

The Department of Higher Education and Training

GAUTENG

ANNEXURE

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 qualification, Identity Document (ID) not older than six months, including driver's licence (where it is applicable). 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 Form 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.

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(s) will be to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the pre-entry (Nyukela) certificate. 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.

NOTE: 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: 4 June 2021 at 16H00.

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

WESTERN CAPE/NORTHERN CAPE: REGIONAL OFFICE

POST: REGIONAL MANAGER (REF. NO: DHET 180/05/2021)

SALARY: R1 251 183 per annum (All-inclusive remuneration package) (Level 14)

CENTRE: Western Cape / Northern Cape Regional Office

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

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) or an equivalent qualification in Education and Training. A minimum of five (5) years' work experience in Post-School Education and Training. A postgraduate degree in Education will be an added advantage. At least five (5) years proven experience at 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) 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 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: The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

POST: CHIEF DIRECTOR: TEACHING, LEARNING AND RESEARCH DEVELOPMENT (REF.NO.: DHET 39/05/2020)

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) or an equivalent qualification in education or social sciences. A master's degree in education or social sciences would be a distinct advantage. Consideration will be given to candidates with in-depth knowledge of five (5) to eight (8) years' relevant experience in the higher education sector or related context. A minimum 5 years proven experience in a senior managerial position at an institutional and/or national level. Extensive knowledge of, and insight into higher education practitioner, teacher and lecturer education policies, qualifications, and programmes; and teaching and learning in universities. Extensive knowledge and experience in policy development, implementation, and monitoring. Understanding of teacher education, university teaching and learning academic staff development processes at universities. Extensive knowledge of quality assurance processes and mechanism in higher education. Highly developed research and information management skills. Excellent and proven project management capabilities and communication skills. including proposal and report writing. Ability to work collaboratively with other governments, quality councils, universities, and other relevant role-players. Possess strategic thinking, problem solving and financial management skills; report writing, and computer skills. Willingness to travel domestically and internationally. A valid driver's licence and willingness to travel and a pre-entry certificate into SMS within the public service.

DUTIES: The scope of work of the Chief Director will include, but not be limited to, providing strategic leadership and management support to four Directorates to ensure: the development, support and monitoring the implementation of policies and programmes to ensure that a suitable range of quality initial professional, post-professional and postgraduate teacher education qualifications are available at universities that enable sufficient production and further development of professionals working in the range of education sub-sectors including ECD (birth-4 years); schooling, technical and vocational education and training, community education and training and university education. Develop, support, and monitor the implementation of policies and programmes to strengthen teaching and learning at universities towards improved learning outcomes, including oversight on the qualitative

use of government funds, and earmarked grants allocated to enhance teaching, learning and staff development at universities. Develop, support, and monitor the implementation of policies and programmes on evaluation and recognition of qualifications for employment in the range of public education sub-sectors, including providing a service to other government departments in this regard. Oversee the establishment and ongoing management of a coordinated postgraduate scholarships management system withing the Department of Higher Education and Training.

NOTE: The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

POST: CHIEF DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION (REF.NO.: DHET 78/05/2021)

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced national diploma (NQF Level 7) or equivalent qualification, coupled with at least five (5) years Senior Management level working experience. Experience in managing projects or programmes at a national scale in the private or public sector. A relevant post-graduate qualification would be a distinct advantage. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people management capabilities to lead eight directorates. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to excellent project and programme management, technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client oriented, customer focused and be able to perform in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills and valid driver's licence are requirements. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight time- frames.

DUTIES : Head the NSF's core function area of skills development implementation consisting of eight directorates; with an estimated staff compliments of +- 70 permanent employees and +- 40 interns; which some will also be located in the regions across the country; To oversee and provide strategic direction to the initiation, monitoring and evaluation of skills development implementation initiatives funded by the NSF. Programme management: Oversee the development and management of a programme management framework for the standardised coordination and management of programmes. Oversee project alignment to their assigned programmes. Oversee the development and implementation of a standardised project management approach and methodology. Oversee the establishment and utilisation of a standard reporting framework and regular reporting is conducted on projects. Oversee the management and monitoring of project activities through quality management and detailed plans and schedules. Initiation and evaluation of projects funded by the NSF: Oversee activities related to the initiation and evaluation of projects and programmes. Oversee the review of operational policy for projects and programmes. Oversee the development and management of the Grants Disbursement Framework. Oversee the engagement of the Evaluation and Adjudication Committees. Regional monitoring of projects funded by the NSF: Oversee activities related to the monitoring of projects. Oversee the effective development and utilisation of monitoring frameworks for projects and programmes. Oversee project performance reporting. Oversee the financial management and

performance of projects and programmes. Implementation of strategic business plans: Oversee the allocation of new projects to the Directors in the Skills Development Implementation Chief Directorate to ensure the projects meet the strategic objectives of the NSF. Oversee the effective management of dependencies and interdependencies between existing and proposed projects and programmes by Directors within Chief Directorate. Oversee the effective management of duplications across projects and programmes within Directorates and provision of advice on these. Oversee prioritisation of projects and programmes in line with the broader strategy and objectives of the NSF. Oversee the achievement of strategic objectives and operational excellence of the Chief Directorate. Stakeholder engagement and reporting: Oversee and engage internal and external stakeholders relevant to initiation and evaluation of projects and programmes. Oversight of reports received from Heads regarding Skills Development Initiatives of the NSF and the PSET sector. Develop consolidated reports for the Chief Directorate and provide key insights to the internal and external stakeholders. Manage the resources of the Chief Directorate: Develop the operational plan for the Chief Directorate and oversee its implementation. Lead budgetary planning for the Chief Directorate and account for allocated budget. Oversee adherence to policy and statutory directives relevant to the post school education sector. Oversee the execution of the operational plan for the Chief Directorate, including budget, performance targets, and measurement metrics and reporting. Oversee the provision adequate capacity within the Chief Directorate to achieve its objectives. Oversee the management of the performance of employees in accordance with policy. Oversee the provision of necessary information and resources for employees to deliver on the objectives and targets of the Chief Directorate. Lead and motivate employees to create a culture of high performance. Oversee the management of employee related matters within the Chief Directorate. Participate as an active member of the NSF Executive team and Chief Directorate management team: Operate within delegated authorisations. Adhere at all times to the values of the NSF. Develop consolidated reports for the Chief Directorate and provide key insights to the NSF Executive team. Actively participate in executive and Chief Directorate meetings. Positively support the implementation of all Executive and Chief Directorate management decisions. Actively participate in internal and external forums and committees.

NOTE: 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

TWO POSTS: DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION: (REF.NO.: DHET 80/05/2021)

SALARY: R1 057 326 per annum (All-Inclusive Remuneration Package) (Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma or an equivalent qualification. A postgraduate qualification will be an added advantage. Candidate must have a minimum of five (5) to eight (8) years' working experience, of which at least five (5) years relevant middle management working experience in the public or private sector. The candidate must have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector. Candidates who 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 other languages will be an added advantage. This is a senior management position in a core functional area that requires a dynamic individual with proven strategic management, leadership, and people

management capabilities to lead the directorate. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate 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 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 timeframes.

DUTIES: Head the regional skills development directorate, 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE

DIRECTORATE: STRATEGY, PARTNERSHIPS, AND INNOVATION

POST: DIRECTOR: STRATEGY, PARTNERSHIPS, AND INNOVATION (REF.NO.: DHET 81/05/2021)

SALARY: R1 057 326 per annum (All-Inclusive Remuneration Package) (Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration or an equivalent qualification. A minimum of five (5) years' work experience in strategic planning, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of resource. At least five (5) years' proven experience at middle management level. A relevant postgraduate 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 who 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 relate to excellent project management, utilisation of ICT and business intelligence for strategic planning, 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 knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. 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 timeframes. A valid driver's license and willingness to travel.

DUTIES: Develop and implement the NSF's strategic plans, annual performance, operational plans; Engage and manage NSF strategic stakeholders; Manage socio-economic research, trend analysis and innovation in skills development practices; Manage the design and implementation of interactive organisational performance processes, including 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 and contributing to 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; Manage NSF innovation on skills development delivery; Evaluate overall NSF operations (incl. business processes) and implement enhancements; Manage the launch of continuous improvement initiatives and the enablement of a culture of continuous improvement; Manage knowledge and data management.

Develop, consult and update NSF's strategy and partnerships and to keep abreast of innovations and leading practices in skills development. Manage strategy and planning for skills development and innovation. Manage the strategy for skills development partnerships across relevant sectors. Manage portfolio planning and development in relation to alignment to strategy. Manage NSF innovation on skills development delivery in various sectors. Manage innovation in the NSF. Manage Strategic Partnerships by establishing strategic partnership and stakeholder framework. Active engage and report on engage strategic partners across sectors to support the effective and efficient implementation of the NSF Strategic Plans and Annual Performance Plans and Annual Operational Plans. Ensure compliance with relevant legislation and frameworks; Develop relevant policies and procedures; manage the resources of the Chief Directorate; Participate as an active member of the NSF management team; Participate in DHET skills planning processes.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE

DIRECTORATE: ORGANISATIONAL PERFORMANCE AND REPORTING

POST: DIRECTOR: ORGANISATIONAL PERFORMANCE AND REPORTING (REF.NO.: DHET 82/05/2021)

SALARY: R1 057 326 per annum (All-Inclusive Remuneration Package) (Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration or an equivalent qualification. A minimum of five (5) years' work experience in organisational performance and reporting, technical research and analysis, complex stakeholder management, organisational performance improvement, integrated reporting, programme management and management of

resource. At least five (5) years' proven experience at middle management level. A relevant postgraduate 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 who 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 relate to excellent project management, utilisation of ICT and business intelligence for organisational performance and reporting, 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 knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. 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 timeframes. A valid driver's license and willingness to travel.

DUTIES: To manage the organisational performance and reporting requirements of the NSF, as well as knowledge management within the NSF. Contribute to the development of the NSF's strategic plans, annual performance, operational plans; Engage and manage NSF strategic stakeholders; Manage organisational performance by developing and implementing organisational performance framework as informed by NSF plans to align to organisational and system performance and reporting requirements. Monitor and report on the performance against strategic plans, annual performance plans and operational plans and national plans and priorities; 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; Analyse and monitor projects to ensure they meet business, schedule and budget objectives. Ensure that the NSF implements a defined and consistent project management approach. Manage the design and implementation of interactive organisational performance processes that includes the NSF's governance committees in appropriate ways. Manage the continued review of business processes implemented across NSF to ensure effectiveness of process flows. Manage provision of advice to business owners on process improvements. Manage the enablement of a culture of continuous improvement through initiatives that will enhance the performance efficiency and success of the NSF. Analyse and report on organisational performance in context of socio-economic research, trend analysis and innovation in skills development practices; Manage the reporting requirements of the NSF by identifying, developing and distribution of reports for the NSF, development of the NSF reporting plan, framework for performance Information and organisational performance reporting, including the collation, analysis and preparation of reports; manage the development of business intelligence and performance dashboards for the NSF. Manage the NSF enterprise architecture mechanisms and tools including the implementation of continuous improvement plans and initiatives. Manage the implementation of organisational wide knowledge management activities in the NSF. Manage knowledge and data management; Ensure compliance with relevant legislation and frameworks; Develop relevant policies and procedures; manage the resources of the Chief Directorate; Participate as an active member of the NSF management team; Participate in DHET skills planning processes. Develop, consult and update NSF's strategy and partnerships and to keep abreast of innovations and leading practices in skills development. Manages strategy and planning for skills development and innovation. Manage the strategy for skills development partnerships across relevant sectors. Manage portfolio planning and development in relation to alignment to strategy. Manage NSF innovation on skills development delivery in various sectors. Manage translation of innovations into programmatic interventions. Manage innovation in the NSF. Manage Strategic Partnerships by

establishing strategic partnership and stakeholder framework. Active engage and report on engage strategic partners across sectors to support the effective and efficient implementation of the NSF Strategic Plans and Annual Performance Plans and Annual Operational Plans.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: OFFICE OF THE CHIEF FINANCIAL OFFICER (NSF)

DIRECTORATE: FINANCIAL PLANNING AND REPORTING

POST: DIRECTOR: FINANCIAL PLANNING AND REPORTING: (REF.NO.: DHET 83/05/2021

CENTRE: Pretoria

SALARY: R 1 057 326 per annum (All-Inclusive Remuneration Package) (Level 13)

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in financial management and accounting or equivalent qualification. A minimum of five (5) years' middle/senior management working experience in financial management, accounting, or auditing in the private or public sector. Candidates with a CA (SA) qualification will have a distinct advantage. This is a senior management position that requires a dynamic hardworking individual with strong leadership and people management skills to manage the directorate of +- 20 employees. Further skills and competency requirements relate to strategic capability, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes.

DUTIES: The main purpose of the job is to manage the financial planning, budgeting, financial reporting and payment functions of the NSF. Planning and Budgeting: Forecast the sector's financial conditions in order to inform the Fund's financial stability. Design the strategic financial plan for all departments. Design and provide input into the Annual Performance Plan (APP). Manage the MTEF budgeting process. Provide input into the Medium-Term Expenditure (MTEF). Define the financial operating framework. Oversee the allocation and distribution of NSF budget. Oversee the audit processes (for both internal and external auditors) and serves as the coordination point for audit information purposes. Oversee the ongoing management of the NSF's cash flow. Investments: Manage the SLA with Public Investment Corporation (PIC). Manage the NSF relationship with commercial banks. Develop and maintain the investment strategy of the NSF. Allocate the returns on investments to budgets. Reallocate the returns on investments and refunds of disbursed funds. Reporting: Manage the NSF's relationships with the Auditor-General of South Africa and the National Treasury. Report accounting and financial information accurately and timeously and in line with legislative reporting standards. Manage the monthly and annual financial closure activities. Manage all financial operations that relate to the monitoring and controlling of the flow of money through the enterprise, as revenues and expenses and assets and liabilities. Ensure that all transactions are captured/allocated correctly and are up to date. Maintain and balance general ledger and subsidiary accounts. Analyse and report on the variances of the actuals vs the commitment schedule. Provide input into the development and upgrades of the financial and reporting systems and processes. Perform and manage the monthly, quarterly, annual and ad-hoc financial reporting functions (both internal management reporting and external reporting). Distribute monthly, quarterly, and annual reports to management and other stakeholders. Oversee reporting on the NSF commitment schedule. Manage the resources of the Sub-Directorate. Participate as an active member of the Directorate management team: Operate within delegated authorisations. Adhere at all times to the values of the

NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions. Manage the preparation of audit files to be used by the Auditor-General of South African and internal audit during auditing processes.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

THREE (3) POSTS: PRINCIPAL TVET COLLEGES:

(1) COASTAL TVET COLLEGE (REF NO: DHET 01/05/2021)

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

(2) FLAVIUS MAREKA TVET COLLEGE (REF. NO.: DHET 02/05/2021)

(3) TALETSO TVET COLLEGE (REF. NO.: DHET 03/05/2021)

SALARY: R1 057 326 per annum (All-inclusive Remuneration Package) (Level 13)

CENTRE: Post is based in Technical and Vocational Education and Training (TVET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or an equivalent qualification. At least five (5) to 10 years-experience in the Post-School Education and Training (PSET) and a minimum of 5 years at middle management level in the PSET sector. A postgraduate qualification in education (NQF Levels 8-10) and / or a relevant industry expertise will serve as an added advantage. Other requirements are extensive experience in the PSET institutional or academic management plus all the following: institutional governance, financial management, corporate services management, a track-record in the planning, implementation and management of strategic, annual performance and operational plans. An ideal candidate should have sound knowledge of the sector regulatory and legislative framework, computer literacy, knowledge of the public sector and the following capabilities: strategic and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Candidates should have a valid driver's licence and be willing to work irregular hours. Candidates are advised to detail their specific capabilities, projects, and achievements.

DUTIES: To put systems in place and implement towards effective, efficient, and integrated registration of students including dedicated support for students with disabilities. To strategically lead and manage teaching and learning, assessments, and examinations towards the achievement of improved students' performance including initiatives to develop students' entrepreneurship programmes. To fulfil the role of an Accounting Officer by establishing and monitoring college financial and supply chain management systems, implementation of infrastructure maintenance and college connectivity projects towards an improved service delivery. To establish and monitor effective human capital management and stakeholder engagement systems incorporating both marketing, communication, ICT, delegated HR functions and other responsibilities. To drive for the efficient and effective implementation of college governance frameworks, systems and ensure the proper functioning of governance structures. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. 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 curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalise 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

CHIEF DIRECTORATE: UNIVERSITY PLANNING AND INSTITUTIONAL FUNDING

DIRECTORATE: HIGHER EDUCATION MANAGEMENT INFORMATION SYSTEMS

POST: DIRECTOR (REF.NO.: DHET 40/05/2021)

SALARY: R1 057 326 per annum (All-Inclusive Remuneration Package) (Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Information Management / Data Management / Statistics or an equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum five (5) years' experience at middle management level. Knowledge and understanding of policies and regulatory frameworks governing the higher education sector. Advanced experience in interpretation, development, and implementation of policies in the higher education sector. Good knowledge and experience in information management, Data Management/ /Higher Education Information Systems (HEMIS) or any other relevant environment. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management, and project management is essential. High level of accuracy and analytical capability, including presentation and report writing skills. Good problem-solving skills; client orientation and customer focus. Excellent communication both in writing and verbally and good computer skills. A valid driver's licence and a pre-entry certificate into SMS within the public service.

