

**Department of Higher Education and Training
GAUTENG**

ANNEXURE

NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: All applications must be submitted in a *New Z83* form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document and valid driver's licence (where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference.

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(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. 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). Applications received after the closing date will not be considered

CLOSING DATE: 21 DECEMBER 2021

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: SETA COORDINATION

POST: CHIEF DIRECTOR: SETA CO-ORDINATION (REF NO: DHET 01/10/2021)

SALARY: R1 251 183 per annum (All-inclusive Remuneration Package) (Level 14)

CENTRE: Pretoria

Forward your application to the following e-mail address: DHET01102021@dhnet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7), or equivalent qualification. A relevant post-graduate qualification (NQF Level 8) will be an added advantage. This must be supported by experience in the Skills Development Sector or related training environment. Minimum of five (5) to ten (10) years proven experience at Senior Management level. The candidate must have sound expertise on strategic leadership and management experience. Excellent understanding of policy development and interpretation: (i.e., Grant regulations, Skills Development Act, Work Integrated Learning etc.)

KNOWLEDGE AND SKILLS: Applicants must have extensive knowledge of the following: Government relevant prescripts, policies and procedures; Labour Relations Act; Skills Development Act; Skills Development Levies Act; Employment Equity Act and Public Finance Management Act; Batho Pele Principles; National Skills Development Strategy; Financial management and budgeting; Governance; Project Management; Research and Policy development; Knowledge and people management and strategic planning. Applicants must have the following skills: Good interpersonal and communication skills; Financial and human resources management skills; Presentation skills; Planning and organising skills; Analytical and innovative thinking, negotiation skills and change and diversity management skills are essential. A valid driver's license and willingness to travel.

DUTIES: The successful candidate will be reporting to the Deputy Director-General and will be responsible to provide strategic leadership, management and technical supports, monitor and reports on implementation of the national skills development strategy at sectoral level through establishment and managing the performance of service level agreements with Sector Education and Training Authorities (SETAs). Develop and maintain a definitive list of scarce and critical skills and publish a state of skills report annually. Develop and communicate regulations for skills planning. Develop and implement an implementation plan for national skills development. Maintain and update an accurate and accessible organising framework for occupations list. Perform monitoring and evaluation planning and reporting is effectively developed and implemented in alignment with Departmental requirement; and is used to monitor and evaluate the current National Skills Development System Implementation.

Develop and implement a Branch management information system in alignment with Departmental requirements, to facilitate the provision of performance information to staff, institution, learners, and citizens. Develop a centralised contract information management system for learner training schemes, interfacing with SETA systems. Manage annual Service Level Agreements between the Department and SETAs and their monitoring in line with the Service Level Agreement. Develop and review skills development legislation, regulations, policies, systems and guidelines. Develop and align Sector Skills Plans to the current National Skills Development Strategy. Monitor and promote the effective implementation of transformative social inclusion and cohesion policies throughout the Skills Development sector.

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 interests and be subjected to security clearance.

Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

Enquiries: : Mr P Mtshali 012 312 5089 / Mr R Kgare 012 312 5442 / Mr D Moyane 012 312 5165

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: INTERNATIONAL RELATIONS

POST: CHIEF DIRECTOR: INTERNATIONAL RELATIONS (REF NO: DHET02/10/2021)

SALARY: R1 251 183 per annum (All-inclusive Remuneration Package) (Level 14)

CENTRE: Pretoria

Forward your application to the following e-mail address: DHET02102021@dhet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7), or equivalent qualification. A relevant post-graduate qualification (NQF Level 8) will be an added advantage. This must be supported by extensive experience knowledge in International Relations sector and/or education development environment. Minimum of five (5) to ten (10) years proven experience at Senior Management level. The candidate must have sound expertise on strategic leadership and management experience.

KNOWLEDGE AND SKILLS: Applicants must have extensive knowledge of the following: Government relevant prescripts, policies and procedures; International relations policies; Labour Relations; Employment Equity Act and Public Finance Management Act; Batho Pele Principles; Financial management and budgeting; Governance; Project Management; Research and Policy development; Knowledge of South African's foreign relations environment; Official Development Assistance (ODA) Management Education, Training and Development studies background. Applicants must have the following skills: Good interpersonal relations, strategic leadership skills; Project management and communication skills; Financial and human resources management skills and experience; Presentation skills; Planning and organising skills; Analytical and innovative thinking; Negotiation skills; Change and diversity management skills. A valid driver's license and willingness to travel.

DUTIES: The successful candidate will be reporting to the Deputy Director-General and will be responsible for the promotion, coordination and monitoring of international relations concerning education and training matters between South Africa and the rest of the world. The partnerships are guided by the government's foreign and education and training policies and programmes. Oversee the servicing of all bilateral and multilateral agreements and manage the overall co-operation programmes. Coordinate and manage the internationalisation framework and guidelines document on the role of international relations in education and training. Provide strategic leadership and leverage the official development assistance opportunities to support and strengthen the education and training sector. Manage relevant policies and programmes to achieve the implementation of the international programmes in education and training. Ensure that the Department meets its obligations in relations to international conventions and instruments to which it is a party to. Oversee the research of education developments in the countries with which the Department is dealing. Provide strategic leadership to the new and ongoing partnership with international agencies and foreign governments. Manage the outreach partnership with countries of the South. Represent the Department on various international committees and in particular on the United Nations Educational Scientific and Cultural Organisation (UNESCO), International Labour Organisation (ILO), Commonwealth, African Union and Age Discrimination in Employment Act (ADEA). Liaise with government departments, specialist agencies and Non-Government Organisations (NGOs) and harness relations with countries and agencies in support of the education and training agenda of the Department. Liaise closely with all implementation partners including the universities, TVET colleges and Sector Education and Training Authorities (SETAs) on their International Relations activities. Handle confidential information with discretion. Promote and share South Africa's best educational practices and expertise abroad and access the best international expertise to support the work of DHET policymakers. Perform delegations' duties and responsibilities under the Public Finance Management Act. Manage the Medium-Term

Expenditure Framework (MTEF) budget and monthly cash flow statements and provide overall management and accountability of staff in the Chief Directorate and ensure efficient and effective use of resources.

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