMIC ANALYSIS AND RESEARCH

(REF NO: DHET 111/09/2018)

SALARY: R826 053 per annum (All-inclusive Remuneration Package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/ Advanced National Diploma in Economics, Econometrics or Statistics or equivalent qualification. Applicants Honours' Degree will have added advantage. A minimum of 5 years work experience in economic research and analysis; statistical analysis and/or economic modelling. At least 5 years management experience. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with good writing skills, intermediate to advanced level of proficiency in Excel. Must have strong research skills and understanding of research methodology as well as prior experience in statistical tools such as STRATA,SPSS or SAS .Further skills requirements relates to technical proficiency, negotiation, 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, diversity management and relationship management. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES: Responsible for conducting and managing socio-economic analysis and research to assess the effectiveness and impact of the NSF's projects and programmes. Key performance areas include: undertaking cost benefits analysis to determine value for money as well as establishing demand for scarce and critical skills across different sectors. Working with other units with DHET and the research community to provide research evidence and analysis to support NSF strategic planning and reporting processes. Drafting reports on progress of NSF against its targets. Compiling research reports for publication in relevant platforms. Researching and compiling policy briefs, knowledge briefs and other relevant working papers. Actively participate in national, regional and local structures and platforms that are relevant for effective skills development implementation;

Timely submit reports and make presentations as required;; Manage staff under his / her supervision; Provide feedback and strategic advice regarding NSF skills development activities to the director; Participate as an active member of the directorate team;

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: STRATEGY, PERFORMANCE AND INNOVATION

DIRECTORATE: STRATEGY, PARTNERSHIPS AND INNOVATION

POST: DEPUTY DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE REPORTING (REF NO: DHET 112/09/2018)

SALARY: R826 053 per annum (All-inclusive Remuneration Package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/ Advanced National Diploma in Public Management/Administration or equivalent qualification. A minimum of 5 years work experience in strategic planning and/or performance reporting. At least 5 years management experience. Candidates that have experience in the public sector and the skills development system in particular will have an added advantage. Candidates that have experience in performance data preparation and consolidation for reporting purposes will have an added advantage. Further skills requirements relates to technical proficiency, analytical capabilities, problem solving, report writing, preparing presentations, knowledge management,

quality management, budgeting and financial management. Excellent computer skills. A valid driver's license and willingness to travel.

DUTIES: Assist in drafting the NSF's strategic plans, annual performance plans, operational plans and technical indicator descriptions; Consolidate performance information for performance reporting purposes; Draft quarterly and annual performance reports; Manage the performance audit process; Manage consolidation of organisational requirements for business intelligence reporting; Ensure good practice regarding business reporting; Support stakeholders with handling, processing or receiving reports to identify gaps and areas for improvement; Manage the collection and interpretation of data from various internal and external sources; Perform data analysis and report compilation; Manage business intelligence and organization report development; Manage organisation performance metrics; Propose and develop appropriate metrics to enhance efficiency as the business needs change; Interpret the performance metrics for the NSF; Prepare written materials for the NSF (including but not limited to Statistics, Parliamentary and Portfolio committee reports); Work closely with financial and business analysts to develop and support reporting solutions; Integrate competitive reporting when required; Maintain the business data of the NSF; Participate as an active member of the directorate team.

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: LEGAL, GOVERNANCE, RISK AND COMPLIANCE

SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL, GOVERNANCE, RISK AND COMPLIANCE (MR 6) (REF NO: DHET 113/09/2018)

SALARY: R448 268 – R1 084 437 (OSD Salary Scale)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification. Applicants who had been admitted as an attorney or advocate will have an added advantage. A minimum of 5 years work experience in legal, governance, risk and/or compliance in the private or public sector. At least 5 years management experience. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to excellent written; verbal communication; computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills, negotiation, 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 work in a team environment. Good knowledge of the post school education and training system will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests. A valid driver's license and willingness to travel.

DUTIES: Assist the National Skills Fund (NSF) with Legal, Governance, Risk and Compliance services; Advise on legal and litigation matters within the NSF; Develop operational plans on legal matters within the NSF; Analyse, prepare and submit legal advice/opinion and comments; Facilitate internal training on legal and regulatory topics to keep the NSF abreast of regulatory issues and disseminates appropriate legal requirements to the NSF staff; Manage and engage with third party legal advisors; Interpret legal information; Participate in committee meetings as required; Negotiate, review and draft documentation for transactions with third parties; Review and develop contracts, memorandum of agreements, regulations and internal policies and ensures they are compliant with all statutory or legal requirements; Keep abreast of latest legislation, regulation and policy affecting the NSF and advise management accordingly; Ensure the maintenance of an effective knowledge management system for all legal related material; Review key business activities to ensure compliance with standards, policies and regulations; Ensure high risk compliance and governance areas are proactively identified and mitigated; Implement and maintain the risk assessment process and risk profile of the NSF; Investigate and analyse root causes, patterns or trends of the risk assessment; Consult with department heads to establish, maintain and improve risk management capabilities; Manage the performance of employees in accordance with policy; Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the Directorate; Motivate team members and create a culture of high performance; Manage leave and related administration for direct reports; Attend to any legal ad hoc requests.

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: STRATEGY AND ORGANISATIONAL PERFORMANCE

POST: DEPUTY DIRECTOR: STRATEGY; WORKPLACEBASED LEARNING

AND PARTNERSHIPS (TWO POSTS) (REF NO: DHET 114/09/2018)

SALARY: R826 053 per annum (All-inclusive Remuneration Package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Public Management/Administration or equivalent qualification. A minimum of 5 years work experience in stakeholder management/or building partnerships for programme. At least 5 years management experience. This is a middle management position in a core functional area that requires a dynamic individual with proven strategic management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, negotiation, 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, diversity management and relationship management. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. 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. A valid driver's license and willingness to travel.

DUTIES: Responsible for the development and management of an effective strategy for the NSF to implement skills development in key sectors and focus areas. Key performance areas include: Develop frameworks for collaboration and partnerships; Identify platforms for engaging stakeholders and partners for skills development delivery; Actively participate in national, regional and local structures and platforms that are relevant for effective skills development implementation; Coordinate research and collate employer needs related to workplace based learning; Review existing initiatives for workplace based learning, identify gaps and recommend remedial actions; Review NSF internal reports and formulate strategy for NSF transversal areas; Design frameworks for developing portfolio and programme outcomes; Prepare draft Memorandum of Understanding /Agreement(MoU/MoA) with relevant stakeholder and partners; Timely submit reports and make presentations as required;; Manage staff under his / her supervision; Provide feedback and strategic advice regarding NSF skills development activities to the director; Participate as an active member of the directorate team.