DUTIES: The scope of the work of the successful candidate will include, but not be limited to: Manage, maintain, and review the Higher Education Information Systems (HEMIS); Manage the ongoing development, enhancement, and maintenance of the HEMIS software. Develop specifications of the software developers for enhancements to the system based on policy changes and needs for reporting. Monitor the quality of the software product delivered by the software developers. Quality assures the data submissions received from universities and ensure they conform to the audit guidelines and HEMIS documentation. Analyse the audit reports submitted by institutions as part of their HEMIS submission. Participate in the annual HEMIS Institute; Monitor the quality of data compiled by the directorate for dissemination; Manage the annual cohort studies; Engage with the staff of the Auditor-General during the annual IT audit HEMIS and on the annual performance plan targets of the Branch. Participate in meetings of the Department, such as but not limited to Data Forum, the Information Standards Committee; Develop and review policies, documentation, and guidelines for the Higher Education Management Information System; Draft speeches, briefing notes and replies to parliamentary and media questions; collating the inputs for Medium Term Strategic Framework inputs for the University Education Branch. Conduct presentations to different stakeholders. Constant engagements with universities on various matters of interest in the sector. Manage and monitor the Directorate budget and the HEMIS project budget expenditure. Prepare quarterly reports as per annual performance plan and ensure the compilation of annual report and strategic plan of the Directorate.

NOTE: The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CORPORATE SERVICES

CHIEF DIRECTORATE: INFORMATION TECHNOLOGY AND BUSINESS MANAGEMENT SYSTEMS

**POST: DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS
(REF.NO.: DHET 179/05/2021)**

SALARY: R1 057 326 per annum (All-Inclusive Remuneration Package) (Level 13)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Information Technology or an equivalent qualification. A relevant postgraduate qualification in Information Technology will be an added advantage. A minimum five (5) years' experience at middle management level in Information Technology or relevant environment field. Knowledge of Information Technology Infrastructure and applications. Good understanding of ICT policy frameworks within Government; Public Finance Management Act, Treasury Regulations, Electronic Communication and Transaction Act; SITA; COBIT; Information Technology Infrastructure Library. Understanding of corporate governance, risk management of ICT and policy development and interpretation. This position requires a dynamic individual with proven strategic planning, leadership, change management and people management capabilities. Experience in budgeting, financial management and project management, including analytical capability and report writing. Ability to lead a team and to develop support, monitor and evaluate the implementation of ICT policies as part of service delivery innovation; Good problem-solving skills; client orientation and customer focus; good computer skills. Willingness to travel extensively. A valid driver's licence and a pre-entry certificate into SMS within the public service are essential.

DUTIES: The scope of the Director's work will include but not limited to: Manage Information Technology Support and operations; effective and stable IT infrastructure services to the Department. Manage the development and implementation of IT infrastructure policies, standards, and procedures. Manage Enterprise Service. Design, plan, and execute all IT infrastructure projects to deliver capacities that support DHET business requirements. Manage all IT infrastructure in relation to servers, networks, storage, telecoms are available, scalable, and secure as per government and department requirements. Manage and report on the capitalised IT expenditure per person in the department. Manage LAN and Desktop support services and maintenance. Manage and monitor IT strategy in line with strategic management plans and business process. Oversee IT governance and risk management; develop a risk management and information security framework. Ensure compliance with relevant legislation and ICT frameworks. Develop and implement all ICT and analytics policies and procedures. Develop and implement the ICT and information disaster management framework and strategies to mitigate ICT risks. Oversee data management and ensure that data management facilities comply with legislative standards and requirements. Manage the resources of the Directorate-develop the operational plan for the Directorate and ensure its implementation and conduct budgetary reviews, prepare monthly reports and presentations as required. Participate as an active member of the Directorate management team.

NOTE: The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

CHIEF DIRECTORATE: INSTITUTIONAL GOVERNANCE AND MANAGEMENT SUPPORT

DIRECTORATE: STUDENT SUPPORT AND SECTOR ENGAGEMENT

POST: DEPUTY DIRECTOR: STUDENT SUPPORT AND SECTOR ENGAGEMENT (REF.NO.: DHET 41/05/2021)

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) or an equivalent qualification. A post graduate qualification would be a distinct advantage. A minimum of FIVE (5) years' experience at junior management level within the higher education or related sector and relevant management experience. Knowledge and understanding of policy and regulatory frameworks governing higher education, understanding of key stakeholders in the higher education sector experience of working with students within a higher education context ,knowledge and understanding of the Public Finance Management Act (PFMA), ability to interact with stakeholders in the higher education sector and good interpersonal skills, programme and project management skills, conflict resolution and negotiation skills, proficient in Microsoft Office (Outlook, Word, Advanced Excel, and Power Point) and Adobe Acrobat', excellent verbal and written communication skills, analytical and problem solving skills, research, report-writing and presentation skills, ability to work independently, ability to work under pressure, people management , ability to mentor and empower subordinates. A valid driver's licence and willingness to travel.

DUTIES: Monitor the provision of student support services at higher education institutions, Provide strategic oversight to student development and .governance in the higher education system, Develop and implement student leadership capacity development initiatives; Work with the institutions to develop policies to improve student services, Facilitate participation of student leadership in higher education policy formulation and processes and Departmental programmes, monitor the registration process of the universities; Monitor SRC elections and participate in induction programmes of SRCs, manage complaints and grievances related to higher education institutions and entities and provide overall support to the Directorate. Ensure efficient implementation of the Department's Annual Performance Plan.

NOTE: Shortlisted candidates will be expected to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: GOVERNANCE SUPPORT

TWO (2) POSTS: DEPUTY DIRECTORS: GOVERNANCE SUPPORT (REF.NO.: DHET 42/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) or an equivalent qualification. A postgraduate and/or legal qualification would be an added advantage. Knowledge and experience: At least five (5) years' experience at junior management level in the Post-School Education and Training sector. Knowledge and understanding of policy and regulatory frameworks governing higher education. Knowledge of the governance of higher education system and codes of good governance principles. Understanding of key stakeholders in the higher education sector. Proficient in Microsoft Office (Outlook, Word, Access, Excel, and Power Point) and Adobe Acrobat; Excellent verbal and written communication skills; Analytical and problem solving skills; Research, report-writing and presentation skills; Good interpersonal skills and ability to liaise with internal and external stakeholders and in particular with the leadership of universities; Ability to work independently without direct supervision as well as in a team; Ability to work under pressure; Ability to work to agreed deadlines and

targets with limited supervision; People management skills and the ability to mentor and empower subordinates. A valid driver's license and willingness to travel.

DUTIES: Facilitating the appointment of Ministerial representatives on statutory governance structures of public higher education institutions and entities. Coordinating the reviewing and promulgation of institutional statutes. Managing aspects related to the appointment of independent assessors and administrators to higher education institutions, institutes, and relevant public entities. Managing governance aspects related to the establishment and disestablishment of public higher education institutions. Review and report on governance practices. Developing, implementing, evaluating, and reporting on capacity building strategies for councils and institutional forums. Participate in induction programmes of councils and Institutional Forums. The incumbent will be expected to contribute to other work in the Directorate to ensure efficient delivery on goals and targets; and managing subordinates.

NOTE: Shortlisted candidates will be expected to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: TEACHER EDUCATION

POST: DEPUTY DIRECTOR: TEACHER EDUCATION DATA AND REVIEW (REF.NO.: DHET 43/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Education or an equivalent qualification. Relevant postgraduate qualifications including in information/data management will be a distinct advantage. A minimum of five (5) years' experience at junior management experience in a university-related teacher education environment, of which at least two (2) years should be in a people and/or project management role. Experience in initial teacher education and continuing professional development of teachers for the pre-schooling and/or schooling and/or post-schooling sub-systems will be a distinct advantage. A good understanding of policies and legislation that frame teacher and lecturer education across the sub-sectors. Excellent research, information management and data management skills. Good project management, communication, and presentation skills. Leadership and management skills. High level computer skills.

DUTIES: Develop and maintain an updated teacher, lecturer and practitioner national supply-demand plan that is aligned to national needs and priorities. Collect, manage, maintain, analyse, and report on information and data relating to qualifications-based initial teacher education and continuing professional development of teachers and lecturers for the pre-schooling, schooling and post-schooling sub-systems, and produce annual reports to inform national planning and national interventions. Conceptualise and manage research projects to inform the Department's work in teacher education. Provide management support for teacher education reviews. Provide strategic leadership in the sub directorate. Manage the work of the sub-directorate to ensure effectiveness and efficiency. Support the Director in managing the Directorate, including assisting with planning, budgeting, reporting and management of staff within the line function, and deputising for the Director when required to do so.

NOTE: Shortlisted candidates will be expected to write a competency test before an interview.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: TEACHING QUALIFICATIONS AND POLICY

POST: DEPUTY DIRECTOR: TEACHING QUALIFICATIONS AND POLICY (REF.NO.: DHET 44/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) or an equivalent qualification. A relevant postgraduate degree will be an added advantage. At least five (5) years relevant experience at junior management level. An extensive understanding of qualification frameworks in general, both local and foreign, in addition to specific knowledge on teacher education qualifications sub-frameworks. An extensive general knowledge of teacher education system, including key policies and frameworks that relate to teacher education, and knowledge of teacher education practices and programmes. An extensive knowledge of the range of teacher education qualifications offered currently and historically in South Africa, and in other countries, particularly countries of origin of foreign teachers who currently seek employment in South Africa. A good knowledge of employment conditions in different public education sub-systems that enables an understanding of the relationship between qualifications policies and requirements for employment and remuneration. Relevant work experience in the evaluation of qualifications and programmes. Ability to work collaboratively with public and private providers of teacher/lecturer education programmes, with other government departments, and with other organisations in quality assurance, recognitions and/or accreditation of teacher education qualifications (e.g., CHE/HEQC, SAQA etc.). Proven ability in policy analysis, policy development and policy implementation. Highly developed research, planning, information management and project management skills, and ability to manage people. Good communication skills and interpersonal relations with above average computer skills and knowledge of MS Word, Outlook, Excel, Access and PowerPoint.

DUTIES: Evaluate sets of individual local and foreign qualifications for employment in education and for REQV recognition, in line with prevailing policies. Evaluate new/revised teacher education programmes submitted by higher education institutions and recommend for approval, in line with prevailing policies. Develop and maintain national policies on professional higher education qualifications for teachers in the public schooling sector and teachers/lecturers in the public post-schooling sector. Develop and maintain national policy regarding the recognition of educator qualifications for employment in different public education sectors. Provide training, guidance and support to provinces and higher education institutions regarding policy implementation on evaluation of teaching qualifications for employment in education and for further study in teacher education. Work closely with SACE, Educator Unions, CHE/HEQC, SAQA and other relevant role-players regarding qualification recognition and accreditation.

NOTE: All shortlisted candidates will be expected to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: UNIVERSITY CAPACITY DEVELOPMENT

POST: DEPUTY DIRECTOR: UNIVERSITY CAPACITY DEVELOPMENT (THREE POSTS) (REF.NO.: DHET 45/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) or an equivalent qualification. A postgraduate qualification would be a distinct advantage. At least five (5) years' experience at junior management level. A minimum of five (5) years' work experience with at least three (3) years spent within the

university sector. Relevant management experience. Knowledge and understanding of policy and regulatory frameworks governing higher education and government. Analytical and information management skills, including the ability to collect, manage, capture and quality check, interpretation of data and development of meaningful graphs and spreadsheets. Ability to support the development and/or implementation of key policies and programmes for capacity development in university teaching and learning, research as well as curriculum development/review. Ability to monitor and evaluate the implementation of programmes and projects, Writing and presentation skills. Ability to work independently and to work under pressure. Excellent verbal and written communication skills. Ability to relate well and to communicate effectively internally with colleagues as well as with external partners at different levels, Ability to manage and mentor junior staff. Willingness to travel.

DUTIES: Contributing to the implementation, management and monitoring of the University Capacity Development Programme and Grant and its related programmes at higher education institutions; Provide strategic support and oversight to staff development, student support and curriculum development programmes implemented by universities and partners; Develop and implement policies and strategic guiding documents such as Ministerial Statements and Standard Operating Procedures; Work with local and international partners to develop, conceptualise and source funding for capacity development partnership initiatives.

NOTE: All shortlisted candidates will be expected to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: SECTOR RESEARCH AND SUPPORT

POST: DEPUTY DIRECTOR: SECTOR RESEARCH AND SUPPORT (REF NO: DHET 46/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) or an equivalent qualification. At least five (5) years' experience at junior management level. A minimum of five (5) years' experience in project management as well as development and implementation of higher education policies. Knowledge and understanding of policies and regulatory frameworks governing higher education. Experience in government financial systems and procedures, including project planning and management. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. Demonstrable experience in working with teams and working within short deadlines. Ability and reputation to build relationships both individually and institutionally. A creative and innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function well under pressure. Excellent communication both in writing and verbally including high-level report-writing. Good planning, organisational and management skills. A valid driver's licence.

DUTIES: Support the Directorate to manage and coordinate research in pursuit of the advancement of research in higher education in South Africa; Support the University Education Branch to develop policies for advancing higher education in South Africa; Generate reporting on matters relating to research in the sector; Support the directorate to monitor research and institutional research policies and plans; Conceptualise and implement programmes and projects to strengthen research initiatives at universities; Build relations with internal and external stakeholders in the DHET with a view to support the advancement of higher education; Support the Directorate, the University Education Branch and the Department in the effort to develop and advance research in the higher education sector.

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

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: SECTOR RESEARCH AND SUPPORT

POST: DEPUTY DIRECTOR: TRANSFORMATION SUPPORT ((REF.NO.: DHET 47/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) or an equivalent qualification. At least five (5) years' experience at junior management level. A minimum of five (5) years' experience in project management as well as development and implementation of higher education policies. Knowledge and understanding of policies and regulatory frameworks governing higher education. Experience in government financial systems and procedures, including project planning and management. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. Demonstrable understanding of transformation imperatives and its dynamics in South Africa, particularly in the higher education sector. Demonstrable experience in working with teams and working within short deadlines. Ability and reputation to build relationships both individually and institutionally. A creative and innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function well under pressure. Excellent communication both in writing and verbally including high-level report-writing. Good planning, organizational and management skills. A valid driver's licence.

DUTIES: Support the Directorate to manage and coordinate research in pursuit of the advancement of transformative higher education in South Africa; Monitor and analyse transformation plans of higher education institutions; Generate reporting on matters relating to transformation in the sector; Support the Directorate to monitor the implementation of transformation policies and plans; Conceptualise and implement programmes and projects to strengthen transformation initiatives at universities; Build relations with internal and external DHET stakeholders with a view to support the advancement of higher education; Support the Directorate in its oversight and monitoring of transformation implementation.

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

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION

POST: DEPUTY DIRECTOR: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION (REF. NO.: DHET 48/05/2021)

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) or an equivalent qualification. A minimum of five (5) years relevant experience within the Higher Education sector. A minimum of (5) years' experience at junior management level. A master's degree in an appropriate field of study will be an added advantage. Consideration will be given to candidates with experience and knowledge of the higher education sector with specific reference to strategic and institutional planning; academic planning including an understanding of the development of academic qualifications, and enrolment planning; outstanding knowledge of the higher education policy environment; knowledge of the funding of public universities and the Higher Education Management Information System; excellent project management and communication skills, including proposal and report writing; ability to lead a team and take responsibility for managing new developments and projects in relation to the Higher Education sector; good computer skills; a valid driver's license; knowledge of the national and international higher

education systems will be an advantage; knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage.

DUTIES: Facilitating the enrolment planning processes at national level; Analysing institutional and national plans with a specific focus on enrolment planning and qualification offerings; Managing, monitoring and evaluating the applications for new academic qualifications' submissions according the Higher Education Qualifications Sub-Framework for inclusion on the PQM database of public Higher Education Institutions; Monitoring of the Higher Education sector in terms of the approved enrolment plans of universities; Managing processes towards the expansion of the higher education system including new universities, Higher Education colleges, University colleges and campuses; Managing the daily activities and the budget of the Directorate; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions.

NOTE: All shortlisted candidates will be required to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: INFRASTRUCTURE SUPPORT

TWO (2) POSTS: DEPUTY DIRECTORS: INFRASTRUCTURE SUPPORT (REF.NO.: DHET 49/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in the Built Environment, Commerce, Public Administration, Law or Social Sciences or an equivalent qualification. Minimum of eight (8) years' experience in the development, monitoring or operation and maintenance of infrastructure in the public sector or higher education sector. At least five (5) years' experience at junior management level. Knowledge of the construction industry and/or the built environment in general, Public Finance Management Act (PFMA), applicable National Treasury regulations, legal framework governing higher education sector in South Africa, MTEF budgeting processes, cash flow management and financial governance & administration. Skills (Advanced): MS Office (Word, Excel, PowerPoint, and Outlook), client orientated, continuous learning, presentation skills, proactive, professional, responsive, teamwork, technical report writing and working under pressure. Values: commitment, credibility, critical thinking, honesty, passionate about infrastructure, persistence, and trustworthiness. A valid driver's license and willingness to travel.

DUTIES: Allocation, oversight, monitoring & evaluation of the effective use of the Infrastructure and Efficiency Grant (IEG) for the 24 existing public universities: Participate in the assessment of IEG funding applications; Compile submissions for approval of the allocations; Assessment of annual infrastructure progress reports & project implementation plans; Compile submissions for the release of the allocated funding; Analysis of data for the annual progress report on the effective use of the IEG; Participate in annual and/or bi-annual IEG oversight visits to the universities; Allocation, oversight, monitoring & evaluation of the effective use of the New Universities Earmarked Grant (NUEG): Participate in the assessment of 5-year infrastructure plans for the new universities; Compile submissions for approval of the infrastructure plans; Compile submissions for the release of the allocated funding; Compile annual progress report on the effective use of the NUEG; Participate in oversight visits to the new universities; Participate in Quarterly Development Meetings for the new universities; Analysis of data required for responding to queries from the Auditor General (AG); Compile reports on visits, workshops, dialogues, seminars, meetings attended and follow up on key issues identified; Compile submissions for relevant Ministerial approvals or actions in terms of the Higher Education Act; Analysis of data for parliamentary questions and all other queries related to infrastructure in the universities; Participate in ad hoc infrastructure related visits to universities as

delegated by Management; Analysis of SIP14 quarterly reports from universities; Carry out any other relevant task as delegated by Management.

NOTE: All shortlisted candidates will be required to write an MS Excel and writing/presentation test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: LEGAL, GOVERNANCE, RISK AND COMPLIANCE

POST: DEPUTY DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE (REF NO: DHET 84/04/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: PRETORIA

REQUIREMENTS: An appropriate LLB degree and admitted as an attorney or advocate. A minimum of five (5) to eight (8) years' collective working experience of which five (5) years should be at a middle management level in legal, governance, risk and/or compliance in the private or public sector. Qualification in Risk Management and/or Compliance 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 and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

DUTIES: Advise the National Skills Fund (NSF) on legal and litigation matters within the NSF. Drafting legal documents such as contracts, pleadings, agreements, internal policies, etc. Develops operational plans on legal matters in the NSF. Analyses, prepares, and submits legal opinions and comments. Facilitates internal training on legal and regulatory topics to keep the NSF abreast of regulatory issues and disseminates appropriate legal requirements to staff. Manages and engages with third party legal advisors. Interprets legal information. Participates in committees as required. Negotiates, reviews and drafts documentation for transactions with third parties. Reviews and develops contracts, agreements, regulations, and internal policies and ensures they are compliant with all statutory or legal requirements. Acts as custodian for all contracts, agreements, regulations, and internal policies. Keeps abreast of latest legislation, regulation, and policy. Ensures the maintenance of an effective knowledge management system for all legal related material. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures high risk compliance and governance areas are proactively identified and mitigated. Implements and maintains the risk assessment process and risk profile of the NSF. Investigates and analyses root causes, patterns, or trends of the risk assessment. Consults with department heads to establish, maintain, and improve risk management capabilities. Ensure sufficient capacity to achieve the objectives 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. Prepare monthly reports and make presentations as required. Positively support the implementation of all management decisions.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: PUBLIC RELATIONS AND COMMUNICATION

POST: DEPUTY DIRECTOR: PUBLIC RELATIONS AND COMMUNICATION (REF.NO.: DHET 85/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Relations /Communication or equivalent qualification. A relevant post-graduate qualification (NQF Level 8) will be an added advantage. A minimum of five (5) to ten (10) years working experience in public relations and communication in the private or public sector with at least five (5) years' experience at junior management level. Demonstrable work experience at junior/middle management level, specifically managing people, resources, projects, and campaigns. Candidates with experience in establishing new public relations and communications functions for organisations will have an added advantage. Proficiency in one or more South African official languages besides English will be an added advantage. This is a through the line communication position that requires an all-rounder. Further skills and competency requirements relate to strategic capability and leadership, marketing and communication management and people management and empowerment, problem solving and analysis, technical proficiency, quality management, budgeting and financial management. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Competencies in writing for internal and external audiences, media relations management and publication production are essential. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel extensively, work irregular hours and be committed to meet communication requirements within tight timeframes.

DUTIES: Develop/Review and implement a strategic plan for the NSF's public relations and communication. Conceptualise, develop and implement public awareness and advocacy campaigns in support of various operational areas of the NSF. Develop and maintain a stakeholder strategy and stakeholder map for the NSF. Manage all activities to improve the image and reputation of the NSF including proactive and reactive media relations activities, media training and stakeholder engagement. Content development including proactively searching for story ideas and content to highlight the work of the NSF, conducting research and interviews. Ongoing review and periodic update of content for a wide range of public awareness material. Administer internal and external perception audits to identify and verify communication needs. Advise the NSF Director Public Relations and Communication on media and public relations matters and maintain a positive image of the NSF. Prepare briefing notes and speeches for the Executive Officer as required. Manage external communication resources such as graphic design, proofreading, multimedia production and printing. Manage internal resources of the directorate.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND**DIRECTORATE: FUND MANAGEMENT****THREE (3) POSTS: DEPUTY DIRECTORS: FUND MANAGEMENT (REF.NO.: DHET 86/05/2021)****SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)****CENTRE: PRETORIA**

REQUIREMENTS: An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in financial management and accounting. A minimum of five (5) to ten (10) years working experience in financial management, accounting, or auditing in the private or public sector. At least five (5) years' experience at junior/middle management level. Candidates with a CA (SA) qualification will have a distinct advantage. Further skills and competency requirements relate to strategic capability and leadership, budgeting and financial management, problem solving and analysis, knowledge management, technical proficiency, quality management, monitoring and evaluation, negotiation, stakeholder engagement and management, communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's licence are requirements. Candidates must be willing to travel extensively across the country, work irregular hours and be committed to meet deadlines within tight timeframes.

KNOWLEDGE: Public Financial Management Act (PFMA) Skills Development act Skills development levies Act Public Service Regulations (PSR), Public Service Act (PSA) Labour Relation Act Employment Equity Act Basic Condition of Employment Act (BCEA) National Treasury Regulations Generally Recognized Accounting Practice.

SKILLS: Skills and competency requirements relate to people management; project management; financial management; planning and organising; Computer literacy; writing skills; verbal communication; attention to detail; preparing and delivering presentations; performing analysis and resolving problems, quality 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 and a valid driver's licence are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

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

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

TWO (2) POSTS: DEPUTY DIRECTORS: REGIONAL SKILLS DEVELOPMENT

IMPLEMENTATION: EASTERN CAPE AND KWAZULU NATAL REGION

(REF.NO.: DHET 87/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration/ Project Management/Auditing and Risk/Financial Management and/or Accounting or an equivalent qualification. A minimum of five (5) to ten (10) years' work experience in project management environment, with at least five (5) years' experience at junior management level. 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 who 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 relate 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 timeframes. Candidates must be proficient in English and proficiency in isiXhosa and isiZulu will be an added advantage. The candidate must have 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; performing project expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, documents, 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; Chair and facilitate Skill Development Providers engagement meetings within the Region; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Participate effectively in SETA and TVET provincial forums; 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND**DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION**

TWO (2) POSTS: DEPUTY DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION: GAUTENG/NORTH WEST AND FREE STATE REGION (REF.NO.: DHET 88/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration/ Project Management Auditing and Risk/Financial Management and or Accounting or an equivalent qualification. A minimum of five (5) to ten (10) years' work experience in project management environment, with at least five (5) years' experience at junior management level. 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 relate 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 timeframes. Candidates must be proficient in English and proficiency in other Gauteng local languages will be an added advantage. The candidate must have 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; performing project expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, documents, 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; Chair and facilitate Skill Development Providers engagement meetings within the Region; Actively participate in both regional and national structures and platforms that are relevant for effective skills development implementation; Participate effectively in SETA and TVET provincial forums; 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE

DIRECTORATE: INFORMATION COMMUNICATIONS AND TECHNOLOGY

POST: DEPUTY DIRECTOR: BUSINESS DATA ANALYST (REF.NO.: DHET 89/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Business/Computer Science/ Business Intelligence/Information Technology, Finance, Statistics, Maths, Economics/econometrics or an equivalent qualification. A minimum of five (5) to ten (10) years' experience in a business intelligence role with at least five (5) years' experience at junior management level. Knowledge of data analytics, dashboards, with the ability to understand, develop and find appropriate applications for data and analysis results. Ability to read code and support applications, reports, and processes. Excellent analytical and problem-solving skills. Ability to contribute both independently and as part of a team. Excellent listening, communication, interpersonal, people-engagement and presentation skills. Strong ability to develop rapport and manage stakeholder experience. Proven experience as a BI Developer or Data Scientist. Education industry experience is preferred. Knowledge and application of fit-for-purpose data analyst skills. Background in data warehouse design (e.g. dimensional modelling) and data mining. In-depth understanding of database management systems, online analytical processing (OLAP) and ETL (Extract, transform, load) framework, familiarity with BI technologies (e.g. Microsoft Power BI, SharePoint, Oracle BI). Knowledge of SQL queries, SQL Server Reporting Services (SSRS) and SQL Server Integration Services (SSIS).

DUTIES: To conceptualise, develop, monitor and maintain NSF data requirements and data. Develop and manage BI solutions, provide reports, processes and Excel VBA applications through the application life cycle. Collaborate and support business users. Analyse business processes and requirements. Create and maintain documentation including requirements, design and user manuals. Identify opportunities to improve processes and strategies with technology solutions. Identify development needs in order to improve and streamline operations. Maintain and support data analytics platforms. Create tools to store data (e.g. OLAP cubes). Evaluate and improve existing ICT platform (MS Dynamics) and BI systems. Collaborate with teams to integrate systems. Develop and execute database queries and conduct analyses by creating visualizations and reports for requested projects. To provide research scenario modelling analysis and insights on change and effect that supports business decision-making processes, ensuring continuous improvement. Develop reporting and scenario models to gather actual/current, historic and projected data to facilitate business decision making. Manage the accuracy and completeness of master data structure by reviewing the master data for updates and information on a monthly basis to ensure accurate reporting and information/scenario modelling. Manage service providers and report on contracts related to ICT and Analytics.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND**DIRECTORATE: STRATEGY, PARTNERSHIPS, AND INNOVATION****TWO (2) POSTS: DEPUTY DIRECTORS: STRATEGY, WORKPLACE BASED LEARNING AND PARTNERSHIPS (REF.NO.: DHET 90/05/2021)****SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)****CENTRE: Pretoria**

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration or an equivalent qualification. A minimum of five (5) to ten (10) years' work experience in stakeholder management/or building partnerships for programmes with strategic role coupled of five (5) years' experience at junior management level. 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 relate 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 timeframes. A valid driver's licence and willingness to travel is required.

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 including alignment to intergovernmental cooperation framework; 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165**NATIONAL SKILLS FUND****DIRECTORATE: STRATEGY, PARTNERSHIPS, AND INNOVATION****POST: DEPUTY DIRECTOR: INNOVATION (REF.NO.: DHET 91/05/2021)****SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)****CENTRE: Pretoria**

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in the Public Management/Administration or equivalent qualification. A postgraduate degree would be an added advantage. A minimum of five (5) to ten (10) years' relevant experience in innovation and research role coupled with five (5) years' experience at junior management level. Experience in identifying and implementation of innovation and trend analysis. Understanding of the Public Service prescripts, e.g. Information Technology prescripts such as COBIT Framework, Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National

Treasury Regulations, NSF mandates and strategies, and understanding of the education system, Post-School Education framework, plans and policies of the department of science and innovation, NSF business strategies and goals. Business Analysis certification will be an added advantage. To be successful as an Innovator, you should have excellent stakeholder management, research, technical, analytical, and project management skills. You should also have strong leadership, communication, and interpersonal skills. Experience in developing partnerships modelling in areas of innovation.

DUTIES: To research external and internal trends in national development, skills development, and lead changes in the organisation to meet those trends. Manage and enable innovation by conducting internal, external including international trends analysis on national development and skills development delivery approaches. Provide thought leadership and insights around innovation focus areas through research and presentations. Contribute to the development of the NSF Strategic planning, annual performance plans, operational plans. To identify and implement improvements for the operations and enterprise architecture of the NSF. Contribute and support business intelligence architecture. Contribute to and steer organisational performance improvement plans and skills development innovation interventions. Champion organisational innovation and evaluate and improve the organisation's innovation capability. Facilitate innovation in the organisation through the development of frameworks, policies, processes, and interventions on areas of innovation. Manage and report on innovation projects. Develop partnerships to support innovation recommendations and implement innovation projects. Analyse and report with recommendations on process changes based on external, internal and international trends to improve efficiency, effectiveness and relevance of interventions. Drive and supports NSF's innovation through capacity building, research, and stakeholder engagements. Perform as a strategic partner to influence change in the organisation as a result of external trends in skills development. Research emerging trends and ideas. Evaluate new technologies that can be implemented. Conduct the necessary training on business process changes with all affected Chief Directorates or Directorates. Manage continuous improvement initiatives in the organisation. Prepare monthly reports and presentations as required.

NOTE: All shortlisted 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: ORGANISATIONAL PERFORMANCE AND REPORTING

POST: DEPUTY DIRECTOR: ENTERPRISE ARCHITECT (REF. NO.: DHET 92/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Business and/or Engineering or an equivalent qualification. A postgraduate would be an added advantage. A minimum of five (5) to ten (10) years' relevant experience in a specialist enterprise architect role and/or business system role couple with five (5) years' experience at junior management level. Experience in business architecture management, process management and maintenance, process re-engineering. Understanding of the Public Service prescripts, e.g. Information Technology prescripts such as COBIT Framework, Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, NSF mandates and strategies, and understanding of the education system, post school education framework, NSF business strategies and goals. ISO, TOGAF, ITIL, BPM and Business Analysis certification will be an added advantage. To be successful as an

Enterprise Architect, you should have excellent technical, analytical, and project management skills. You should also have strong leadership, communication, and interpersonal skills. Experience in modelling and graphic representations.

DUTIES: To identify and implement improvements for the operations of the NSF. Manage and support business intelligence architecture. Develop, manage, and implement NSF enterprise architecture tool, design and systems. Maintain and update the NSF enterprise architecture tool, design, and systems. Evaluating internal functions, business strategies, and IT processes and suggesting improvements. Create processes to improve business efficiency. Creating business architecture models to reflect the organization's strategies and goals and creating and implementing business visions and goals. Evaluating systems and models for discrepancies and vulnerabilities. Analysing, reporting, and designing ideas to reduce costs in IT and business leadership. Manage and report on implementation on enterprise architecture and business processes. Organising training to improve employees' knowledge and skills for future organisational growth. Conducting research in Skills Development Initiatives to improve the organization's business operations. Providing business architecture and systems processing guidance. Ensuring the efficiency, security, and support of the organisation's goals. Creating methods for compliance architecture, such as data storage, metadata management, and change control. Determining and implementing build versus buy strategies, mentor personnel, and views of the overall business strategy. Research emerging trends and ideas. Evaluate new technologies that can be implemented. Conduct the necessary training on business process changes with all affected Chief Directorates or Directorates. Manage continuous improvement initiatives in the organisation. Prepare monthly reports and presentations as required.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

POST: DEPUTY DIRECTOR: ASSETS AND FACILITIES (REF.NO.: DHET 93/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Administration, Public Management or Facilities Management or an equivalent qualification. A post-graduate relevant qualification (NQF Level 8) will be an added advantage. A minimum of five (5) years' experience at junior management level of which three (3) years should be in Facilities/Property and Auxiliary management environment. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies, and standards; knowledge and experience in Facilities Management, and lease management. Sound knowledge of Public Service Regulations (PSR) Public Service Act (PSA), Labour Relation Act, Employment Equity Act Basic Condition of Employment Act (BCEA), Occupational Health and safety standards, National Treasury Regulations Generally Recognised Accounting Practice. Project Management, knowledge and understanding of Public Finance Management Act (PFMA) and GIAMA Skills: good interpersonal relations and ability to interact at all levels, problem solving, planning, and organising and computer literacy, administrative, team player skills. Problem solving and analytical skills. Communication; verbal and written skills performing analysis and resolving problems. Ability to work under pressure. Willingness to travel and a valid driver's licence.

DUTIES: Manage the provision of appropriate facilities for head office and regions, including office space and parking; Manage facilities, assets and inventories planning and budgeting; Manage the allocation and usage of facilities space and assets across NSF; Oversee the general repairs and maintenance of NSF's facilities and assets; Manage cleaning services; Ensure buildings meet health and safety requirements and that facilities comply

with legislation; Manage the NSF's facilities, assets and inventory policies and procedures; Develop and maintain the NSF's asset and inventory procurement plan and registers; Manage the purchase requisitions of assets and inventories; Manage the rental and lease agreements related to facilities and assets; Manage the receipt, safeguarding, disposal, tracking and recordkeeping of assets and inventories, including barcoding of assets; Manage facilities and assets help desk, including the management of all requests, queries and complaints related to facilities, assets and inventories; Perform asset and inventory counts; Manage receptionists services; Manage boardroom bookings and related services; Prepare relevant financial workbooks; Prepare audit files related to facilities, assets and inventories for use by the Auditor-General of South Africa and internal audit during audit processes; Manages audit queries related facilities, assets and inventories; Participate as an active member of the NSF finance team.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: FINANCIAL PLANNING AND REPORTING

POST: DEPUTY DIRECTOR: FINANCIAL PLANNING AND REPORTING (REF.NO.: DHET 94/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in financial management and accounting or an equivalent qualification. A minimum of five (5) years' working experience at junior management level of which three (3) years must be in budgeting, financial accounting, exposure in Standard of General Recognised Accounting Practices (GRAP standards), accrual accounting principles and/or financial management or auditing in the private or public sector and three (3) years' experience at a middle/senior management level. 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 relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of financial frameworks, financial legislation, and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight timeframe.