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: FINANCIAL PLANNING AND REPORTING

POST: DEPUTY DIRECTOR (REF NO: DHET 115/09/2018)

SALARY: R826 053 per annum (An all-inclusive remunerative package) (Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in a Financial Management and Accounting or equivalent qualification. A minimum of 5 years work experience in budgeting, financial accounting and/or financial management or auditing. At least 5 years management experience. Candidates with a CA (SA) and/or CIMA qualification will have a distinct advantage. This is a middle management position that requires a dynamic individual with technical expertise in financial planning and reporting. Further skills and competency requirements relates 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 financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver's license and willingness to travel.

DUTIES: Perform financial planning, budgeting and reporting; 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; Manage budgets for Annual Performance Plans (APPs) ,Strategic Plans and Operational Plans; Manage cost centre budgets for NSF; Manage the allocation and distribution of NSF's budget; Perform financial forecasting of NSF revenue and expenditure; Perform ongoing financial analysis , budget trend analysis and ability to provide recommendations; Perform financial reporting functions, including drafting NSF's annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Evaluate changes in financial reporting frameworks and legislation for possible impact on NSF's financial reporting; Report accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Perform financial presentations; Manage daily, weekly, monthly and annual accounting and recordkeeping functions including processing of financial information and transactions on accounting financial systems; Manage monthly and annual financial closure processes; Develop and maintain financial planning and reporting policies and procedures; Manage external and internal auditors and serve as central coordination point for audit information; Manage the resources of the Directorate; Participate as active member of NSF finance team.

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

POST: DEPUTY DIRECTOR (DEMAND, ACQUISITION AND LOGISTICS) (REF NO: DHET 116/09/2018)

SALARY: R697 011 per annum (An all-inclusive remunerative package) (Level 11)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's Degree/Advanced National Diploma (NQF level 7) in Purchasing Management/Public Management/Administration/Logistics Management/ Supply Chain Management or equivalent qualification. A minimum of 5 years work experience in Supply Chain Management / Procurement (Demand, Acquisition and Logistics). At least 5 years management experience. Understanding of Microsoft Dynamics will be an added advantage. Understanding of Logis and interpretation of the system generated management reports, Central Supplier Database (CSD). Practical knowledge of managing three bid committees. This is a middle management position that requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, 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 frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver's license and willingness to travel.

DUTIES: Supervise and lead a team that renders demand acquisition, logistics, contracts, risk and performance management. Conduct needs analysis, develop Annual Procurement Plan and submit to National Treasury, report, drive and monitor projects as approved on the plan. Compile and update a bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the Department on SCM Matters, develop, implement and maintain policies. Effective management accruals, commitments, inventor, issues from warehouse and transit. Prepare management reports and safe keeping of all Supply Chain Management information and

documents for records and audit purposes. Manage external and internal auditors and serve as central coordination point for audit information. Respond to audit queries. Manage key stakeholders, inclusive of the National Treasury, the Department of Higher Education and Training and the Auditor-General of South Africa on matters relating to Supply Chain Management. Manage monthly and annual financial closure processes; Develop and maintain financial planning and reporting policies and procedures. Manage the resources of the Directorate; Participate as active member of NSF finance team.

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

**ASSISTANT DIRECTORS: REGIONAL SKILLS DEVELOPMENT
IMPLEMENTATION**

FOR EASTERN CAPE REGION: (THREE POSTS) (REF NO: DHET 117/09/2018)

FOR FREE STATE REGION: (ONE POST) (REF NO: DHET 119/09/2018)

FOR KWAZULU NATAL REGION: (THREE POSTS) (REF NO: DHET 120/09/2018)

(This post is a re-advert candidates who applied are encouraged to re-apply)

**FOR LIMPOPO & MPUMALANGA REGION: (TWO POSTS) (REF NO: DHET
121/09/2018)**

FOR NORTH WEST REGION: (ONE POST) (REF NO: DHET 122/09/2018)

**FOR WESTERN CAPE & NORTHERN CAPE REGION: (TWO POSTS) (REF NO:
DHET 123/09/2018)**

(This post is a re-advert candidates who applied are encouraged to re-apply)

SALARY: R444 693 per annum (Salary Level 10)

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

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification.

Candidates with Nated Diploma and relevant trade certificate will have an added advantage. At least 5 years' working experience in project management. At least 5 years supervisory experience. Candidates that have experience or proven track record of assisting in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. Candidates must be proficient in English and proficiency in the following languages will be an added advantage:

- For the Eastern Cape region: Afrikaans/IsiZulu and/or IsiXhosa
- For the Free State region: Afrikaans and/or Setswana/Sesotho
- For the Gauteng region: Setswana/Sepedi and all other languages
- For the KwaZulu Natal: isiZulu and/or isiXhosa
- For the Limpopo & Mpumalanga region: Tsonga/Venda/Sepedi/Ndebele and/or IsiSwati
- For the North West: Setswana and/or Sepedi
- For the Western Cape and Northern Cape regions: Afrikaans and/or IsiXhosa

This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements 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 computer skills. 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. A valid driver's license and willingness to travel.

DUTIES: Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for

portfolio of projects; Actively participate in both regional structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: INITIATION AND EVALUATION

POST: ASSISTANT DIRECTOR: SECRETARIAT (REF NO: DHET 124/09/2018)

SALARY: R356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. At least 5 years working experience in secretariat/administrative environment in a project management environment. At least 5 years supervisory experience. Candidates that have experience in managing secretariat/administrative function in large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management/supervisory, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, minutes 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 under pressure and in a team environment. Advanced computer skills (which will be tested during the interview). Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver's license and willingness to travel.

DUTIES: Responsible for ensuring that all committees of the NSF are managed and documents maintained effectively and efficiently. Provide administrative support and leadership with regard to the secretariat function. Plans all the logistical arrangements of committee meetings including venues, travel, accommodation and meals where necessary. Distribute meeting minutes and documents to the relevant stakeholders. Collect and collate information from stakeholders. Prepare and distribute meeting packs/documents to relevant stakeholders timeously. Provide secretarial support and leadership to the secretariat function. Prepare quality committee packs in advance and update them timeously. Take meeting minutes and distribute to committee members timeously. Make follow up on issues that came out of the meetings and as required. Compile submissions as required. Prepare reports, presentations and spreadsheets. Ensure that all relevant documents and information related to the committees in the portfolio are submitted for knowledge management purposes. Create/Establish a new user friendly filling system. Manage all enquiries and replies on project initiation and evaluations issues. Manage stakeholders. Manage staff reporting to him / her. Provide feedback and advice regarding skills development activities in relation to the secretariat function; Participate as an active member of the directorate team.

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: INITIATION AND EVALUATION

POST: ASSISTANT DIRECTOR: INITIATION AND EVALUATION (REF NO: DHET 125/09/2018)

SALARY: R 444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Management/Administration or equivalent qualification. At least 5 years' working experience in project management. At least 5 years supervisory experience. Candidates that have experience or proven track record of assisting in initiating, and evaluating large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage; Candidates that have experience in infrastructure or build project environment are encouraged to apply. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relates to technical

proficiency, initiation, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. 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. A valid driver's license and willingness to travel.