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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

POST: DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (REF.NO.: DHET 95/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Human Resource Management / Public Management or Administration related qualification or an equivalent qualification. An honours bachelor's degree will be an added advantage. A minimum of five (5) to then (10) years' collective work experience; of which at least five (5) years' experience should be in public service environment and five (5) years at junior management level. Experience in Human Resources Management services. Experience in managing resources. Experience/Exposure in the development of HR strategies, policies and procedures and management of resources. Service Delivery Innovation and Client Orientation. Good Strategic capability and Leadership skills. Knowledge of Change Management and transformation, Business Process Re-engineering, organisational culture Operational Management Framework. Knowledge and understanding of Transformation and Employment Equity Act. People Management and Empowerment skills. Conflict Management Skills. Sound Knowledge of Public Service Legislation, Public Service Regulations, Collective Agreements and White Paper on Transformation of the Public Service. Knowledge of Public Finance Management Act. National Skills Development and Organisational Strategy. Change Management and Project Management skills. Good verbal and written Communication skills. Good Computer skills are a requirement. Knowledge of PERSAL A valid driver's licence and willingness to travel.

DUTIES: Operational human resource management services: Facilitate the implementation of the HR strategic plan, performance plan and operating plan. Oversee the provision of HR support to NSF employees on transactional HR matters such as leave benefits and payroll queries and health and wellness queries. Facilitate the development of the employee relations strategy for the NSF. Facilitate the development of the employee wellness strategy for the NSF. Plan the direction of staff engagement. Manage organisational development and job evaluation matters within the NSF. Ensure that remuneration, benefits, employee wellness and leave are managed. Oversee employee and labour relations matters. Recruitment selection and exit service: Oversee recruitment, selection, and terminations activities. Conduct exit interviews and prepare exit reports. Ensure effective recruitment and selection metric systems are in place. Oversee the implementation of the employment equity plan. HR Policies and Procedures: Ensure that relevant policies, procedures, and systems are in place. Develop and maintain relevant HR policies and procedures relating to HR operations and employee relations. Facilitate the implementation of HR policies, procedures and systems for HR Operations and employee relations. Reporting: Develop monthly reports on HRM metrics. Monitor HR metric systems and outputs monthly. Oversee HR compliance, including EE monitoring and social inclusion. Manage resources of the Directorate: Monitor expenditure for the Directorate against the allocated budget. 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 targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Participate as an active member of the NSF: Operate within

delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions. Assist the Director to manage the development of HR strategy and policies in line with National Skills Fund objectives and oversee its implementation and engage with stakeholders. Assist with the monitoring of the implementation of Operational Management Framework which include (Service Delivery Model, Business Process Mapping, Standard Operating Procedures, Service Standards and Service Charter) to ensure efficient use of Human and Financial Resources. Assist the Director to oversee the implementation of diversity management programmes. Assist to manage the development and revision of HR strategic plan, performance and operational plan. Assist with the development of HR policies, procedures and systems for HR Operations, Human Resources Development, Talent Management, Employment Equity and Social inclusion. Assist with the development of organisational structure, maintenance of job profiles and the execution of job evaluation. Assist to manage and monitor the effective implementation of Performance Management Development Systems (PMDS). Assist to manage and promotion of employee health and wellness initiatives and manage the implementation of gender mainstreaming. Assist to promote the organisational awareness, change of attitudes, perceptions and behaviour, providing support and respect of, as well as promoting equal opportunity and fair treatment through the elimination of unfair discrimination in relation to (race, sexual orientation, gender belief, disability, culture). Assist to oversee the management of recruitment and selection.

NOTE: All shortlisted candidates will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

TWO (2) POSTS: DEPUTY PRINCIPALS: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)

(1) CENTRAL JOHANNESBURG COLLEGE (REF. NO.: DHET 04/05/2021)

(2) ESAYIDI TVET COLLEGE (REF.NO.: DHET 06/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Posts are based in Technical and Vocational Education and Training (TVET) Colleges

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training or an equivalent qualification. Experience as Head of Department or Senior Lecturer in the Education and Training environment or an equivalent qualification. A relevant post-graduate degree/qualification (NQF Level 8) in Education and Training will be an added advantage. Five (5) years' work experience in education and training environment. At least 5 years' experience at junior management level. Experience in working at a TVET college in the teaching and learning disciplines will also be treated as an added advantage. Other requirements are 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 plus all the following: 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 legislative Frameworks governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. Candidates should have a valid driver's licence, be willing to travel extensively and work irregular hours.

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. Liaise 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

TWO (2) POSTS: DEPUTY PRINCIPALS: FINANCE (DEPUTY DIRECTOR LEVEL)

(1) VUSELELA TVET COLLEGE (REF. NO.: DHET 07/05/2021)

(2) ORBIT TVET COLLEGE (REF. NO.: DHET 08/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Post is based in a Technical and Vocational and Education and Training (TVET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Accounting or Financial Management or an equivalent qualification. The qualification should be coupled with at least five (5) to eight (8) years' work experience in an overall financial management and reporting role. A registered Chartered Accountant with SAICA, will be an advantage. Experience in the Public or TVET sector will be an advantage. A valid driver's licence and willingness to travel.

DUTIES: Assisting the Principal (Accounting Officer) and 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 is 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 development and finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with quality assurance providers.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

TWO (2) POSTS: DEPUTY PRINCIPALS: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)

(1) EKURHULENI EAST TVET COLLEGE (REF.NO.: DHET 10/05/2021)

(2) NORTHLINK TVET COLLEGE (REF. NO.: DHET 11/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Posts are based in Technical and Vocational Education and Training (TVET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences or an equivalent qualification. A relevant post-graduate degree/qualification (NQF Level 8) will be an added advantage. A minimum five (5) to eight (8) years' relevant work experience in corporate services with at least five (5) years' experience at junior 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, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks on 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. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, Good project Management and computer skills. 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 licence 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 organisational 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES

DIRECTORATE: TVET COLLEGES INSTITUTIONAL FUNDING

POST: DEPUTY DIRECTOR: FINANCIAL PLANNING: NATIONAL NORMS AND STANDARDS FOR FUNDING TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES (REF.NO.: DHET 12/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Accounting or Financial Management or an equivalent qualification. A relevant post-graduate degree/ qualification (NQF Level 8) will be an added advantage. At least 5 years' experience at junior management level preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislative frameworks for public colleges. Experience in financial management in a Government environment will be an added advantage. Policy analysis, development, and implementation skills. Knowledge of the policies or legislative frameworks in Technical and Vocational Educational and Training colleges, 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. Computer literate with extensive knowledge of MS Word and Excel skills.

DUTIES: Plan the equitable distribution of funding in support of policies for education and training delivery in the Technical and Vocational Educational and Training colleges. Manage models for planning equitable pro-poor funding. Gather, analyse, and utilise data for the development of national Norms and Standards for Technical and Vocational Educational and Training colleges. Research and analysis of emerging issues to inform development and the review of funding norms. Determining required education inputs. Analyse and interpret emerging and evolving conditions for review of the funding policies where circumstances demand and/or at certain intervals. Manage the development, review, and implementation of an equitable funding framework for Training and Vocational Educational and colleges. Manage and monitor implementation to ensure compliance with the funding norms. Facilitate reporting on the implementation of the funding policy to identify areas for improvement as well as maintain and sustain best practices. Analyse, interpret, and apply both financial and non-financial data for financial policy development. Benchmarking against other financing policies globally.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIRECTORATE: ASSESSMENT, ITEM DEVELOPMENT AND MARKING SERVICES

POST: DEPUTY DIRECTOR: EDITING SERVICES (REF.NO.: DHET 13/05/2021)

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Editing/Language Practice/Communication, which must at least include English at 3rd year level and Afrikaans at 2nd year level with three (3) to five (5) years' experience at junior management level and in a language practice environment is compulsory. An honours degree in English/Editing will be an added advantage. Applicants must have extensive knowledge and experience of MS Office, especially MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment and have excellent organisational and communication skills. Five years' experience as a supervisor/manager is essential.

DUTIES: Edit, translate and/or proofread national assessment instruments submitted by examining/moderation and/or Quality Council panels. Conduct final quality checks of national assessment instruments. Interpret and apply policies and guidelines relevant to language style, editing and translation conventions. Interpret and apply policies and guidelines relevant to the in-house style guide. Co-ordinate and monitor the editing, translation, proofreading and final quality control of question papers, national assessment tasks and marking guidelines. Perform administrative duties relating to the functioning of the unit. Liaise with internal and external clients to ensure the continued workflow and operational planning of the unit. Maintain the security of national assessment instruments. Supervise and manage human resources in the Unit.

The successful candidate will be required to sign a performance agreement, declaration of secrecy and may undergo security clearance. Shortlisted candidates may write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: TVET SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT

DIRECTORATE: PRIVATE COLLEGES

POST: DEPUTY DIRECTOR - MONITORING AND EVALUATION (REF.NO.: DHET 14/05/2021)

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Monitoring and Evaluation or Information Management or Statistics and / or an equivalent qualification. An honour's degree in any of the fields above will be a distinct advantage. A minimum of 5 years' work experience at junior management level in monitoring and evaluation or performance management in the public or private sector. Experience in developing monitoring and evaluation systems and data. Highly developed data analysis and information management skills. Advanced level of computer literacy - Word, Excel, Access, PowerPoint and Outlook, Excellent project management and report writing skills. Ability to lead a team and cultivate teamwork. Ability to work under pressure and to meet deadlines. Ability to work independently and display initiative. Good financial management skills. Good communication, planning, problem solving, analytical and decision-making skills. Have sound interpersonal relations and conflict management skills. A valid driver's licence and willing to travel.

DUTIES: Design/revise reporting tool for monitoring compliance of registered private colleges with the regulatory framework; Analyse data from reporting tool and compile a comprehensive report on the compliance of registered colleges with the regulatory framework. Research and integrate best monitoring practices into the process of monitoring registered private colleges. Advise the Registrar on the actions to be taken against non-compliant registered private colleges. Lead the scheduling and conducting of monitoring site visits to registered private colleges. Facilitating distribution of annual survey to all registered private colleges for compilation of statistics on Post-School Education and Training in South Africa. Manage assessment of provisionally registered colleges for conversion to full registration at the expiry of the colleges' registration periods.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: PROGRAMMES AND QUALIFICATIONS

DIRECTORATE: TVET LECTURER DEVELOPMENT AND SUPPORT

POST: DEPUTY DIRECTOR: TVET LECTURER PERFORMANCE MANAGEMENT AND DEVELOPMENT (REF.NO.: DHET 15/05/2021)

SALARY: R 869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Human Resources Management/Development and/ or an equivalent qualification. A B-ED (Honours) degree with specialisation in Human Resources Management will be an added advantage. A minimum of 5 years work experience in lecturer / educator performance management and development or human resources development or related field and least 5 years' experience at junior management level and exposure in the TVET college or Education Sector. Experience in/ with an integrated quality management system (IQMS) or education performance management and development system (EPMDS). Knowledge of the CET Act, the White Paper on Post School Education and Training, policies on education performance management and development and other related policies. Knowledge and understanding of the Higher Education and Training sector. Good interpersonal and communication skills; Sound problem-solving, planning and time management skills; Demonstrated experience and knowledge of

information and communication technology; Good organisational management and coordination skills. A valid driver's licence.

DUTIES: Participate in policy formulation for lecturer performance management and development; Develop and implement a TVET college lecturer performance management and development system; Coordinate and participate in conducting training on the lecturer performance management and development system; Initiate and monitor the implementation of intervention strategies and activities for lecturer development; Develop and monitor the implementation of a tool to measure the impact of training and development initiatives; monitor the implementation of an impact assessment tool and reporting on the impact of training and development initiatives; Collaborate with the Human Resources Development Directorate to report on TVET college lecturer performance and development in line with PMDS policy; Monitor and report on the utilisation of training and development funds allocated to TVET colleges for lecturer development; and Carry out any other related functions delegated to the position.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET CONTINUING PROFESSIONAL DEVELOPMENT

POST: DEPUTY DIRECTOR: CONTINUING PROFESSIONAL DEVELOPMENT (REF.NO.: DHET 16/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Human Resources Development and / or equivalent qualification. A B-ED (Honours) degree with specialisation in Human Resources Management is an added advantage. A minimum of 5 years actual or appropriate experience in Human Resources development or related field. At least 5 years' experience in junior management level and exposure in the TVET College or Education Sector. Experience in/ with a Continuing Professional Development (CPD) system/ programme or a professional membership association is desirable. Knowledge of the CET Act, the White Paper on Post School Education and Training and related policies. Knowledge and understanding of the Higher Education and Training sector. Ability to build and sustain strong relationships and partnerships with related stakeholders. Good interpersonal and communication skills. Sound problem solving, planning and time management skills. Demonstrated experience and knowledge of information technology. Good organisational management and coordination skills.

DUTIES: Coordinate CPD program registrations (including data entry of records, promotional activities and responding to queries); Manage and coordinate the functioning of the continuous professional development system across the TVET Colleges Sector; Work collaboratively with the South African Council for Educators (SACE) and/or other related stakeholders in coordinating processes of developing and reviewing professional development training and support material. Coordinate, support and assist SACE with CPD advocacy and related activities. Supervise the development and provision of ongoing support to TVET college training officers. To advice and support lecturers and stakeholders on CPD related matters. Produce quarterly reports on CPD activities. Respond to all CPD queries, solicit member's views/feedback about the usefulness of the CPD activities. Monitor and report on the expenditure of the Sub-Directorate funds and utilisation of resources. Carry out any other related functions delegated to the position.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET STUDENT DEVELOPMENT AND SUPPORT

**POST: DEPUTY DIRECTOR: TVET COLLEGE BURSARY SCHEME COORDINATION AND MANAGEMENT
(REF.NO.: DHET 17/05/2021)**

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management/Accounting and/ or an equivalent qualification. A minimum of 5 years actual working experience and with at least 5 years at junior management level. Extensive knowledge of TVET sector is essential. Applicants should be adaptable, disciplined, self-confident and able to work independently. The ability to provide leadership, think conceptually, manage people, and work together in a multidisciplinary team under pressure is very important. Further aspects are proven in: Knowledge of TVET College policy environment. Excellent writing ability and verbal communication. Co-ordination and organisational skills. Promoting public service transformation and services delivery excellence. Innovative thinking and leadership, computer literacy. Ability to travel. A valid driver's licence.

DUTIES: Develop and oversee the implementation of an effective operational plan for the management of the DHET TVET Colleges Bursary Scheme; Monitor, assess and report on overall college progress on bursary administration; Coordinate and manage the review of the Rules and Guidelines for the administration and Management of the TVET College Bursary Scheme (prioritisation of College fees, prioritisation of academic excellence for awarding allowances, alignment of the Colleges 'criteria for awarding allowances with the Bursary Rules and Regulations and Guidelines, College Management oversight on bursary administration processes, etc.) Identify training and capacity development needs of bursary administration staff in colleges; Analyse monthly claims reports from NSFAS; Develop and oversee the implementation of periodic college support interventions for effective bursary claims administration; Oversee the management of the Department's TVET College Bursary Scheme; Monitor, assess and report on whether or not the Financial Aid and Appeals Committees are fully functional; Monitor and Support improved transparency and communication with students regarding bursary administration process; Monitor, assess and report on adherence of Colleges to the prescribed Bursary Administration Schedule; Monitor, assess and report on Colleges' progress on disbursement of bursary funds (timeous college payments to students, timeous crediting of the accounts of bursary beneficiaries); Monitor, assess and report on adherence of bursary beneficiaries to the Department's TVET Colleges Student Attendance and Punctuality Policy; and Monitor, assess and report on compliance of Colleges in respect of producing bi-annual reports on the validity of applications for travel and accommodation allowance. In-depth analysis of these verification reports.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

DIRECTORATE: PROGRAMMES, CURRICULUM DEVELOPMENT AND ASSESSMENT

POST: DEPUTY DIRECTOR: TEACHING AND LEARNING CAPACITY FOR COMMUNITY EDUCATION AND TRAINING (PROJECT MANAGER) 12 MONTHS CONTRACT (REF.NO.: DHET 69/05/2021)

**SALARY: R 869 007 per annum (All-Inclusive Remuneration Package) (Level 12)
(Contract posts for 12 months)**

REQUIREMENTS: An appropriate a post-graduate qualification (NQF Level 8) in education policy, curriculum, assessment, or an equivalent qualification. A minimum of five (5) years working experience in project management, sound working knowledge of policy, legislation, curriculum, and assessment relevant to Community/Adult Education and Training, Experience in curriculum development, Sound leadership and decision-making

capabilities, Project management skills with a sound knowledge of financial management processes, and Possession of a driver's licence.

DUTIES: Manage and oversee all project activities according to sound project management principles and project management methods ▪ Implement the curriculum development project as per the approved project plan ▪ Facilitate the appointment of curriculum developers and subject experts ▪ Manage and co-ordinate the engagements to be undertaken by the appointed experts ▪ Co-ordinate the meetings of the Curriculum Reference Group ▪ Provide regular reports on the implementation of the project ▪ Ensure the engagement of a diverse range of stakeholders in the development of curriculum for the National Senior Certificate for Adults and the General Education and Training Certificate for Adults. The Teaching and Learning Capacity for Community Education and Training Project- Project Manager will be appointed on a fixed-term contract for a period of 12 months and will report to the Director: Programmes, Curriculum Development & Assessment. The Project Manager will enter into an annual performance contract with the Department.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING COLLEGES

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

EASTERN CAPE CET COLLEGE (REF.NO.: DHET 182/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Posts are based in Community Education and Training (CET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Administration/Management, Human Resources Management or social sciences or an equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10 years' relevant work experience in corporate services with at least five (5) years' experience at junior management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Experience in working at an Education sector and teaching and learning disciplines will be an added advantage. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks on 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. Ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, Good project Management and computer skills. 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 licence and willingness to travel.

DUTIES: Provide Strategic Leadership in the areas of Human Resources, Information Technology, Marketing, 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 organisational 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING COLLEGES

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

WESTERN CAPE CET COLLEGE (REF.NO.: DHET 70/05/2021)

SALARY: R869 007 per annum (All-inclusive Remuneration Package) (Level 12)

CENTRE: Posts are based in Community Education and Training (CET) College

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Public Administration/Management, Human Resources Management or social sciences or an equivalent qualification. A relevant postgraduate qualification will be an added advantage. A minimum five (5) to ten (10) years' relevant work experience in corporate services with at least five (5) years' experience at junior management level. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Experience in working at an Education sector and teaching and learning disciplines will be an added advantage. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks on 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. Ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, Good project Management and computer skills. 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 licence and willingness to travel.

DUTIES: Provide Strategic Leadership in the areas of Human Resources, Information Technology, Marketing, 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 organisational 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS AUTHORITY

CHIEF DIRECTORATE: NATIONAL SKILLS AUTHORITY SECRETARIAT

POST: DEPUTY DIRECTOR: CAPACITY BUILDING, BOARD SERVICES AND LEGAL SUPPORT (REF.NO.: DHET 125/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Legal/Law or an equivalent qualification. A minimum of five (5) years' relevant functional experience at junior management level is essential. This must be supported by experience in Skills Development Sector or related training environment. The candidate must possess good interpersonal, and communication skills, legal research and report writing, human resource development and project management skills, investigation skills, planning and organising skills, governance and finance skills. The candidate must have knowledge of: Skills Development Act, Skills Development Levies Act and Public Finance Management Act and other related legislations, regulations and policies. Computer literacy (MS Word, MS PowerPoint, and MS Outlook). A valid driver's licence and willingness to travel.

DUTIES: The successful candidate will be reporting to the Executive Officer (EO) of the National Skills Authority (NSA); will be responsible to coordinate capacity building programmes; Provide board secretariat services, legal support services and co-ordinate investigation initiatives for the NSA; Develop, implement and monitor the NSA capacity building strategy; Orientate and capacitate the NSA and stakeholders; Develop, implement and monitor investigation protocol and framework; Coordinate processes in liaison with the Department of Higher Education and Training (DHET) legal unit in matters involving the NSA; Develop, implement and review NSA Board policies; Manage projects related to NSA/Minister's priorities; Provide legal advice to the NSA on the development of legislation and regulations as may be required from time to time; Manage and facilitate partnerships and stakeholders for the enhancement of skills development implementation; Coordinate public input from defined constituencies into skills development planning, implementation, feedback and evaluation; Coordinate and manage queries, parliamentary questions, and general public consultations and submissions; Develop a database of legal instruments and court judgements; Coordinate and provide support to the Provincial Skills Development Forums (PSDFs) and supervise personnel.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS AUTHORITY

CHIEF DIRECTORATE: NATIONAL SKILLS AUTHORITY SECRETARIAT

POST: DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT AND COMMUNICATION (REF NO: DHET 126/05/2021)

SALARY: R869 007 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma in Communication/Marketing/Public Relations (NQF Level 7) or an equivalent qualification with basic experience in communication; a postgraduate qualification in Communication/Marketing or equivalent qualification will be an added advantage. A minimum of five (5) years' experience relevant functional experience. At least three (3) years' experience Communication/Marketing at junior/middle management level is essential. Knowledge and Skills: Public Service policies and procedures, Labour Relations Act, Skills Development Act; Knowledge and understanding of Skills Development Levies Act, Public Finance Management Act, National Skills Development Strategy, Financial management, Governance, Project Management, Research and Policy Development, Computer Literacy, Analytical, Communication, Interpersonal, Supervisory, Problem Solving, Report Writing and research Skills are also required. Computer literacy (MS Word, MS PowerPoint, and MS Outlook). A valid driver's licence and willingness to travel.

DUTIES: The successful candidate will be reporting to the Director of the National Skills Authority (NSA): He/She will be responsible to manage and monitor the stakeholder relations on skills development; Develop, implement and manage stakeholder relations management framework for social partners and stakeholders of skills development. Manage and facilitate partnerships and stakeholders for the enhancement of skills development implementation. Coordinate defined constituencies and public input into skills development for planning, implementation, monitoring, reporting and evaluation. Coordinate parliamentary questions responses, and submissions. Liaise with the DHET, Human Resource Development Council, Quality Council for Trades and Occupations (QCTO), National Artisan Moderation Body (NAMB), Sector Education and Training Authorities (SETAs), and other role players/stakeholders to advance the achievement of the National Skills Development Strategy/National Skills Development Plan goals. Produce skills development advocacy report as per the Annual Performance Plan. Produce stakeholder relations report. Manage NSA communications, marketing, and promotion

of events. Support and coordinate Provincial Skills Development Forums (PSDFs). Develop NSA marketing and communications strategy. Manage and update the NSA website. Manage NSA digital media platforms. Draft briefing notes, media statements and manage media monitoring processes. Prepare content for publications, magazines, etc. Coordinate NSA brand awareness. Coordinate and manage NSA meetings. Provide administration support services for the Secretariat and supervise personnel.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: SETA SUPPORT AND LEARNERSHIPS

POST: DEPUTY DIRECTOR: LEARNING PROGRAMMES AND SUPPORT (REF NO: DHET 131/05/2021)

SALARY: R 869 326 per annum (All-Inclusive Remuneration Package) (Level 12)

CENTRE: Pretoria

REQUIREMENT: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) or an equivalent qualification. A minimum of five (5) years' work experience at junior management level. Knowledge of Development of Regulations, Classification of Occupations, Quality Management systems, Monitoring and Evaluation, Education and Training Quality Assurance, Knowledge of the following legislations: PFMA, SDA, SDLA, Treasury regulation, NSDS, Skills Accord, EEA, BCEA, NQF ACT, Batho Pele Principles, Public Service Act, MTA and Artisan regulations. Knowledge of Departmental policies and procedures, Public service processes and procedures, Client/customer services and Financial Management. Excel, Word, PowerPoint, magic systems, and FoxPro. Presentation skills, Planning and facilitation skills, Project management, Business writing skills, Mentoring, and coaching, Quality performance and management, Financial management, Statistic development, analytical skills, Report writing. A valid driver's licence.

DUTIES: To facilitate and manage the development and publication of policy guidelines, procedures and regulations regarding skills development specifically in terms of learning programmes and the Organising Framework for Occupations (OFO). Responsible for managing and maintaining the registration of Learnerships/learning programmes. To facilitate and manage collaboration between SETAs, SAQA, QCTO and other departments. To provide support to SETAs in terms of implementation of learning programmes. To manage learning programmes systems. To ensure advocacy of all learning programmes. To manage and support the QCTO in developing and implementing certification policies and procedures. To manage skills development enquiries from the public and presidential queries. Participate in Career Advise services of the DHET with SAQA. To build capacity of all SETAs for learning programmes implementation. To support SETAs and QCTO on learning programmes issues. Analyse and recommend approval of Sector Skills Plans in relation to their SETAs' Strategic Plans. Support the development of Sector Skills Plans in relations to Strategic Planning alignment. OFO Updated, maintained, and disseminated. Organise and chair OFO task team meetings. SSP skills demands aggregated to identify priority programmes and occupations. Support SETAs to meet legislative requirements through Support Plans.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL SERVICES

POST: DEPUTY DIRECTOR: COMPLIANCE (REF.NO.: DHET 161/05/2021)

SALARY: R733 257 per annum (All-inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Finance/Internal Auditing/Risk Management/SCM/ Legal Services or an equivalent qualification. A relevant post-graduate qualification will be an added advantage. A minimum of five (5) years' relevant work experience in Finance/ Internal Audit/legal services with at least five (5) years' experience at junior management level. An extensive experience in the line-functioning of a department, of all legislation and procedures; Skill and understanding of all phases of the job and closely related matters. Ability to ensure compliance with legislation and regulations; includes reliability dependability and conscientious. High level of accuracy, thoroughness and amount of work produced in relation to the required standards, including analytical capabilities and report-writing skills. Knowledge of policies and legislative frameworks on governing higher education and training as well as the Public Service. Experience in managing people and projects with the ability to plan strategically. The candidate must be resourceful, independent thinker and proactive in decision-making and advisory. Understanding of the Department of Higher Education and Training's strategic vision and priorities. Possess strategic management and leadership capabilities, and be a good communicator, with the ability to interact with all officials at different levels in the Department of Higher Education and Training, other government departments, entities, and institutions. Knowledge of and understanding of change management, people management, client orientation and customer-focus, diversity management and risk management. Excellent project management, problem-solving and computer skills are key to this post. Willingness to work irregular hours and travel extensively. A valid driver's licence.

DUTIES: The scope of Deputy Director's work will include but not limited to: Manage the overall effective compliance with legislation and legislative mandate to facilitate good public governance achievement of the Department's norms, standards, and financial performance objectives. Manage effective compliance, monitoring and reporting of the Department. Develop initiates, maintain, and revise policies and procedures for general operation of the Compliance Programme and its related activities to prevent illegal, unethical or improper activities. Identify potential areas of compliance against all legislation under the auspices of the Department and compile comprehensive registers to ensure adherence thereto. Monitor and identify non-compliance and proposed action plans to address those. Develop and periodically reviews and updates Standard of Conduct. Communicate, receive and direct compliance issues to appropriate resources for investigations and resolution. Secures final internal control resources with which concerned parties may communicate. Monitor the Department's performance of the Compliance Programme and related activities on a continuous basis and taking appropriate steps to improve its effectiveness. Advise on effective compliance, monitoring, and reporting. Manage and implement all necessary actions to ensure achievement of the objectives of an effective compliance programme. Liaise with stakeholders to ensure the integration of the programme. Manage appropriate policies and delegations for the Department. Review and evaluate exiting policies on regular basis to address changes in legislation. Review and evaluate delegations to ensure that policies and delegations address high risk areas and non-compliance matters. Propose policy and delegation adjustments to relevant units in order to address matters of concern. Motivate and propose amendments for the Director-General's approval. Improve management and coordination of the departmental audits and compile an Audit Action Plan.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: SUPPLY CHAIN MANAGEMENT

SUB DIRECTORATE: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT

POST: DEPUTY DIRECTOR (REF.NO.: DHET 162/05/2021)

SALARY: R733 257 per annum (All-Inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Public Procurement or Supply Chain Management or an equivalent qualification. A minimum of five (5) years' work experience in Supply Chain Management (demand and acquisition management). At least five (5) years' experience at junior management level in Supply Chain Management is essential. Knowledge of the PFMA, PPPFA, B-BBEE Act, Treasury Regulations, Preferential Procurement Regulations, 2017 and Supply Chain Framework. Skills in management of the three Bid Committees, BSC, BEC and BAC. Good interpersonal, verbal and writing communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effective interaction with stakeholders at all levels within the Department. Analytical, planning and organising skills.

DUTIES: Supervision and leading a team that renders demand, acquisition, contract, risk, and performance management. Conducts needs analysis, develop Annual Procurement Plan, and submit to National Treasury, drive, and monitor implementation of the approved Procurement Plan. Compile, manage and update a bid register, compile tender (bid) documents in consultation with the Bid Committees, publish specifications, provide secretarial support services, receive bids and publish details of awards. Advise the department on SCM matters. Prepare management reports and safe keeping of all Supply Chain Management information, documents for audit purpose and record keeping. Respond to audit enquiries, Management of Human Resources i.e., Job Description, Performance Agreements, Appraisals, and development of staff. Liaise with stakeholders on matters relating to Supply Chain Management.

NOTE: In addition to interview, shortlisted candidates may be subjected to a written practical test on public SCM to assess understanding and knowledge. The latter will then be considered when the final appointment is made.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: PUBLIC ENTITIES

TWO (2) POSTS: DEPUTY DIRECTORS: PUBLIC ENTITIES (REF NO: DHET 163/05/2021)

SALARY: R733 257 per annum (All-Inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Accounting/Financial/Public Management/Business Administration, with accounting or Finance as a major subject, coupled with at least five (5) years' experience. At least five (5) years' experience at junior management level providing support to public entities will be strongly recommended. Knowledge of Policy development and implementation skills. Public Finance Management Act (PFMA), Treasury Regulations SETA Grant Regulations. 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. Computer literate with extensive knowledge of MS office software packages. The prospective candidate should be proactive, effective, confident, and able to provide leadership and work in a diverse team. Apart from project management, the candidate should have financial management.

DUTIES: The successful candidate will primarily be required to: Assist with the coordination, monitoring, and reporting requirements of public entities; Analyse the financial information and financial performance of public entities to ensure compliance with legal framework, especially the PFMA, Treasury Regulations and SETA Grant Regulations; Develop and maintain a database on the performance and compliance of public entities. Deal with the issues identified by the Auditor-General in the Directorate and in the public entities.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: POLICY, PLANNING, MONITORING AND EVALUATION

DIRECTORATE: PSET SYSTEM PLANNING

POST: DEPUTY DIRECTOR: PSET AND PRIORITY SKILLS PLANNING (REF.NO.: DHET 145/05/2021)

SALARY: R733 257 per annum (All-Inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in the Social Sciences or an equivalent qualification. A post-graduate qualification at master's or PhD levels in Education or Industrial Sociology will be an advantage. A minimum of 5 years' experience in planning and in the analysis of skills with at least of five (5) years' work experience at junior management level in the Post-School Education and Training system. Experience in the public service will be an advantage. A good track record of working in multiple stakeholder environments is essential. Good decision-making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, and facilitation skills, verbal, and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence.

DUTIES: Develop the government-wide priority skills plan, and review as needed. Monitor and report on the implementation of the priority skills plan. Update and review the National Plan for PSET as needed. Undertake the dissemination and advocacy of the National Plan for PSET system. Develop steering mechanisms for PSET system planning and priority skills planning, including, the development of frameworks, tools, templates, guidelines, and instruments.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: SOCIAL INCLUSION AND QUALITY

DIRECTORATE: OPEN LEARNING (REF.NO.: DHET 146/05/2021)

POST: DEPUTY DIRECTOR: OPEN LEARNING

SALARY: R733 257 per annum (All-Inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in education, management, social sciences, or an equivalent qualification. A post-graduate qualification or a qualification in Project Management will be an added advantage. A minimum of five (5) years' experience in the delivery of high-quality education and training in a PSET sector and at least five (5) years' experience at junior management level in the development and management of learning programmes and learning materials, preferably in an open/online/eLearning mode is required. Experience required in the following areas: the development of

open/online/distance/ learning programmes, courses and/or materials; project administration, workflow management and client service; financial management, risk management, procurement processes and report writing, and fulfilling secretariat functions for committees. Demonstrated knowledge of open learning and open educational resource issues in the country, including copyright issues and excellent understanding of the PSET system are required. Good knowledge of relevant legislation/ policies/prescripts and procedures; the Public Finance Management Act (PFMA); financial management, risk management, procurement processes and report writing. The job requires the ability to work independently, as well as manage, coordinate, and engage in outputs/deliverables; a good understanding of open learning platforms and how it operates; translate innovative ideas into actions and activities; excellent communication skills, both written and oral; strong organisational and problem-solving skills; and the ability to develop and maintain positive relationships with stakeholders, both internal and external. Extensive knowledge of MS Office Software package; excellent language skills and the ability to communicate well with people at different levels and from different backgrounds; sound organisational skills; good people skills; enhanced written communications skills; and well-developed report/submission/ minutes writing skills.

DUTIES: Coordinate the development of policies, implementation frameworks, guidelines, standards, protocols, research, and other documentation in open learning. Manage the development of Open Educational Resources (OER) for the Post-School Education and Training system. Building capacity in the DHET, regional offices and institutions in open learning. Manage advocacy and communication of open learning in the Post-School Education and Training System, including the development of advocacy and communication materials. Manage administration tasks and fulfil supply chain, contract management and financial administration functions in the Directorate.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: AFRICA AND MIDDLE EAST

POST: DEPUTY DIRECTOR: AFRICA AND MIDDLE EAST (REF.NO.: DHET 147/05/2021)

SALARY: R733 257 per annum (All-Inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in International Relations or Developmental Studies. A minimum of five (5) years relevant work experience, of which at least five (5) years' experience at junior management level in conducting of international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times. A valid driver's licence.

DUTIES : The appointee will be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; Develop and monitor agreements and implementation plans on bilateral cooperation; Provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesised political and education briefings on international collaboration programmes and projects; Liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher

education and training institutions through regular updates; manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: SOCIAL INCLUSION, EQUITY, ACCESS, AND QUALITY

DIRECTORATE: NATIONAL QUALIFICATIONS FRAMEWORK

POST: DEPUTY DIRECTOR: NATIONAL QUALIFICATIONS FRAMEWORK (REF NO: DHET 148/05/2021)

SALARY: R733 257 per annum (All-Inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF level 7) in educational or an equivalent qualification. A postgraduate qualification will be an added advantage. A minimum of five (5) years' experience at in working within the South African Qualifications Authority (SAQA), Council for Higher Education (CHE), Quality Council for Trades and Occupations (QCTO), and/or the Quality Council for General and Further Education and Training (UMALUSI) with at least five (5) years' experience at junior management level. Sound Knowledge and understanding of National Qualifications Framework (NQF) Act, 2008; accreditation and registering of qualifications; quality assurance with PSET and the roles and responsibilities of SAQA, the CHE, the QCTO, and UMALUSI. Expert knowledge and understanding of Recognition of Prior Learning (RPL) and Articulation policies and processes. Excellent communication (written and verbal); Interpersonal skills; administrative skills; computer literacy; willingness to travel; and a sound knowledge of the Public Finance Management Act (PFMA). Experience in fulfilling secretariat functions for committees is advantageous.