DUTIES: Effective implementation of the project initiation and evaluation process in the NSF; receipt, logging and evaluation of applications for solicited and unsolicited projects. Implement the Request for Proposal (RFP) process for solicited projects. Effectively report on RFP applications in the various stages of the project initiation process. Perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited received project applications. Review due diligence/research conducted on applicants for solicited and unsolicited projects. Check the accuracy of the information received from applicants. Prepare draft Memorandum of Understanding/Agreement (MoU/MoA) or Service Level Agreements (SLAs) for service providers; alignment of final implementation plan/business plan of the approved project versus the approved project budget. Collaboratively develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Prepare reports and packs for the Grant Adjudication Committees (GAC). Manage and coordinate the preparation of committee meetings. Administer administrative duties to the GAC- including the taking of meeting minutes. Prepare submissions/memorandum for Executive Officer (EO), Director General (DG) and other relevant stakeholders. Manage change request related to approve projects through the change request process. Effectively manage and implement the project evaluation process. Review the impact and effectiveness of projects/programmes by conducting impact assessment/reviews and/or overseeing impact assessment conducted externally. Timely submit reports and make presentations as required. Ensure that all documentation and information related to projects and programmes initiation and evaluation are submitted for knowledge management purposes. Manage and engage with internal/external stakeholders relevant to the initiation and evaluation of projects. Actively participate in national, regional and local structures and platforms that are relevant for effective skills development implementation. Manage staff under his / her supervision. Provide feedback and advice regarding skills development activities to the deputy director. Participate as an active member of the directorate team.

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: BURSARIES

**POST: ASSISTANT DIRECTOR: BURSARIES OUTREACH (REF NO: DHET
126/09/2018)**

SALARY: R 444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Management/Administration or Human Resource Management or equivalent qualification. At least 5 years' working experience in project management. At least 5 years supervisory experience. Candidates that have experience or a proven track record in assisting in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements 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, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver's licence and willingness to travel.

DUTIES: Responsible for implementing activities related to the bursaries initiation and outreach activities. Conduct community profiling activities. Conduct advocacy of the bursary programme in communities. Coordinate bursary selection committee for selection of students. Implement bursary grants initiation process. Compile and amend GAC pack and recommendations. Implement the bursaries outreach evaluation process. Implement the

outreach programme evaluation framework. Collate reports on the evaluation of the outreach programme. Facilitate outreach programme close out and post review processes. Engage stakeholders and manage resources of the Initiation and Outreach Programmes. Manage the performance of employees in accordance with policy. Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes. Manage stakeholders for portfolio of bursaries; Manage staff reporting to him / her; Provide feedback and advice regarding bursary related activities; Participate as an active member of the Directorate.

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: BURSARIES

POST: ASSISTANT DIRECTOR: MONITORING (REF NO: DHET 127/09/2018)

SALARY: R 444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Management/Administration or Monitoring and Evaluation or equivalent qualification. At least 5 years work experience in project management. At least 5 years supervisory experience Candidates that have experience or proven track record in assisting in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements 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, negotiation and attention to detail. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver's license and willingness to travel.

DUTIES: Responsible for implementing activities related to the bursaries initiation and outreach activities. Conduct community profiling activities. Conduct advocacy of the bursary

programme in communities. Coordinate bursary selection committee for selection of students. Implement bursary grants initiation process. Compile and amend GAC pack and recommendations. Implement the bursaries outreach evaluation process. Implement the outreach programme evaluation framework. Collate reports on the evaluation of the outreach programme. Facilitate outreach programme close out and post review processes. Engage stakeholders and manage resources of the Initiation and Outreach Programmes. Manage the performance of employees in accordance with policy. Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes. Manage stakeholders for portfolio of bursaries; Manage staff reporting to him / her; Provide feedback and advice regarding bursary related activities; Participate as an active member of the Directorate.

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: PROGRAMME MONITORING

POST: ASSISTANT DIRECTOR: PROGRAMME MONITORING (FOUR POSTS)

(REF NO: DHET 128/09/2018)

SALARY: R 444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Public Management/Administration or Monitoring and Evaluation or equivalent qualification. Candidates with Nated Diploma and relevant Trade Certificate will be an added advantage. At least 5 years work experience in a project management. At least 5 years supervisory experience. Candidates that have experience or proven track record of assisting in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements 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 computer skills. 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. A valid driver's license and willingness to travel.

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

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: STRATEGY, PERFORMANCE, INNOVATION

DIRECTORATE: INFORMATION COMMUNICATIONS AND TECHNOLOGY

POST: SPECIALIST SYSTEMS ENGINEER (REF NO: DHET 129/09/2018)

SALARY: R356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Information Technology. Candidates with Industry Specific Certification e.g. CompTIA, MCSE, MCTS, MEMS, CNE will have an added advantage. Candidates without Degree/Diploma but possess Industry Specific Certification equivalent to the Degree/Diploma NQF Level 6 as confirmed by SAQA will be considered. At least 5 years work experience in Microsoft systems administration including Windows Server, Active Directory and MS Exchange; Enterprise storage administration; Enterprise server administration. Virtualisation administration; Backup-to-disk systems and associated software and processes experience. At least 5 years supervisory experience. Basic Linux Administration, LAN and WAN and IP Telephony technologies. Wi-Fi technologies and infrastructure.

Protocols such as HTTP, DNS, SMTP, SNMP and other web-based protocols Networking principles – TCP, UDP, FTP, firewall technologies. Management and resolution of complex systems implementations and outages. Identifying, owning and management of Systems Management, Deployment and Monitoring tools. Operation of management and monitoring tools to identify and provide solutions to performance and capacity of systems. Provide expert input to Systems Engineering architecture and projects to ensure that best practice is applied. Prepared to work overtime including after-hours, weekends and/or public holidays. Prepared to be on Standby as per schedule. Good knowledge of the post school education and training system will also be an added advantage. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. The incumbent must be client orientated, customer focused and be able to perform under pressure and in a team environment. Limited local and international travel as required for projects (Passport required). A valid driver's license and willingness to travel.

DUTIES: Responsible for installing, configuring, maintaining, and optimizing all infrastructure. Components such as server hardware, storage systems, virtualisation platforms, software automation and monitoring and supporting software systems. The candidate will need to perform close monitoring of the systems using the relevant monitoring tools and react quickly to alerts as well as resolve complex problems as they occur. He/she will also install, configure, administer and maintain a Microsoft environment and other business critical systems to OS level. The candidate will analyse the performance, capacity and trends of the organisation's compute, storage and virtualisation technologies. Implement changes/upgrades where appropriate in line with the change management procedures in place. Diagnose and resolve complex problems relating to backend systems infrastructure. Maintain the system infrastructure lifecycles across all hardware and software. Administer and maintain the system monitoring and management platforms. Play a key role in upskilling second line support team members to ensure they understand the systems infrastructure landscape and assist in identifying proactive processes to monitor and proactively support it. Mentor and cross-skill members of the Infrastructure teams. Document Systems and Infrastructure related to Servers, Storage, Hypervisors and Datacenters. Provide input into systems strategy and architecture.