DUTIES: Coordination of the Department of Higher Education and Training (DHET) responsibilities and functions in terms of the NQF Act; SAQA and the Quality Councils. Provide leadership in the implementation of the NQF Act, manage the implementation of relevant legislation, policies, guidelines, and standards, perform administration and secretariat functions for committees; and monitor and report on the implementation of the NQF Act. The incumbent will work closely with SAQA, the CHE, QCTO, UMALUSI and implementation branches in the DHET.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: SOCIAL INCLUSION AND EQUITY

POST: DEPUTY DIRECTOR: INTERNAL GENDER AND DISABILITY MAINSTREAMING, (REF.NO.: DHET 149/05/2021)

SALARY: R733 257 per annum (All-Inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Social Sciences/Industrial Psychology/Human Resource Management/Gender Studies or an equivalent qualification. A minimum five (5) year working experience in issues of inclusion (equity of gender, age, disability, and HIV/AIDS) – in particular, inclusion of gender and disability in the public service. At least five (5) years relevant experience at junior management level. Knowledge of Public Service prescripts on disability and gender mainstreaming. Experience in facilitating workshops, conducting research, and analysis and report writing are essential for this post. Must be computer literate, with strong communication skills, both oral and written.

DUTIES: Mainstream gender and disability into policies, plans and projects of the Department of Higher Education and Training. Manage the development, co-ordination, implementation and review of programmes and projects aimed at achieving the Department and Government's transformation goals. Manage the implementation of Government's legislation and policies on equality, transformation, and empowerment as well as international and regional obligations concerning vulnerable groups. Provide information and support relating to issues of disability and gender equality to different branches of the DHET. Conduct research; analyse data and write reports.

NOTE: Persons with disabilities are encouraged to apply.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: ASIA, AMERICA'S EUROPE

POST: DEPUTY DIRECTOR: ASIA, AMERICA' EUROPE (REF.NO.: DHET 150/05/2021)

SALARY: R733 257 per annum (All-Inclusive Remunerative Package) (Level 11)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in International Relations, Developmental Studies or Public Management or an equivalent qualification. A postgraduate relevant qualification will be an added advantage. A minimum of five (5) years' relevant work experience in international relations with at least five (5) years' experience at junior management level in the conducting of international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times and must have a driver's licence.

DUTIES: The appointee will be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in countries in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; to manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: TEACHER EDUCATION

POST: ASSISTANT DIRECTOR: TEACHER EDUCATION DATA AND REVIEW (REF.NO.: DHET 50/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma in Education (NQF Level 6) or equivalent qualification. Relevant postgraduate qualifications will be a distinct advantage. A minimum of three (3) to five (5) years relevant experience in a university-related teacher education environment. Experience in initial teacher education and continuing professional development of teachers for the pre-schooling and/or schooling and/or post-schooling sub-systems will be a distinct advantage. A good understanding of policies and legislation that frame teacher and lecturer education across the sub-sectors. Well-developed research and information management skills. Good project management, communication, and presentation skills. Leadership and management skills. High level computer skills.

DUTIES: Collect data on pre-school, school and post school-teacher education from universities and private higher education institutions and develop annual reports on teacher education enrolments and graduates to inform the needs of the system. Use data obtained from the Technical and Vocational Education and Training (TVET) and Community Education and Training (CET) branches to develop annual qualification profile reports for lecturers in TVET and CET colleges. Develop an information management system for the sub-directorate and ensure that it is maintained. Assist to set up capacity building reviews of teacher education, and act as secretariat for task teams that will undertake the reviews. Support the Deputy Director or Director in his/her work, as required.

NOTE: All shortlisted candidates will be required to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: TEACHING QUALIFICATIONS AND POLICY

TWO (2) POSTS: ASSISTANT DIRECTORS TEACHING QUALIFICATIONS AND POLICY: (REF.NO.: DHET 51/05/2021)

SALARY: R470 070 per annum (Salary Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification, supplemented by at least three (3) to five (5) years' relevant experience. A relevant postgraduate degree will be an added advantage. An understanding of qualification frameworks in general, both local and foreign, in addition to specific knowledge on teacher education qualifications sub-frameworks. Excellent knowledge of the teacher education system, including key policies and frameworks that relate to teacher education, and knowledge of teacher education practices and programmes in university and private higher education institutions. Knowledge of the range of teacher education qualifications offered currently and historically in South Africa, and in other countries, particularly countries of origin of foreign teachers who currently seek employment in South Africa. A good knowledge of employment conditions in different public education sub-systems that enables an understanding of the relationship between qualifications policies and requirements for employment and remuneration. Relevant work experience in the evaluation of qualifications and programmes. Ability to work collaboratively with public and private providers of teacher/lecturer education programmes, with other government departments, and with other organizations in quality assurance, recognitions and/or accreditation of teacher education qualifications (e.g. CHE/HEQC, SAQA etc.). Ability to analyse policy, policy development and policy implementation. Good

communication skills and interpersonal relation with an average computer skills and knowledge of MS Word, Outlook, Excel, Access, and PowerPoint.

DUTIES: Assist in the development, maintenance, and implementation of national policies on professional higher education qualifications for teacher/lecturer in schooling and post schooling sector. Assist in the development, maintenance, and implementation of national policy regarding the recognition of educator qualifications for employment in different public education sectors. Evaluate new/revised teacher education programmes submitted by higher education institutions and recommend for approval, in line with prevailing policies. Evaluate sets of individual local and foreign qualifications for employment in education and for REQV recognition, in line with prevailing policies. Provide training, guidance and support to provinces and higher education institutions regarding policy implementation on evaluation of teaching qualifications for employment in education and for further study in teacher education. Work closely with SACE, Educator Unions, CHE/HEQC, SAQA and other relevant role-players regarding qualification recognition and accreditation.

NOTE: All shortlisted candidates will be expected to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: INTERNATIONAL SCHOLARSHIPS

POST: ASSISTANT DIRECTOR: SCHOLARSHIP STUDENT SUPPORT (FINANCE) (REF.NO.: DHET 52/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's/national diploma (NQF Level 6) in B. Com with majors in Financial or Cost Accounting Management or an equivalent qualification. Other fields may be considered if relevant experience is demonstrated. A postgraduate qualification Management will be a distinct advantage. At least three (3) to five (5) years appropriate experience in financial accounting/management, financial report, budgeting, bookkeeping or financial reporting. Experience in the development of policies/implementation of strategies, monitoring and evaluation, development and amendments of contract and guidelines. Experience in the higher education environment would be an advantage. Knowledge and understanding of the PFMA, Treasury regulations and related policies and procedures, budgeting, bookkeeping, and financial reporting is required. The candidate must be able to work in a team and under pressure, be willing to travel and work overtime when required, be able to think strategically, communicate well (written and verbal) with both internal and external stakeholders. Shows pride in work and in achievements, demonstrates professional competence, is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns. A high level of expertise and experience in the MS Office Suite. Speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately, tailor's language, tone, style and format to context. Demonstrates openness to sharing information and keeping others informed. Interpersonal skills and the ability to manage conflict. Ability to plan and prioritise work. Aptitude in problem-solving and ability to collect, manage and articulate data and information. Ability to engage efficiently and courteously with the public. Ability to prioritise work, pay attention to detail and meet deadlines.

DUTIES: Prepare funding proposals, and expenditure reports, ensuring compliance with all reporting requirements of funding organisations (e.g. NSF). Facilitate and monitor all payments made to scholarship recipients or for scholarship programmes and ensure compliance with relevant contracts and policies, and monitor availability of funds. Assist in the development and maintenance of student and alumni records and document management system (database), implementation of support mechanisms for awardees after completing their studies and the

management of an alumni association. Assist in the development and updating of appropriate policy instruments and protocols e.g. contractual obligations of scholarship recipients. Assist in implementing International Scholarship Committee recommendations regarding students, particularly those with financial implications. Generally, support the work of the International Scholarships Directorate, including drafting correspondence and reports on request.

NOTE: All shortlisted candidates will be expected to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: INTERNATIONAL SCHOLARSHIPS

POST: ASSISTANT DIRECTOR: SCHOLARSHIP STUDENT SUPPORT (REF.NO.: DHET 53/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in International Relations, Public Administration, PPE (politics, philosophy, and economics), political studies, sociology, or an equivalent qualification. Other fields may be considered if relevant experience is demonstrated. A postgraduate qualification is an advantage. A minimum of three (3) to five (5) year's work experience in the higher education sector, international scholarships or international relations. Experience related to the administration of international scholarships or study programmes is an advantage. Experience studying or working abroad is an advantage. A good understanding of the potential impact of international scholarships on bridging the skills gap. Understanding of innovation and research landscape and knowledge of postgraduate support. Organisational, administrative and information management skills are key requirements. The candidate must be able to work well as part of a team, must be willing to travel and work overtime when required, be able to think strategically, and communicate well at high level (written and verbal) with both internal and external stakeholders. Shows pride in work and in achievements, demonstrates professional competence, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. A high level of expertise and experience in the MS Office Suite. Excellent email, web and social media skills. Speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately, tailor's language, tone, style and format to context. Demonstrates openness to sharing information and keeping others informed. Interpersonal skills and the ability to manage conflict. Ability to plan and prioritise work. Aptitude in problem-solving and ability to collect, manage and articulate data and information. Ability to engage efficiently and courteously with the public. Ability to prioritise work, pay attention to detail and meet deadlines.

DUTIES: Provide support for the implementation of scholarship programmes including stakeholder engagement. Support scholarship recipients during their studies, including responding to queries, reviewing quarterly reports, following up on areas of concern for students and elevate problems when necessary. Contribute towards the development of policies, guidelines, and instruments towards offering support to scholarship recipients. Plan and implement pre-departure orientations for scholarship recipients. Assist with monitoring and reporting on scholarship expenditure. Generally, support the work of the International Scholarships Directorate, including drafting correspondence and reports on request.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: INTERNATIONAL SCHOLARSHIPS

POST: ASSISTANT DIRECTOR: SCHOLARSHIP MANAGEMENT (REF.NO.: DHET 54/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in International Relations, Public Administration, Higher Education, or an equivalent qualification. Postgraduate qualification will be advantageous. A Minimum of three (3) to five (5) year's work experience in the higher education sector, international scholarships, or international relations. Experience and knowledge of postgraduate funding programmes. A good understanding of the operations of the Department of Higher Education and Training Department, higher education system in South Africa and the potential impact of international scholarships on bridging the skills gap. Understanding of innovation and research landscape and knowledge of postgraduate support. Excellent written and verbal communication skills. Excellent working knowledge of the MS Office Suite and search engines, organisational, administrative and information management skills are key requirements. The candidate must be able to work well as part of a team, must be willing to travel and work overtime when required, be able to think strategically, and communicate well at high level (written and verbal) with both internal and external stakeholders. Experience studying or working abroad and working in research support environment is recommended.

DUTIES: Engage with external stakeholder such as Embassies, South African public universities, Research Facilities, Science Councils, agencies responsible for scholarships, provincial and national government departments. Facilitate the application and academic review process for scholarship programmes. Liaise with foreign embassies and agencies on their scholarship programmes. Maintain a database of available international scholarships and opportunities. Contribute towards the development of policies, guidelines, and instruments towards offering support to scholarship recipients. Support international scholarships intergovernmental forum. General support of the Directorate work towards achieving its strategic goals. Form the secretariat for International Scholarships Scholarship Committee. Draft and collate quarterly reports on international scholarships and scholarship recipients' research funding. Keep the relevant stakeholders informed of upcoming scholarship deadlines and deliverables. Draft international scholarships call for applications.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: UNIVERSITY CAPACITY DEVELOPMENT

TWO (2) POSTS: ASSISTANT DIRECTOR UNIVERSITY CAPACITY DEVELOPMENT (REF. NO.: DHET 55/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification. A minimum of three (3) to five (5) years' work experience with at least two (2) years spent within the university sector. Knowledge and understanding of policy and regulatory frameworks governing higher education. Ability to collect, manage, capture, quality check data, development of meaningful graphs and spreadsheets and interpretation of data. Ability to assist in the monitoring and evaluation of the implementation of programmes and projects. Writing and presentation skills; Ability to work independently and to work under pressure. Above average verbal and written communication skills; Ability to relate well and to communicate effectively internally with

colleagues as well as with external partners at different levels. Ability to manage and mentor junior staff. Willingness to travel.

DUTIES: Supporting the implementation, management and monitoring of the University Capacity Development Programme and Grant and its related programmes at higher education institutions; assist in the provision of strategic support and oversight to staff development, student support and curriculum development programmes implemented by universities and partners and; assist in the development and implementation of policies and strategic guiding documents such as the Ministerial Statements and Standard Operating Procedures.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: SECTOR RESEARCH AND SUPPORT

POST: ASSISTANT DIRECTOR (REF.NO.: DHET 56/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma or an equivalent qualification. A minimum of three (3) years' experience in project management. Candidates with experience in managing secretariat or administrative functions 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. Knowledge and understanding of policies and regulatory frameworks governing higher education. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. A dynamic individual with proven management/supervisory, leadership and people management capabilities. Willingness to travel where necessary. Technical proficiency; monitoring and evaluation; problem solving and analysis; report writing, compiling presentations; knowledge management; quality management, budgeting and financial management. Ability to function well under pressure. Excellent communication both in writing and verbal including high-level report-writing. Good planning, organizational and management skills. A valid driver's licence.

DUTIES: Coordination implementation and monitoring of the research projects; Facilitate establishment and management of task teams/working groups and provide secretariat support and write reports; Provide support to background research and on development of terms of references for projects; Initiate reporting on matters relating to research and transformation in the sector; Support the directorate to monitor the implementation of transformation policies and plans; Support the directorate in its oversight and monitoring of transformation implementation; Participate actively as a team member in the activities and functions of the Directorate.

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

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: INFRASTRUCTURE SUPPORT

POST: ASSISTANT DIRECTOR: INFRASTRUCTURE SUPPORT (REF.NO.: DHET 57/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in the Built Environment, Commerce, Public Administration, Law or Social Sciences or an equivalent qualification. Minimum of three (3) to five (5) years' experience in the development, monitoring, or operation & maintenance of infrastructure in the public sector or higher education sector. Valid driver's licence and willingness to travel. Knowledge of the construction

industry and/or the built environment in general, Public Finance Management Act (PFMA), applicable National Treasury regulations, legal framework governing higher education sector in South Africa, MTEF budgeting processes, cash flow management and financial governance & administration. Skills (Intermediate): MS Office (Word, Excel, PowerPoint, and Outlook), client orientated, continuous learning, presentation skills, proactive, professional, responsive, teamwork, technical report writing and working under pressure. Values: commitment, credibility, critical thinking, honesty, passionate about infrastructure, persistence, and trustworthiness.

DUTIES: Assist with oversight, monitoring and evaluation of the effective use of the Infrastructure and Efficiency Grant (IEG) for the 24 existing public universities: Assist with drafting submissions for approval of the allocations; Assist with the assessment of annual infrastructure progress reports and project implementation plans; Assist with drafting submissions for the release of the allocated funding; Collate data for the annual progress report on the effective use of the IEG; Participate in annual and/or bi-annual IEG oversight visits to the universities; Allocation, oversight, monitoring and evaluation of the effective use of the New Universities Earmarked Grant(NUEG): Assist with the drafting of submissions for approval of the infrastructure plans; Assist with drafting of submissions for the release of the allocated funding; Collate data for annual progress report on the effective use of the NUEG; Participate in oversight visits to the new universities; Participate in Quarterly Development Meetings for the new universities; Collate data required for responding to queries from the Auditor General (AG); Collate data required for submissions for relevant Ministerial approvals or actions in terms of the Higher Education Act; Collate data for and draft parliamentary questions and all other queries related to infrastructure in the universities; Participate in ad-hoc infrastructure related visits to universities as delegated by Management; Collate SIP14 quarterly reports from universities; Carry out any other relevant task as delegated by Management.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

DIRECTORATE: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION

POST: ASSISTANT DIRECTOR: ACADEMIC PLANNING, MONITORING AND EVALUATION (REF. NO.: DHET 58/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) or an equivalent qualification. Minimum of three (3) to five (5) years' experience in the higher education sector. Knowledge of academic planning, enrolment planning, monitoring, and evaluation. Skills (Intermediate): client orientated, ability to understand and analyse data, responsive, teamwork, report writing and working under pressure. Advanced Ms-Excel, Ms-Word, Ms-PowerPoint, with a high level of accuracy for data analysis. A valid driver's licence and willingness to travel.

DUTIES: Assist with the enrolment planning process; Receive and process enrolment plans and midterm review enrolment plans from institutions; Assist with the consolidation of the enrolment planning and midterm enrolment planning tables; Compile data tables to assist with the assessment of the individual enrolment data plans against the national enrolment planning data table; Assist with the drafting an overview of the institutional narratives for enrolment planning; Maintain the folder and sub folders for enrolment planning on server and ensure backups are kept; Compile tables for the annual monitoring report on enrolment targets and prepare the submission to the Director-General. Assist with compiling and maintaining institutional profiles; Preparation of institutional profiles; Maintenance of the institutional profiles annually; Compile data tables as required on institutions for monitoring and evaluation of the sector; Compile narratives to the data tables for monitoring and evaluation of the sector; Assist with the expansion of the Higher Education sector; Take notes in meetings relating to the expansion of the sector;

Prepare briefing notes and documentation for meetings on the expansion of the sector; Draft Terms of Reference where applicable for task teams; Compile submissions relating to the expansion of the sector; Prepare briefing notes, speeches and submissions timeously based on DG/DDG memos and CD requests; Attend skills planning meetings and other designated meetings and provide reports on these meetings; Draft responses to parliamentary questions; Prepare presentations for Portfolio Committee and other government departments on request; Compile data tables and graphs as per user requirements; Respond timeously to all correspondence; Carry out any other relevant task as delegated by Management.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: STUDENT SUPPORT AND SECTOR ENGAGEMENT

POST: ASSISTANT DIRECTOR: STUDENT SUPPORT AND SECTOR ENGAGEMENT (REF.NO.: DHET 59/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification. At least three (3) to five (5) years' relevant experience; Understanding of the higher education system; Good knowledge of Student Support Services. Good written and verbal communication; Computer literacy; Analytical, administrative and information management skills; Project management Skills; Conflict management skills; Strategic thinking and planning skills; Good organizational skills; Good interpersonal relationships and ability to form networks; Ability to work under pressure and meet deadlines; Multi-tasking in a pressurised environment; Be willing to travel and work overtime when required.

DUTIES: The responsibilities of this position will include, but not limited to: Monitor the provision of student support services at higher education institutions, Provide strategic oversight to student development and governance in the higher education system, facilitate participation of student leadership in higher education policy formulation and processes and departmental programmes, Monitor the registration process of the universities; Monitor SRC elections and participate in induction programmes of SRCs; Implement student leadership capacity development initiatives as well as other initiatives as identified by the Department.

NOTE: Shortlisted candidates will be expected to write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: MANAGEMENT SUPPORT AND TRANSFERS

POST: ASSISTANT DIRECTOR: MANAGEMENT SUPPORT (REF.NO.: DHET 60/03/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Administration or equivalent qualification. At least three (3) to five (5) years' experience in management and administration. A successful candidate will work closely with universities, other state departmental agencies and other sections within the Department of Higher Education and Training. This position requires a dynamic individual with strong administrative, office management, writing and communication skills. The incumbent should be able to perform in a team environment. Experience in the field of monitoring and evaluation will be a strong recommendation. He/she

must also be able to innovatively identify and explore areas of synergy with other components of Higher Education organizations. Good management and supervisory skills are a requirement. The successful candidate should have sound knowledge and understanding of the Public Sector, as well as extensive knowledge of MS Word and Excel. Strong report and speech writing, project management, and the ability to pay attention to detail are additional requirements for the position.

DUTIES: Assisting with public higher education institutions, the Council on Higher Education (CHE), National Student Financial Aid Scheme (NSFAS) Board, and the National Institute for Humanities and Social Sciences (NIHSS); Assisting with specific technical support to the institutions in respect of higher education financial and reporting matters; Assessment of reports of higher education institutions to ensure financial health and sustainability, including the monitoring of student debt; Administrative and financial assessment and monitoring related to the CHE, SAQA, NSFAS, and NIHSS (budget reviews, review of strategic plans, quarterly reports and annual reports) and processing applications (financial borrowings and long-term lease of immovable property) from institutions.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET LECTURER DEVELOPMENT AND SUPPORT

POST: ASSISTANT DIRECTOR: TVET LECTURER DEVELOPMENT AND SUPPORT SYSTEMS (REF.NO.: DHET 18/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Education Management / Public Management or an equivalent qualification. At least three (3) to five (5) years' actual or appropriate experience in rendering education in a TVET college environment/public management support. A proven track record in the use of ICT in education and training delivery. Good analytical skills. Data processing and data analysis is an added advantage. Good interpersonal and communication skills to interface with people from various backgrounds; Reasonable experience (ICDL equivalent) in using computer applications in office management including MS Word, Excel, PowerPoint, and Outlook. Good organisational and basic project management skills and knowledge of CET Act, TVET related policies, and Batho Pele Principles.

DUTIES: Manage and coordinate the delivery of LSS activities and LSS lecturer development activities. Develop, coordinate and support implementation LSS plans. Providing support to TVET colleges LSS structures. Support the monitoring of the implementation of the LSS activities and provide related reports. Support for the capturing of lecturer support requirements. Manage and maintain an electronic and manual records keeping system. Provide supervision on general office support including filing, tracking and processing of documents and correspondence; Manage and coordinate logistics for meetings, workshops and projects; Carry out any other related functions delegated to the position.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET COLLEGES INSTITUTIONAL FUNDING

POST: ASSISTANT DIRECTOR: FINANCIAL PLANNING/ NATIONAL NORMS AND STANDARDS FOR INFRASTRUCTURE FUNDING

(REF.NO.: DHET 19/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Accounting and/or an equivalent qualification. A qualification in the built environment will be an added advantage. Research methodologies. At least three (3) to five (5) years relevant work experience preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislations for public colleges. Policy analysis, development, and implementation skills. Knowledge of the policies and legislative framework in Technical and Vocational and Educational Training (TVET) colleges, and Public Finance Management Act. Financial analytical and research skills. Basic knowledge of the built environment. 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. Computer literate with basic knowledge of MS Word and Excel skills.

DUTIES: Gather, analyse, and utilise data for the development of National Norms and Standards for funding infrastructure of Technical and Vocational Education and Training colleges. Draft and review of the infrastructure funding norms for Technical and Vocational Education and Training colleges. Develop and manage advocacy strategy of the infrastructure funding norms. Develop models for implementation for infrastructure funding policy. Conduct readiness assessment for implementation of the infrastructure funding norms. Responsible for implementation of the infrastructure funding norms. Manage payments of infrastructure funds to the TVET Colleges.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: ITEM DEVELOPMENT AND MARKING

TWO (2) POSTS: ASSISTANT DIRECTORS: EDITING SERVICES (REF.NO.: DHET 20/05/2021)

SALARY: R470 040 per annum (Salary Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Editing/Language Practice/Communication, which must include English and Afrikaans of which one language must be at 3rd year level and the other at 2nd year level with three (3) to five (5) years relevant experience. Good interpersonal, organisational and communication skills are additional requirements. The following will be an added advantage: An honours degree in English; a qualification in editing and/or translation; a postgraduate qualification in Education as well as experience as a teacher of ICASS and ISAT. Extensive knowledge and experience of MS Office, especially MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES: Editing, translation and/or proofreading of national assessment instruments submitted by examining/moderation and/or Quality Council panels. Conduct technical quality checks of national assessment instruments. Interpret and apply policies and guidelines relevant to language style, editing and translation conventions. Interpret and apply policies and guidelines relevant to the in-house style guide. Maintain a workflow register and electronic filing system. Maintain the security of national assessment instruments. Perform relevant administrative functions related to the functioning of the Unit.

The successful candidate will be required to sign a performance agreement, declaration of secrecy and may undergo security clearance. Shortlisted candidates may write a competency test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIRECTORATE: RESULTING AND CERTIFICATION

POST: ASSISTANT DIRECTOR: NC (V) RESULTING SERVICES (REF.NO.: DHET 21/05/2021)

SALARY: R470 040 per annum (Salary Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Education/ Public Administration or an equivalent qualification. At least three (3) to five (5) years' relevant work experience. The candidate must also possess extensive knowledge and experience and including advanced competence in MS office suite (e.g., MS Word, MS Excel and MS Access) and experience of examination administration and/or IT systems. The successful candidate must be adaptable, self-disciplined, and able to work independently and under pressure and in a diverse team. Good writing and communication skills are essential along with experience in the registration of candidates for examinations and the resulting thereof. The candidate will also be required to compile documentation and reports relating to resulting processes. This post requires of the candidate to work overtime.

DUTIES: Co-ordinate the registration and resulting of candidates for each examination cycle; Manage and administer all processes critical to time tabling, registration, resulting and certification of candidates at TVET and CET colleges; Verification and recommendation of requests for subject credit transfers in accordance with policy directives; Manage the maintenance of the mainframe system for resulting and certification, Assess, approve and audit the awarding of concessions on the examination IT System (e.g. Mainframe and modern system), Implement and oversee operational security measures relevant to registration and resulting processes; Create registration and resulting documentation for examination centres for each examination cycle on the examination IT system; Organise the printing and co-ordinate the distribution, receipt, processing and storage thereof, Verify requests for the amendment of marks and concessions regarding special educational needs and examination timetable clashes, Perform examination data extraction, resulting and consolidation processes on the examination IT system to facilitate the release of results for each examination cycle; Coordinate the storage and retrieval of mark sheets, Coordinate, deal with and follow-up on responses to queries regarding the registration and resulting of candidates for each examination cycle; Interpret and apply policies and quality council directives relevant to registration, resulting and certification processes for each examination cycle; Create and maintain an efficient filling and tracking system for sub-directorate; Statistics - Compile daily/weekly/Monthly operational statistics and reports.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

WESTERN CAPE/NORTHERN CAPE: REGIONAL OFFICE

POST: ASSISTANT DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (REF.NO.: DHET 181/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Post is based in the Regional Office

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Education or an equivalent qualification. A minimum of three (3) to five (5) years' work experience in Education/Teaching and Learning

environment or related field. Knowledge of teaching and learning. Knowledge and understanding of Higher Education sector. Knowledge of Post-School Education and Training (PSET) and Community Education and Training (CET) Acts. Knowledge of public TVET sector and its regulatory and legislative frameworks. Understanding of Education Act, Development Act, Public Service Act, Regulations and Labour Relations Act. Ability to work collaboratively with a range of stakeholders in a facilitating, advisory or informative capacity. Good organizational and planning skills, Project management, problem-solving and computer skills are key to this position. A valid driver's licence and willingness to travel.

DUTIES: To provide the College with academic and curriculum support in line with the strategic objectives; Oversee Curriculum Management and Administration. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications, and revised National Curriculum (Vocational). Update NC (V) qualifications policy with SAQA. Coordinate review of the ICASS guidelines for report 191 and NC (V). Develop policy /guidelines for management of curriculum (classroom management policy). Monitor the conduct of assessments of all programmes. Oversee coordinated curriculum delivery at all the college delivery sites. Ensure the implementation of the best practice teaching in collaboration with the campus manager. Oversee academic support to lecturing staff. Provide academic support to lecturing staff. Plan for delivery of quality teaching and learning. Ensure that enrolment targets are set and achieved. Provide learning materials and coordinate activities for the development of learning materials. Identify learner material, equipment, and other resource requirements learners. Manage of human, financial, and other resources allocated to the Unit.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: ORGANISATIONAL PERFORMANCE REPORTING

POST: ASSISTANT DIRECTOR: BUSINESS INFORMATION ANALYTICS (REF.NO.: DHET 96/05/2021)

SALARY: R470 040 per annum (All-Inclusive Remuneration Package) (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Business/Computer Science/ Business Intelligence/Information Technology, Finance, Statistics, Maths, Economics/econometrics or an equivalent qualification. An advantage would be a qualification in education and training. A minimum of three (3) to five (5) years' experience in a business intelligence role with at least three (3) years' experience at junior/middle management level. Knowledge of data analytics, dashboards, with the ability to understand and find appropriate applications for data and analysis results. Ability to read work on and support applications, reports, and processes. Excellent analytical and problem-solving skills. Ability to contribute both independently and as part of a team. Excellent knowledge and experience in strategic planning, annual performance planning and reporting including financial reporting. Excellent listening, communication, interpersonal, people-engagement and presentation skills. Strong ability to develop rapport and manage stakeholder experience. Proven experience as a BI Developer or Data Scientist. Education industry experience is preferred. Knowledge and application of fit-for-purpose data analyst skills. Background in data warehouse design (e.g. dimensional modelling) and data mining. In-depth understanding of database management systems, online analytical processing (OLAP) and ETL (Extract, transform, load) framework, familiarity with BI technologies (e.g. Microsoft Power BI, SharePoint, Oracle BI).

DUTIES: Manage requirements for business reporting by engaging with the respective NSF stakeholders to understand reporting requirements of the NSF. Collect and consolidate business reporting requirements. Align NSF reporting requirements with NSF strategy and organisation plans. Develop and consistently improve reporting templates and plans while aligning and integrating in the NSF reporting systems manually and electronically. Communicate reporting plans to relevant stakeholders. 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, data analysis and report compilation. Develop business intelligence reports by collecting and consolidating reporting data. Conduct data analysis using advanced data analytics. Develop report framework and content. Validate completeness and correctness of business intelligence reports. Capacitate stakeholders and employees on the format to provide reports and properly utilise reporting data. Propose and develop appropriate metrics to enhance efficiency as the business needs change. Interpret the performance metrics for the NSF. Create deliverable templates and prepares written materials for the NSF (including but not limited to: National Skills Development Strategy III, Education, Development and Training 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. Identify development needs in order to improve and streamline operations and performance in line with the Strategic Plan and Annual Performance Plan. Evaluate and improve existing BI systems. Collaborate with teams to integrate systems. Develop and execute database queries and conduct analyses by creating visualizations and reports for requested projects. To provide research scenario modelling analysis and insights on change and effect that supports business decision-making processes, ensuring continuous improvement. Develop reporting and scenario models to gather actual/current, historic and projected data to facilitate business decision making. Manage the accuracy and completeness of master data structure and information by reviewing the master data for updates and information on a monthly basis to ensure accurate reporting and information/scenario modelling.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

**THREE (3) POSTS: ASSISTANT DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION
EASTERN CAPE REGION (REF.NO.: DHET 97/05/2021)**

SALARY: R470 040 per annum (Level 10)

CENTRE: EASTERN CAPE NSF REGIONAL OFFICE

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

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration/Project Management/ or Auditing and Risk/Financial Management and or Accounting or an equivalent qualification. Candidates with nated diploma will be considered; A minimum of three (3) to five (5) years' relevant experience of which three (3) years must be experience in a project management environment. 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 IsiZulu and/or IsiXhosa will 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 relate 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 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 timeframes.

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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

POST: ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION KWAZULU-NATAL REGION (REF.NO.: DHET 98/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: KZN NSF REGIONAL OFFICE

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

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration/ Project Management/ Auditing and Risk/Financial Management and or Accounting or an equivalent qualification. Candidates with nated diploma will be considered; A minimum of three (3) to five (5) years' relevant experience of which three (3) years must be experience in a project management environment. 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 IsiZulu and/or IsiXhosa will 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 relate 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 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 timeframes.

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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

**TWO (2) POSTS: ASSISTANT DIRECTORS: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION
LIMPOPO AND MPUMALANGA REGION (REF.NO.: DHET 99/05/2021)**

SALARY: R 470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public management/Administration/Project Management/ Auditing and Risk/Financial Management and or Accounting or an equivalent qualification. Candidates with nated diploma and/or relevant trade certificate will be considered; coupled with three (3) to five (5) years relevant experience and three (3) years' experience must be in a project management environment. Candidates that have experience or proven track record of assisting in managing large projects, portfolios of projects and/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 Limpopo and Mpumalanga region: Tsonga/Venda/Sepedi/Ndebele and/or SiSwati. 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 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 timeframes.

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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION

POST: ASSISTANT DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION WESTERN CAPE REGION (REF.NO.: DHET 100/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: WESTERN CAPE REGIONAL OFFICE

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration/ Project Management/ Auditing and Risk/Financial Management and/or Accounting or an equivalent qualification. Candidates with nated diploma will be considered; coupled with three (3) to five (5) years' relevant experience and of which three (3) years' experience must be in a project management environment. 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 IsiZulu/Afrikaans and/or IsiXhosa will be an added advantage. This is a junior 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 relate 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 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 timeframes. A valid drivers' licence and willingness to travel extensively, in and out of the Province.

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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: BURSARIES

THREE (3) POSTS: ASSISTANT DIRECTORS: BURSARIES MONITORING (REF.NO.: DHET 101/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

Requirements: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Management/Administration or Human Resource Management/Development/ Project Management and/or Auditing and Risk/Financial Management and or Accounting or an equivalent qualification. At least three (3) to five (5) years' working experience in project management/ Management of Bursary/ Scholarships programmes environment. 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 relate 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 timeframes. A valid driver's licence and willingness to travel.

Duties: Responsible for ensuring monitoring activities within bursaries portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within bursaries portfolio; Responsible for performing expenditure verification and performance information verification related to projects within bursaries portfolio; Conduct bi-annual student visits to institutions to gather information for monitoring and reporting purposes. Monitor students against the monitoring and evaluation framework. Manage stakeholders and resources of all monitoring programmes. Manage the performance of employees in accordance with policy. Ensure that all documents and information related to bursaries projects and programmes in portfolio are submitted for knowledge management purposes. Manage staff under his/ her supervision; Provide feedback and advice regarding bursary related activities to the Bursaries Monitoring Manager; Participate as an active member of the Directorate.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND**DIRECTORATE: INITIATION AND EVALUATION****TWO (2) POSTS: ASSISTANT DIRECTORS: INITIATION AND EVALUATION (REF NO: DHET 102/05/2021)****SALARY: R 470 040 per annum (Level 10)****CENTRE: Pretoria**

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) Public Management/Administration/Human Resource Development/ Project Management/ Auditing and Risk/Financial Management and or Accounting or an equivalent qualification, coupled with at least three (3) to five (5) years relevant working experience, of which three (3) years must be experience in a project management environment. Candidates that have experience or proven track record of assisting in initiating and evaluating 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 relate 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 and a valid driver's licence 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 timeframes.