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: FINANCIAL PLANNING AND REPORTING

POST: ASSISTANT DIRECTOR: FINANCIAL PLANNING AND REPORTING (REF NO: DHET 130/09/2018)

SALARY: R 444 693 per annum (Salary Level 10)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in in Financial Accounting and/or Financial Management or equivalent qualification. At least 5 years work experience in financial accounting/management environment. At least 5 years supervisory experience. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication 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. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver's license and willingness to travel.

DUTIES: Assist in performing financial planning, budgeting and reporting; Assist in 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; Assist to perform investment management and cash flow management functions; Assist with budgets for Annual Performance Plans(APPs), Strategic Plans , and Operational Plans; Assist with costs centre budgets for NSF; Assist with the managing of the allocation and distribution of NSF's budget; Assist with financial forecasting of NSF revenue and expenditure; Assist to perform ongoing financial analysis , budget trend analysis; Assist to perform financial reporting functions, including drafting components that form part of NSF's annual financial statements, quarterly and monthly financial management reports, stakeholder financial reports and ad hoc financial management reports; Reporting accounting and financial information accurately and timeously in line with applicable legislative reporting standards of the NSF; Assist financial presentations; Perform daily, weekly, monthly and annual accounting and recordkeeping functions, including processing of financial information and transactions on accounting financial systems; Prepare relevant financial workbooks; Perform monthly and annual financial closure processes; Assist in manage of external and internal auditors; Assist to coordinate and compile audit files for use during audit processes; Participate as an active member of the NSF finance team.

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

**POST: ASSISTANT DIRECTOR (LOGISTICS MANAGEMENT) (REF NO: DHET
131/09/2018)**

SALARY: R 356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Purchasing Management/Public Management/Administration/ Logistics Management/Supply Chain Management or equivalent qualification. At least 5 years work experience in Supply Chain Management/Procurement (Logistics Management). At least 5 years supervisory experience. Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Knowledge of financial systems (System Capability– LOGIS/BAS). This position requires a dynamic individual with practical expertise in supply chain management and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, 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 frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver's license and willingness to travel.

DUTIES: Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental Logistics management function. Manage the process of capturing orders, posting, capturing of payments and transit. Manage the process of capturing the requisitions to produce purchase orders. Ensure proper management of the 0-9 file and its diary. Ensure capturing and distribution of stock on the applicable systems. Manage payment process and the creation of payment registers. Track outstanding payments. Develop reports on payment turnaround times. Attend to enquiries and advice suppliers on the payment status. Manage the stock keeping & travel functions within NSF. Ensure an effective stock flow system in the warehouse at NSF. Give progress/feedback to the end user the processing of

orders and payments. Supervise and lead a team that renders logistics function, risk and performance management. Advise the Department on SCM Matters, develop, implement and maintain policies. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Directorate. Participate as active member of NSF finance team.

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

**POST: ASSISTANT DIRECTOR (DEMAND, ACQUISITION AND CONTRACTS)
(REF NO: 132/09/2018)**

SALARY: R 356 289 per annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Purchasing Management/Public Management/Administration/ Logistics Management/Supply Chain Management or equivalent qualification. At least 5 years work experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts). At least 5 years supervisory experience. Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Understanding of Microsoft Dynamics will be an added advantage. Practical knowledge of managing three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, 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 frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver's license and willingness to travel.

DUTIES: Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental supply chain strategy in terms of Demand, Acquisition and contract management. Perform contract management function and ensure compliance. Facilitate effective payments of terms contract arranged by NSF. Give progress to the end user regarding the submitted requests for goods, services and or works. Supervise and lead a team that renders demand acquisition, contracts, risk and performance management. Conduct needs

analysis, develop Annual Procurement Plan and submit to National Treasury and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the Department on SCM Matters, develop, implement and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Directorate. Participate as active member of NSF finance team.

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: INTERNAL AUDIT

SENIOR PRACTITIONER: INTERNAL AUDIT (REF NO: DHET 133/09/2018)

SALARY: R299 709 per annum (Salary Level 8)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Internal Audit and/or Auditing. At least 3 years' experience in internal/ external audit. The candidate must have knowledge of International Standards for Professional Practice of Internal Auditing, Auditing Practices, Financial Frameworks, Legislative Frameworks and Prescripts relevant to the public sector. Good knowledge of the public service mandates and strategies and in particular the post school education and training system, will be an added advantage. Further skills and competency requirements include excellent communication, problem solving skills, interpersonal and writing skills. Ability to work in a team, Computer skills, Proficient in Microsoft Office, strong administrative, organisational and general office management skills, Time management skills, Planning and organising skills. Ability to act with discretion. The incumbent must be service delivery orientated and hold the following values in high regard: accountability, service excellence, customer focused, collaborative, passionate, and developmental, maintain integrity, be objective, dedicated and committed. Candidates must be willing work irregular hours and be committed to meet deadlines within tight time-frames. A valid driver's license and willingness to travel.

DUTIES: To provide effective administrative support to the Internal Audit Directorate and assist in the planning, execution and reporting of internal audits. This will include planning and performing internal audits in accordance with the internal audit plan. Complete audit working papers of high quality in accordance with the internal audit methodology of the NSF. Draft audit findings. Assist with drafting of reports when required. Assist with follow up audits.

Evaluate adequacy of and progress against external and internal audit action plans. Assist with compiling fraud, compliance and performance reports with the necessary evidence. Assist with queries of fraud, compliance or performance that have been put forward to the internal audit function. Recording and typing minutes of meetings. Distributing minutes of meetings to the relevant stakeholders. Maintaining a filing system for the internal audit function. Route queries to the appropriate person in the internal audit function; Participate as an active member of NSF team. Adhere at all times to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF. Assist colleagues as required.

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: ICT AND ANALYTICS

POST: ADMINISTRATIVE ASSISTANT (REF NO: DHET 134/09/2018)

SALARY: R 242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage. At least three years' work experience in office administration experience. Candidates that have a good understanding of the post school education and training system will also have an added advantage. This is an administrative position in the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relates to technical proficiency, excellent communication and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills and a valid driver's license are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours to meet deadlines.

DUTIES: Prepare reports, presentations, correspondence and spreadsheets; Quality assure documentation. Correspond with and coordinate stakeholders. Upload documentation on the system. Take minutes of meetings and distribute to participants. Manage incoming and outgoing mail. Manage office stationery for the directorate. Manage office assets for the directorate. Manage travel, accommodation, S&T claims and other logistical requests for the directorate. Maintain the filing system for the directorate. Maintain directorate diary; Make photocopies of documentation. Prepare documentation for meetings. Take minutes. Answer

telephone calls and take messages. Welcome visitors to the directorate. Prepare material for special events such as invitations, RSVPs and programs. Make bookings and schedule meetings. Perform other administrative support functions. Participate as an active member in the directorate.

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

POST: ADMINISTRATIVE OFFICER: ASSETS AND FACILITIES (REF NO: DHET 135/09/2018)

SALARY: R 242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4. A recognised National Diploma qualification (NQF Level 6) will be an added advantage coupled with at least three (3) years' work experience in facilities and asset management, maintenance and general administrative support. Candidates that have public sector administration experience will have an added advantage. This is an administrative position in the National Skills Fund and requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, excellent communication and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, report writing, quality management, budgeting and financial management, stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Good computer skills is a requirement. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to work irregular hours to meet deadlines.

DUTIES: Assist in the provision of appropriate facilities for head office and regions, including office space and parking. Assist in facilities, assets and inventories planning and budgeting. Assist in the allocation and usage of facilities space and assets across NSF, Assist with the general repairs and maintenance of NSF's facilities and assets. Assist in the management of cleaning services. Assist with health and safety requirements. Perform repairs and maintenance functions. Maintain the NSF's asset and inventory procurement plan and registers, Draft purchase requisitions of assets and inventories. Assist with rental and lease agreements related to facilities and assets. Receive and check assets and inventories purchased (including barcoding of assets). Assist with the safeguarding, disposal, tracking and recordkeeping of assets and inventories. Attend to request related to 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. Assist with the preparation of relevant financial workbooks. Assist with the preparation of audit files related to facilities, assets and inventories for use by the Auditor-General of South Africa and internal audit during audit processes. Participate as an active member of the NSF finance team.

BRANCH: NATIONAL SKILLS FUND (NSF)

DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

POST: DRIVER/MESSENGER (DHET 136/09/2018)

SALARY: R 136 800 per annum (Salary Level 4)

REQUIREMENTS: A National Senior Certificate / Grade 12/ NCV Level 4 or equivalent qualification. At least 2 years' messenger and driver experience. This position is in the National Skills Fund (NSF) and requires an individual with proven messenger and driver capabilities. Further skills requirements relates to basic DHET and NSF mandates and services, basic procedures and policies regarding government vehicles, Road awareness, basic relevant legislative knowledge and Prescripts, NSF values, Batho Pele Principles, technical proficiency (be able to drive), good communication (verbal and written) and interpersonal skills, strong administrative organisational and general office management skills, problem solving and analysis, basic report writing, quality management, time management, planning and organizing, neatness; ability to act with discretion, stakeholder engagement and management. Ability to manage and keep documents and information highly confidential. The incumbent must be client orientated, customer focused, responsive and be able to perform in a team environment. Basic computer skills and a valid driver's license are requirements. Candidate with Public Drivers Permit (PDP) will have an added advantage. Candidates must be willing to extensively drive and deliver documents nationally. Candidates must also be committed to work irregular hours to meet deadlines. Candidate must be willing to relief and/or to stand in for the receptionist when not busy and required.

DUTIES: Prepare basic reports. Collect and deliver all documents in line with requests to required destinations. Ensure proof of delivery is obtained and filed safely. Collect, deliver and post registered and other mail from the post office or the department or other department's offices like INDLELA/QCTO/Colleges/SETA/ all various Committee members etc. on a daily basis. Ensure collected mail/documents are distributed on daily basis. Collect and deliver documents between NSF, the Department and all Department's entities and various external committee members and organisations as required on daily basis and ensure proof of delivery is obtained and filed safely. Collect, drive and deliver delegations as approved to the required

destinations. Operate both light and heavy motor vehicle. Update the logbooks of vehicles used on daily basis for proper recording of mileage. Conduct routine inspection in the interior and exterior of the vehicles and write reports and report defects. Ensure vehicles are serviced as per schedules or any time they require random service. Ensure cleanliness' of the vehicles. Ensure safeguarding of the vehicles. Operate within the policies, procedures and rules of NSF, the Department and government. Adhere at all times to the values of NSF. Actively participate in all meetings as required. Stand in and/or relief the receptionist when not busy and required. Assist in registry/ storerooms to pack, unpack, stock taking, re-filing of files from time to time and as required. Assist facilities and assets staff to move furniture and equipment's as required. Manage incoming and outgoing mail. Manage office stationary for the directorate. Manage office assets for the directorate. Maintain the filing system in relation to messenger and driver documentation. Assist in making bulk photocopies of documentation for NSF if not busy and required. Assist to prepare documentation for meetings when required. Answer telephone calls and take messages when required. Assist the receptionist to take visitors to respective offices when the reception is too busy and welcome visitors to the NSF. Perform other administrative support functions. Participate as an active member in the directorate and NSF as a whole. Attend to special requests when arises. From time to time assist the Department with driver and messenger services.

DHET Regional Offices

THESE POSTS ARE BASED AT DHET REGIONAL OFFICES

POSTS: REGIONAL MANAGERS

LIMPOPO REGIONAL OFFICE (REF NO: DHET 137/09/2018)

MPUMALANGA/NORTH WEST REGIONAL OFFICE (REF NO: DHET 138/09/2018)

GAUTENG/FREE STATE REGIONAL OFFICE (REF NO: DHET 139/09/2018)

KWAZULU-NATAL REGIONAL OFFICE (REF NO: DHET 140/09/2018)

EASTERN CAPE REGIONAL OFFICE (REF NO: DHET 141/09/2018)

WESTERN CAPE / NORTHERN CAPE REGIONAL OFFICE (REF NO: DHET 142/09/2018)

SALARY: R1 189 338 per annum (All-inclusive remuneration package) (Level 14)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education and Training. A minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education will be an added advantage. At least 5 years proven experience at Senior Management Level (SMS). Consideration will be given to candidates with proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) as well as Continuous Education and Training (CET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Excellent project management and communication skills, including proposal and report writing. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. A valid driver's license and willingness to travel.

DUTIES: Ensure effective leadership, management and governance of public TVET and CET Colleges in the Region. Manage and support teaching and learning in public Colleges. Oversee the management of examinations and assessments at private and public Colleges. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Coordinate monitoring and evaluation functions of the programmes in public Colleges. Ensure proper alignment of the Department Strategic Plan and Annual Performance Plan with planned outcomes in the public TVET and CET Colleges. Provide strategic leadership relating to the management of compensation of employees' budget for public Colleges and recruitment processes, provide support to public Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters in the Regional Office.

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

**POSTS: DIRECTORS: COMMUNITY EDUCATION AND TRAINING (CET)
CURRICULUM AND INSTITUTIONAL SUPPORT**

LIMPOPO REGIONAL OFFICE (REF NO: DHET 143/09/2018)

MPUMALANGA REGIONAL OFFICE (REF NO: DHET 144/09/2018)

EASTERN CAPE REGIONAL OFFICE (REF NO: DHET 145/09/2018)

**WESTERN CAPE/NORTHERN CAPE REGIONAL OFFICES (REF NO: DHET
227/09/2018)**

SALARY: R1 005 063 per annum (All-inclusive remuneration package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A minimum of 5 years' work experience in Community Education and Training. A postgraduate degree in Education will be an added advantage. At least of 5 years proven experience at middle/senior management /level. Consideration will be given to candidates with proven senior managerial experience of working in the Continuous Education and Training (CET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. A valid driver's license and willingness to travel.

DUTIES: Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes, provide support to the public CET College on matters relating to labour

relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

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

POSTS: DIRECTORS: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) CURRICULUM AND INSTITUTIONAL SUPPORT

NORTH WEST REGIONAL OFFICE (REF NO: DHET 146/09/2018)

MPUMALANGA REGIONAL OFFICE (REF NO: DHET 147/09/2018)

EASTERN CAPE REGIONAL OFFICE (REF NO: DHET 148/09/2018)

FREE STATE REGIONAL OFFICE (REF NO: DHET 149/09/2018)

WESTERN CAPE/NORTHERN CAPE REGIONAL OFFICE (REF NO: DHET 150/09/2018)

SALARY: R1 005 063 per annum (All-inclusive remuneration package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education. A minimum of 5 years' work experience in Post-School Education and Training. A postgraduate degree in Education and Training will be an added advantage. A minimum of 5 years proven experience at middle/senior management level. Consideration will be given to candidates with proven senior managerial experience of working in the Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning and leadership. A valid driver's license and willingness to travel.

DUTIES: Ensure effective leadership and management of the strategic planning processes, institutional governance and management support in the Region. Provide for proper and effective curriculum development and support in the Region. Manage lecturer development and support, including the effective support of the governance structures (Councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the

colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs and other government institutions in order to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes, provide support to the public TVET Colleges on matters relating to labour relations, change management, implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters.

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

POST: DEPUTY DIRECTOR: PLANNING, INSTITUTIONAL GOVERNANCE AND MANAGEMENT SUPPORT - TVET UNIT

LIMPOPO REGIONAL OFFICE (REF NO: DHET 151/09/2018)

NORTHERN CAPE REGIONAL OFFICES (REF NO: DHET 228/09/2018)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education and Training. A minimum of 5 years' work experience in Post-School Education and Training. A post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. A minimum of 7 year`s work experience in education and training environment. Actual work experience in Planning, Institutional Governance and Management Support be treated as an added advantage. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to Institutional Development and Governance; A good understanding of matrix management; Knowledge and understanding of ICT in Education, as it relates to Institutional Development and Governance; A sound understanding of governance issues and capacity building; interpret, analyse and apply current legislation and departmental policies; supervisory, organizational and interpersonal skills; Decision making skills; Proven written and verbal skills; Attention to details and a high level of accuracy, effective public relations and public speaking skills; Computer literacy with

specific reference to functional use of MS Excel, MS Word, MS Power Point and MS Outlook. A valid driver's license and willingness to travel.

DUTIES: Manage and coordinate the TVET Colleges Strategic Planning, Annual Performance Planning and Operational Planning processes. Ensure proper alignment of the Regional plans with the Departmental Plans and systems targets. Provide professional leadership through the establishment of systems and structures that allow for effective management and establishment of channels of communication with relevant governance structures (Councils, SRCs, Academic Boards and governance as well as management structures that exists at the regional level). Support and provide intervention that seeks to promote the effective and proper working relations between management and governance structures. Provide support to the Regional and TVET management by ensuring that all scheduled engagements, meetings and conferences are properly facilitated. Undertake research and ensure that initiations and decisions are implemented. Manage the utilization of finances and other resources; Ensure proper record keeping, control and reporting; Perform any other reasonable function assigned by the employer within the job function; and Provide general support to institutions on institutional planning and governance, support, supervise and monitor and guide the effective and efficient performance management systems. Provide a coordinated intervention where there are management and governance disputes and protests.

POST: DEPUTY DIRECTOR: MONITORING AND EVALUATION – COMMUNITY EDUCATION AND TRAINING UNIT

LIMPOPO REGIONAL OFFICE (REF NO: DHET 152/09/2018)

NORTHERN CAPE REGIONAL OFFICES (REF NO: DHET 229/09/2018)

SALARY: R826 053 annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification in Education and Training. A post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. A minimum of 5 year`s work experience in education and training environment. At least 5 years' experience in the management level. Actual work experience of teaching and curriculum co-ordination in Community Education and Training (CET) will also be treated as an added advantage. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to monitoring and evaluation; A good understanding of matrix management; Knowledge and understanding of ICT in Education, as it relates to monitoring and evaluation. A sound understanding of curriculum transformation

issues and capacity building; interpret, analyse and apply current legislation and departmental policies; supervisory, organizational and interpersonal skills; decision making skills; proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer literacy with specific reference to functional use of MS Excel, MS Word, MS Power Point and MS Outlook. A valid driver's license and willingness to travel.

DUTIES: Manage, conduct and coordinate monitoring and evaluation processes in the region. Manage day to day operations of monitoring and evaluation teams in the execution of their functions. Quality assure reports that go to institutions and collate these to compile regional reports to the Department. And Communicate gaps identified in evaluated institutions to assistant directors to improve on support services. Provide professional leadership through the establishment of systems and structures that allow for effective management. Establish channels of communication with relevant stakeholders; Manage information by collecting, analyzing and translating data into knowledge for planning, decision making and reporting; Provide management and support in line with approved Strategic and Annual Performance Plans; Facilitate policy formulation, analysis and implementation; Undertake research and development with view to improve service delivery, Manage the utilization of finances and other resources, Ensure proper record keeping, control and reporting, Perform any other reasonable function assigned by the employer within the job function.

POST: ASSISTANT DIRECTORS: HUMAN RESOURCE MANAGEMENT

LIMPOPO REGIONAL OFFICE (REF NO: DHET 153/09/2018)

MPUMALANGA/NORTH WEST REGIONAL OFFICE (REF NO: DHET 154/09/2018)

EASTERN CAPE REGIONAL OFFICE (REF NO: DHET 155/09/2018)

KWAZULU-NATAL REGIONAL OFFICE (REF NO: DHET 156/09/2018)

WESTERN CAPE/NORTHERN CAPE REGIONAL OFFICE (REF NO: DHET 157/09/2018)

SALARY: R356 289 per annum (Level 9)

REQUIREMENTS A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration. At least five (5) years relevant experience in Administration and office management, At least 5 years supervisory experience. Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Must be able to understand and interpret prescripts and policies, Must have leadership abilities, interpersonal relations and conflict management skills with regard to

people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel.

DUTIES: Ensure effective document management and correspondence flow within the Regional Office, Establish and implement effective records and document management system in the office of the Regional Office, Render Administrative/executive support services to the office of the Regional Manager, Oversee Administration of the office of the Region, Manage and oversee logistics within the office of the Region, Manage the budget in the office of Region, Compile and collate College statutory reports, Manage the resources in the office of the Regional Office: Physical, financial and Human Resource, Coordinating responses to and submissions and reports on, all requested for information, Establish and implement effective decision and submission tracking systems, Follow up and collate progress reports on the implementation of the resolutions/decisions of all the forums coordinated from the office of the Regional Office and Coordinate reports/presentations to all forums attended by the office of the Regional Office.

POST: ASSISTANT DIRECTORS: LABOUR RELATIONS

MPUMALANGA/NORTH WEST REGIONAL OFFICE (REF NO: DHET 158/09/2018)

GAUTENG/FREE STATE REGIONAL OFFICE (REF NO: DHET 159/09/2018)

SALARY: R356 289 annum (Salary Level 9)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Labour Relations/Human Resource Management 6 or equivalent. A minimum 5 years' experience Labour Relations Management. At least 2 years supervisory experience. 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.

POSTS: PERSONAL ASSISTANTS TO THE REGIONAL MANAGERS

MPUMALANGA/NORTH WEST REGIONAL OFFICE (REF NO: DHET 160/09/2018)

GAUTENG/FREE STATE REGIONAL OFFICE (REF NO: DHET 161/09/2018)

LIMPOPO REGIONAL OFFICE (REF NO: DHET 162/09/2018)

WESTERN CAPE/NORTHERN CAPE REGIONAL OFFICE (REF NO: DHET 163/09/2018)

SALARY: R242 475 per annum (Salary Level 7)

REQUIREMENTS: A National Senior Certificate/Grade 12 or NCV Level 4. A recognised National Diploma qualification (NQF Level 6)/Secretarial Diploma including computer training will be an added advantage. A minimum of three (3) years employment experience in rendering administrative and secretarial support to senior management. Good interpersonal and communication skills to interface with people from diverse backgrounds. Good written and verbal communication skills. Experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Good organisational and basic events management skills. Ability to create and manage simple databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial support service to the Project Manager, including support in the planning and managing of day to day office activities. Schedule meeting and workshops; manage and administer the Project Manager's diary and itinerary. Prepare all necessary documentation for the Project Manager. Perform routine duties in the office of the Project Manager including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders. Render office management support services including keep records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinise routine submissions/ reports and make notes and/or recommendations for the Project Manager; and

attend to general office administration. Provide communication support services to the Project Manager, including handle all correspondence and queries requiring the attention of the Project Manager. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Project Manager including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Project Manager, including handle and manage budgets, cash flow and petty cash.

POST: ADMINISTRATIVE CLERK: AUXILLIARY SERVICE

KWAZULU NATAL REGIONAL OFFICE: (REF NO: DHET 170/09/2018)

SALARY: R163 563 per annum (Salary Level 5)

REQUIREMENTS: A National Senior Certificate (Vocational) (NCV) Level 4; a Certificate/Diploma or a relevant Degree qualification will be an added advantage. The ideal candidate should be proficient in MS Office; typing, written and verbal communication. Organisational and prioritisation skills; telephone etiquette and document management are some of the skills required for this job.

DUTIES: Responsible for overall general administration in the KwaZulu-Natal Regional Office including co-ordination of meetings. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, typing of correspondence such as reports, letters and internal memos. To assist the Regional Office in running of the office and provide support when required. Provide clerical support in the development of strategic plans, annual performance plans. Provide/Maintain Clerical duties/support. File copies of all documentation. Logistical arrangements as required.

POSTS: SECURITY OFFICERS (THREE POSTS)

KWAZULU NATAL REGIONAL OFFICE: (REF NO: DHET 171/09/2018)

SALARY: R115 437 per annum (Salary Level 3)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PRSIR.at least one (1) to two (2) years' work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES: Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all DHET security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

POST: CLEANERS (TWO POSTS)

KWAZULU NATAL REGIONAL OFFICE: (REF NO: DHET 172/09/2018)

SALARY: R 96 549 per annum (Salary Level 2)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. Ability to work with people and good communication skills.

DUTIES: Provision of cleaning services, rendering comprehensive cleaning services which includes; Cleaning offices, corridors, elevators and boardrooms by: sweeping, scrubbing, mopping of floors, dusting and waxing office furniture. Vacuuming and shampooing floors, emptying and cleaning of dirt bins daily, collect and removing of waste papers, clean general kitchens basins, cleaning restrooms, refilling hand wash liquid soap, replace toilet papers, hand towels, report broken cleaning machines and equipment

KWAZULU NATAL REGIONAL OFFICE

POST: DRIVER/MESSENGER (REF NO: DHET 173/09/2018)

SALARY: R136 800 per annum (Salary Level 4)

REQUIREMENTS: Grade 10/ABET or equivalent qualification. At least 1 year driving experience. A minimum of one to two years relevant practical experience. Code 8 valid driver's licence. PDP will be an added advantage. Knowledge of the city/ies in which the function will be performed. 2 years and above driving experience. Excellent time management and ability to work under pressure. Good communication skills.

DUTIES: Drive light and medium motor vehicles to transport passengers and other items (e.g. mail and documents).Collect and deliver documents and related items in the Department. Execute all instructions by supervisors. Report defects to transport officer timely. Complete all the required and prescribed records and log book with regard to the vehicle and the goods handled. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

Knowledge of prescripts for the correct utilisation of motor vehicles. Perform any other duties as instructed by supervisors.

TVET Colleges

THESE POSTS ARE BASED IN TVET COLLEGES

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

POSTS: PRINCIPAL

LEPHALALE TVET COLLEGE (REF NO: DHET 174/09/2018)

SOUTH WEST GAUTENG TVET COLLEGE (REF NO: DHET 175/09/2018)

WEST COAST TVET COLLEGE (REF NO: DHET 176/09/2018)

(This post is a re-advert candidates who applied are encouraged to re-apply)

SALARY: R1 005 063 per annum (All-inclusive Remuneration Package) (Level 13)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) or equivalent qualification. A post-graduate Degree/qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in the TVET or education sector. Minimum of 5 years' proven experience at middle /senior management level. Extensive experience in any or all of the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and projects. Must have relevant work experience in the training and development or related environment. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. Willingness to work irregular hours and travel extensively.

Knowledge of and/or experience of the private sector/industry will also be treated as an added advantage. A valid driver's license and willingness to travel.

DUTIES: To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

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

THESE POSTS ARE BASED IN TVET COLLEGES

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

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

CENTRAL JOHANNESBURG TVET COLLEGE (REF NO: DHET 177/09/2018)

VHEMBE TVET COLLEGE (REF NO: DHET 178/09/2018)

MOTHEO TVET COLLEGE (REF NO: DHET 179/09/2018)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Education and Training or equivalent. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A post-graduate Degree/qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in education and training environment. Minimum of 5 years' proven experience at middle /senior management level. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver's licence and willingness to travel.

DUTIES: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day-to-day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance,

retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

THESE POSTS ARE BASED IN TVET COLLEGES

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

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

BOLAND TVET COLLEGE (REF NO: DHET 180/09/2018)

SEDIBENG TVET COLLEGE (REF NO: DHET 181/09/2018)

EHLANZENI TVET COLLEGE (REF NO: DHET 182/09/2018)

IKHALA TVET COLLEGE (REF NO: DHET 183/09/2018)

COASTAL KZN TVET COLLEGE (REF NO: DHET 226/09/2018)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification will be an added advantage. The qualification should be coupled with at least 5 to 10 years work experience in Corporate Services. Minimum of 5 years' proven experience at middle /senior management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act and Labour Relations Act. 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 Access and MS Outlook). A valid driver's license and willingness to travel.

DUTIES: Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College's Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College's assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT

and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College.

CET COLLEGES

THESE POSTS ARE BASED IN TVET COLLEGES

POST: DEPUTY PRINCIPAL: FINANCE

BUFFALO CITY TVET COLLEGE (REF NO: DHET 184/09/2018)

EAST CAPE MIDLANDS TVET COLLEGE (REF NO: DHET 185/09/2018)

INGWE TVET COLLEGE (REF NO: DHET 186/09/2018)

KING HINTSA TVET COLLEGE (REF NO: DHET 187/09/2018)

LOVEDALE TVET COLLEGE (REF NO: DHET 188/09/2018)

PORT ELIZABETH TVET COLLEGE (REF NO: DHET 189/09/2018)

GOLDFIELDS TVET COLLEGE (REF NO: DHET 190/09/2018)

MOTHEO TVET COLLEGE (REF NO: DHET 191/09/2018)

SOUTH WEST GAUTENG COLLEGE TVET COLLEGE (REF NO: DHET 192/09/2018)

EKHURULENI EAST TVET COLLEGE (REF NO: DHET 193/09/2018)

EKHURULENI WEST TVET COLLEGE (REF NO: DHET 194/09/2018)

SEDIBENG TVET COLLEGE (REF NO: DHET 195/09/2018)

TSHWANE NORTH TVET COLLEGE (REF NO: DHET 196/09/2018)

WESTCOL TVET COLLEGE (REF NO: DHET 197/09/2018)

COASTAL TVET COLLEGE (REF NO: DHET 198/09/2018)

ELANGENI TVET COLLEGE (REF NO: DHET 199/09/2018)

ESAYIDI TVET COLLEGE (REF NO: DHET 200/09/2018)

MAJUBA TVET COLLEGE (REF NO: DHET 201/09/2018)

MNAMBITHI TVET COLLEGE (REF NO: DHET 202/09/2018)

MTHASHANA TVET COLLEGE (REF NO: DHET 203/09/2018)

THEKWINI TVET COLLEGE (REF NO: DHET 204/09/2018)

UMFOLOZI TVET COLLEGE (REF NO: DHET 205/09/2018)

UMGUNGUNDLOVU TVET COLLEGE (REF NO: DHET 206/09/2018)

CAPRICORN TVET COLLEGE (REF NO: DHET 207/09/2018)

LEPHALALE TVET COLLEGE (REF NO: DHET 208/09/2018)

LETABA TVET COLLEGE (REF NO: DHET 209/09/2018)
MOPANI SOUTH EAST TVET COLLEGE (REF NO: DHET 210/09/2018)
SEKHUKHUNE TVET COLLEGE (REF NO: DHET 211/09/2018)
VHEMBE TVET COLLEGE (REF NO: DHET 212/09/2018)
WATERBERG TVET COLLEGE (REF NO: DHET 213/09/2018)
EHLANZENI TVET COLLEGE (REF NO: DHET 214/09/2018)
GERT SIBANDE TVET COLLEGE (REF NO: DHET 215/09/2018)
NKANGALA TVET COLLEGE (REF NO: DHET 216/09/2018)
NORTHERN CAPE URBAN TVET COLLEGE (REF NO: DHET 217/09/2018)
ORBIT TVET COLLEGE (REF NO: DHET 218/09/2018)
TALETSO TVET COLLEGE (REF NO: DHET 219/09/2018)
VUSELELA TVET COLLEGE (REF NO: DHET 220/09/2018)
COLLEGE OF CAPE TOWN TVET COLLEGE (REF NO: DHET 221/09/2018)
NORTHLINK TVET COLLEGE (REF NO: DHET 223/09/2018)
SOUTH CAPE TVET COLLEGE (REF NO: DHET 224/09/2018)
WEST COAST TVET COLLEGE (REF NO: DHET 225/09/2018)
MALUTI TVET COLLEGE (REF NO: DHET 230/09/2018)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Bachelor of Commerce Accounting or Financial Management or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in an overall financial management and reporting role. Minimum of 5 years' proven experience at middle /senior management level. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public / TVET Sector will be an advantage. A valid driver's license and willingness to travel.

DUTIES: Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and

providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistic and management information systems; Managing the finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with assurance providers.

THIS POST IS BASED IN THE CET COLLEGE

POST: DEPUTY PRINCIPAL: FINANCE

WESTERN CAPE CET COLLEGE (REF NO: DHET 21/09/2018)

SALARY: R826 053 per annum (All-inclusive remuneration package) (Salary Level 12)

REQUIREMENTS: A recognised undergraduate qualification/Bachelor's degree/Advanced National Diploma (NQF level 7) in Bachelor of Commerce Accounting or Financial Management or equivalent qualification. The qualification should be coupled with at least 5 to 10 years work experience in an overall financial management and reporting role. Minimum of 5 years' proven experience at middle /senior management level. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public / CET Sector will be an advantage. A valid driver's licence and willingness to travel.

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

Note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance.

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

AS OF 1st JULY 2006, ALL NEW APPOINTMENTS IN THE PUBLIC SERVICE HAVE TO BE PART OF THE GOVERNMENT EMPLOYEE MEDICAL SCHEME (GEMS) IN ORDER TO QUALIFY FOR A GOVERNMENT MEDICAL SUBSIDY. CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORT-LISTED APPLICANTS. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. **APPLICATIONS RECEIVED AFTER THE CLOSING DATE OR FAXED AND EMAILED APPLICATIONS WILL NOT BE CONSIDERED.**

PLEASE FORWARD YOUR APPLICATION, QUOTING THE REFERENCE NUMBER TO: THE DIRECTOR-GENERAL, DEPARTMENT OF HIGHER EDUCATION AND TRAINING, PRIVATE BAG X 174, PRETORIA, 0001 OR HAND

**DELIVER TO: 123 FRANCIS BAARD STREET (FORMER SCHOEMAN STR.)
PRETORIA.**

CLOSING DATE: 12 OCTOBER 2018

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

012 312 5089/012 312 5513/5442

DISABILITY LOGO