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 Funding Adjudication Committees (FAC); Manage and coordinate the preparation of committee meetings. Administer administrative duties to the FAC- including the taking of meeting minutes; Prepare submissions/memorandums for Executive Officer (EO), Director General (DG) and other relevant stakeholders. Manage initiation change request related to approve projects through the applicable 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND**DIRECTORATE: PUBLIC RELATIONS AND COMMUNICATION****POST: ASSISTANT DIRECTOR PUBLIC RELATIONS AND COMMUNICATION (REF NO: DHET 103/05/2021)****SALARY: R 470 040 per annum (Level 10)****CENTRE: PRETORIA**

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication or an equivalent qualification. A minimum of three (3) to five (5) years' working experience in public relations and communication in the private or public sector. Proficiency in one or more South African official languages besides English will be an added advantage. This is a generalist communication position that requires an all-rounder. Further skills and competency requirements relate to marketing and communication management, stakeholder engagement and management, people management and empowerment, problem-solving and analysis, technical proficiency, and quality management. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Proven skills and good knowledge of the post-school education and training system will be an added advantage. Competencies in writing for internal and external audiences, media relations management and publication production are essential. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel extensively, work irregular hours and be committed to meet communication requirements within tight timeframes.

DUTIES: Content development for internal and external stakeholders/platforms including proactively searching for story ideas and content to highlight the work of the NSF, conducting research and interviews. Contribute towards the development and implementation of public awareness and advocacy campaigns in support of various operational areas of the NSF. Conceptualise and implement internal communication campaigns for the NSF. Ongoing review and periodic update of content for a wide range of public awareness material such as the NSF website and social media platforms. Build and sustain a positive media profile of the NSF by maintaining a professional relationship with key media contacts; updating the media contact database regularly; and drafting media statements, advisories, opinion pieces and letters to the editor. Ongoing management of media enquiries and interview requests for the NSF and ensuring that correct information is available and provided to the media. Identify and verify communication needs by engaging key stakeholders.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165**NATIONAL SKILLS FUND****DIRECTORATE: LEGAL, GOVERNANCE, RISK AND COMPLIANCE****POST: ASSISTANT DIRECTOR: LEGAL, GOVERNANCE, RISK AND COMPLIANCE (REF.NO.: DHET 104/05/2021)****SALARY: R470 040 per annum (Level 10)****CENTRE: Pretoria**

REQUIREMENTS: An appropriate legal postgraduate degree or compliance degree (NQF Level 6) or an equivalent qualification. At least three (3) to five (5) years' collective practical experience in legal and compliance pertaining to administrative support in a legal and compliance environment is required. Experience in governance, risk and/or compliance in the private or public sector and LLB degree will be an added advantage. Excellent knowledge and

understanding of the law and Government prescripts in the PSET sector. Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organising, Problem solving, Computer literacy and Report writing. A valid driver's licence and willingness to travel.

DUTIES: Assist the National Skills Fund with drafting submissions for approval by the Senior Management, the Director-General, and the Minister. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures compliance to risk management policies, procedures, and systems. Ensures high risk compliance and governance areas are proactively identified and mitigated. Develop an internal control register to mitigate possible risks and create awareness. Examine, evaluate, report and recommends improvements on the effectiveness of risk processes. Compile reports on the results of the internal audit process and report to the audit committee on audit findings and recommendations to ensure informed decision-making in audit related matters. Provision of legal services support. Provide the evidence to formulate a defence or to initiate legal actions. Prepare legal opinions for committee consideration. Conducting legal research and provide legal advice including drafting legal opinions. Attending to enquiries and/or correspondence. Providing written and verbal opinions on a variety of matters pertaining to the NSF. Co-ordinate the management of litigation between legal advisors, external attorneys, and advocates to ensure high standards of representation of the legal matters. Conduct an analysis of the legal framework to stipulate the requirements of the contract. 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. This position 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 applied strategic thinking, applying technology, budgeting and financial management, excellent written and verbal communication, information management, continuous improvement, diversity management, managing interpersonal conflict and resolving problems, good planning and organizing, problem solving and decision making, project management, team player, creative thinking, decision making, problem analysis, negotiation, quality management, computer skills; research and policy formulation skills; presentation skills; analytical. 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 and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: FINANCIAL PLANNING AND REPORTING

TWO (2) POSTS): ASSISTANT DIRECTORS: ACCOUNTING (REF.NO.: DHET 105/05/2021)

SALARY: R 470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management or an equivalent qualification. At least three (3) to five (5) years' relevant working experience of which three (3) of the 5 years must be in budgeting, financial accounting and/or financial management reporting. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. This is a middle management position that requires a dynamic individual, who is

service delivery orientated, customer focused, maintains high integrity and able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes.

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 cost 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONALSKILLS FUND

DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

POST: ASSISTANT DIRECTOR: ENTERPRISE DOCUMENT MANAGEMENT AND REGISTRY (REF.NO.: DHET 106/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Financial Management/ Accounting or an equivalent qualification. At least three (3) to five (5) years working experience in financial management, accounting and/or auditing. At least three (3) years' experience at supervisory level is essential. A certificate in Records Management will be an added advantage. Sound knowledge in Public Financial Management Act (PFMA), National Archives and Records Management Services of South Africa Act, Promotion to Access to Information Act (PAIA), Promotion of Administrative Justice Act, Information Security Policy, Electronic Communication Transaction Act Electronic Document Management System, Minimum Information Security Standard (MISS) Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act , Employment Equity Act Basic Condition of Employment Act (BCEA). Skills: People management, records management, and financial management. Good planning and organizing. Computer literacy, Communication (verbal and written) skills; verbal communication; attention to detail; preparing and delivering presentations; performing analysis and resolving problems, quality 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. A valid driver's licence.

DUTIES: Manages the document management and registry office effectively and efficiently; Facilitate records management of workshops. Develops data management and record archiving collation guidelines and

communicates these to the business. Maintains documents as per required compliance guidelines. Develops and maintains proper procedures for filing system, disposal of documents, opening and closing of files, proper filing of documents. Develop and review policies for the NSF in accordance with the National Archiving Act. Liaise with business to ensure that there is proper management of records. Ensure that effective security clearance standards are developed and adhered to regarding information retrieval. Monitor the disposal of records in accordance with National Archives and Records Services of South Africa Act, Manages the provision of driver and messenger services to support the NSF's day-to-day operations.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: FINANCIAL PLANNING AND REPORTING

POST: ASSISTANT DIRECTOR: BUDGET AND TREASURY (REF.NO.: DHET 107/05/2021)

SALARY: R 470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification. A minimum of three (3) to five (5) years' relevant working experience of which three (3) of the 5 years must be in budgeting, financial accounting and/or financial management reporting. Further skills and competency requirements relate to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, budgeting and financial management, communication management and people management and empowerment. This is a middle management position that requires a dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's licence are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes.

DUTIES: Assist in performing financial planning, budgeting and reporting; Assist in managing 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 cost 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 record-keeping 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 managing 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: HUMAN RESOURCE MANAGEMENT, ADMINISTRATION AND DEVELOPMENT

POST: ASSISTANT DIRECTOR: HUMAN RESOURCES OPERATIONS (REF.NO.: DHET 108/05/2021)

SALARY: R 470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/Human Resource Development/ Public Management/Administration or an equivalent qualification. A minimum of three (3) to five (5) years' relevant collective work experience in related field. Experience as an HR generalist. Computer literacy in MS Word, Excel, PowerPoint, and Outlook; Good coordination and report writing skills; Knowledge of drafting of submissions. Understanding of the Public Service Act and Public Service Regulations, Department of Public Service Administration (DPSA) Directives, PSCBC Resolutions and policies applicable to human resources management and development, as well as the ability to interpret policies, framework, and legislation. A valid driver's licence and willingness to travel.

DUTIES: Human Resources operations and administration: Act as human resources support to NSF. Manage leave and employee benefits. Provide support to NSF employees on transactional HR issues. Maintain the PERSAL System. Maintain employee records, personal statistics, and reports. Analyse HR progress reports. Write submissions, memos and letters related to HR issues. Ensure HR information is accurate and updated. Recruitment, selection and exit management: Implement recruitment and selection processes. Facilitate exit interviews and develop reports citing trends and issues. Develop remedial plan arising from outcomes of exit interview findings. Facilitate the implementation of appropriate strategies to attract and retain the right caliber of staff to the NSF. Prepare job adverts and facilitate the advertising of roles. Manage the capture of job applications and short list applicants. Implement, monitor, and report on the employment equity plan. HR Policies and Procedures: Execute Conditions of Service. Work closely with line management in a consultancy role so managers understand and implement HR related policies and procedures. Reporting: Execute HRM reporting. Manage HR metric systems. Report on HR compliance, including EE monitoring and social inclusion. 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 targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Participate as an active member of the Directorate: Operate within delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: HUMAN RESOURCE MANAGEMENT, ADMINISTRATION AND DEVELOPMENT

POST: ASSISTANT DIRECTOR: TALENT AND PERFORMANCE MANAGEMENT AND OPERATIONS (REF.NO.: DHET 109/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resource Management/Human Resource Management/ Development/ Public Management/Administration or an equivalent qualification. A minimum of three (3) to five (5) years' relevant collective work experience in Human Resources and of which three (3) years should be in Performance Management and Training and Development. Computer literacy in MS Word, Excel, PowerPoint and Outlook; Good coordination and report-writing skills; Knowledge of drafting of performance agreements, WSP etc. Understanding of the Public Service Act and Public Service Regulations, Department of Public Service Administration (DPSA) Directives, PSCBC Resolutions and policies applicable to human resources management and development, as well as the ability to interpret policies, framework and legislation. A valid driver's licence and willingness to travel.

DUTIES: Work Force Planning: Monitor and align NSF business strategy to ensure the balance of staffing levels with the volume of work. Analyse quarterly staffing reports to identify trends that will assist with planning staff pipelines. Engage with management on staff planning. Produce annual HR plan for the NSF. Talent Management Framework: Maintain and reviews competency frameworks. Conduct talent reviews with management. Work with management to identify high potential. Develop staff with high potential and monitors their performance through a variety of talent management means such as one-on-one coaching and specialised talent programmes. Consult with management on how to manage high potential staff. Facilitate the development of personal development plans for high potential employees with management. Develop, gains approval for and implements employee wellness interventions in line with strategy. Performance Management Framework: Implement the performance management process. Facilitate training with management and employees to assist them to understand the performance management procedure. Respond to queries on the performance management process. Promote a culture of positive and constructive feedback within the NSF. Coordinate and facilitate the development of performance standards and key performance areas. Work with management to equip them with the skills to effectively manage and coach the performance of their direct reports. Work with managers to facilitate the development and updating of individual performance scorecards. Align performance management with employee development and training through specific identified and structured interventions. Communicate performance management dates to management and employees. Maintain performance management records. Work with management to implement performance management interventions in cases of poor performers. Implements Succession Planning: Develop specialist career ladders. Identify NSF talent to be developed for future roles. Reporting: Develop annual staff plan and workforce plan. Consolidate and develop report on NSF's succession plan. Consolidate inputs to develop NSF talent management strategy for high performers. Develop report on annual performance management process including lessons learnt. 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 targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Participate as an active member of the Directorate: Operate within delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: HUMAN RESOURCE MANAGEMENT, ADMINISTRATION AND DEVELOPMENT

POST: ASSISTANT DIRECTOR: TRAINING AND DEVELOPMENT AND OPERATIONS (REF.NO.: DHET 110/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF level 6) in Human Resource Management/Human Resource Management/ Development/ Public Management/Administration or an equivalent qualification. A minimum of three (3) to five (5) years' relevant collective work experience in Human Resources and of which three (3) years should be in Training and Development. Computer literacy in MS Word, Excel, PowerPoint, and Outlook; Good coordination and report writing skills; Knowledge of drafting of training and development schedules, etc. Understanding of the Public Service Act and Public Service Regulations, Department of Public Service Administration (DPSA) Directives, PSCBC Resolutions and policies applicable to human resources management and development, as well as the ability to interpret policies, framework, and legislation. A valid driver's licence and willingness to travel.

DUTIES: HRD strategy: Develop and maintain the HRD strategy for the NSF. Align the HRD strategy to NSF activities. Ensure all work is in line with legislation and HR strategy, policies, and procedures. Facilitate the approval for and implementation of employee wellness interventions in line with strategy. Training and Development Strategy: Analyse NSF training needs in conjunction with NSF management and directorate needs. Design the annual training and development schedule. Research appropriate partners to deliver required learning. Design and implement the induction process. Develop training materials for training interventions. Source appropriate providers to facilitate training interventions required by NSF employees. Implement skills development legislation for the NSF. Implement and maintains the NSF incubator strategy. Coordinate courses/ training programmes that are relevant to their line of business as prescribed in the ED policy. Work with managers to ensure personal development plans are completed and agreed with all employees. Request directorates to nominate and/ or register employees for courses/ training programmes. Compile quarterly and annual training reports for the NSF. Maintain a view of training and development spend. Reporting: Develop quarterly and annual reports on numbers trained, courses provided, and training spend. Develop reporting outputs required by DPSA HRD unit. Stakeholder management: Maintain relationship with external providers of training interventions for NSF staff. Research appropriate partners for training interventions. NSF Incubator: Maintain the NSF incubator strategy and plan. Update the annual plan regarding the NSF incubator. Develop incubator needs and develops recruitment strategy. Manage the incubator rotation strategy by engaging with the directorate heads. Coordinate the induction for interns. Coordinate incubator rotation and experiential learning programmes. 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 targets of the Directorate. Motivate team members and create a culture of high performance. Manage employee related matters within the Directorate. Participate as an active member of the Directorate: Operate within delegated authorisations. Adhere at all times to the values of the NSF. Prepare monthly reports and make presentations as required. Actively participate in management meetings. Positively support the implementation of all management decisions.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

DIRECTORATE: CET COLLEGES BUDGET PLANNING

**ASSISTANT DIRECTOR: BUDGETING, FINANCIAL MONITORING, ANALYSIS AND REPORTING FOR CET
(REF.NO.: DHET 71/05/2021)**

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/Financial/Auditing with Financial Accounting or Financial Management as one of the major subjects or an equivalent qualification. A minimum of three (3) to five (5) years relevant work experience preferably in the financial accounting environment with a minimum of three (3) years' experience at supervisory level is essential. Extensive knowledge and insight of the post-school education and training legislation and policies and community education and training. Policy development and implementation skills. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. 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. Computer literate with extensive knowledge of MS office software packages. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES: Provide assistance on the analysis of expenditure reports and give inputs on the recommendations for funding, rollovers, virements, etc; Prepare National Treasury inputs for the Medium Term Expenditure Framework (MTEF), Annual Estimates of National Expenditure (ENE) and Adjustment Estimates of National Expenditure (AENE) forecast for the branch and CET Regional Units, Ensure availability of information required for the determination of the budgets to be allocated to CET Colleges and support the process for determination of the budgets; Monitoring and Reporting on the utilisation of the budget allocated to CET Colleges; Determination of the payment schedules for the transfer of allocations to CET Colleges; Ensure communication to CET Colleges about budget allocations; Ensure timely approval of transfers of allocated funds to CET Colleges; Assist with processes of the procurement and payment of goods and services for CET Units; Analyse and interpret audited Annual Financial Statements (AFS) for CET Colleges. Advise and support in the financial policy review of CET Colleges. Provide advisory support with regard to the financial system development, review and implementation for CET Colleges. Manage the development and maintenance of a database for Annual Financial Statements and compliance reports. Perform any ad hoc task as may be required from time to time.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

DIRECTORATE: CET COLLEGES INSTITUTIONAL FUNDING

POST: ASSISTANT DIRECTOR: CET COLLEGES FUNDING NORMS AND STANDARDS DEVELOPMENT, MONITORING, AND IMPLEMENTATION (REF.NO.: DHET 72/05/2021)

SALARY: R 470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Economics or equivalent qualification. At least three (3) to five (5) years' relevant work experience preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislations for Post-School Education and Training with a minimum of three (3) years' work experience at supervisory level is essential. Policy development, analysis, and implementation skills. Knowledge of the policies or legislative framework for Community Education and Training (CET) colleges, the Public Finance Management Act and Treasury Regulations. 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. Computer literate with basic knowledge of MS Word and Excel skills. Qualification in Econometrics will be an added advantage. Willingness to work irregular hours and travel extensively. A valid drivers' licence.

DUTIES: Gather, analyse and utilise data to monitor and report on national Norms and Standards for funding CET Colleges. Develop and manage monitoring systems for the CET Colleges funding norms. Develop and manage Monitoring plans of the CET Colleges funding norms. Design different strategies and methods for monitoring to

achieve specific purposes. Identify performance indicators and key areas for assessment. Develop survey instruments. Monitor implementation of the CET Colleges funding norms. Report on implementation of the funding norms to ensure compliance with the CET Colleges funding policies and ensure further improvement. Develop and maintain costing models. Conduct research to support development and review of funding policies for CET Colleges.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

CHIEF DIRECTORATE: SYSTEM PLANNING, INSTITUTIONAL DEVELOPMENT AND SUPPORT

DIRECTORATE: GOVERNANCE

POST: ASSISTANT DIRECTOR: MANAGEMENT AND GOVERNANCE SUPPORT (REF.NO.: DHET 73/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or an equivalent qualification. A minimum of three (3) to five (5) years' relevant experience of working with management and governance within the Post-School Education and Training sector. A postgraduate degree will be an added advantage. Willingness to work irregular hours and travel extensively. Good computer skills with high level knowledge and application of MS Word and Ms PowerPoint. An understanding of DHET's strategic vision and priorities. A thorough knowledge of legislation, policies and strategies governing CET College in South Africa. 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. A valid driver's licence.

DUTIES: Manage the process of establishment of the CET Colleges and the appointments thereof. Set up and maintain the CET Colleges Council data base. Monitor the activities of the CET Colleges Councils in line with relevant legislature. Develop and administrate the council's functionality tool. Monitor the time frame for term of office and timeous appointments for new councils. Provide support in the council's and student leadership capacity building workshops.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS AUTHORITY

CHIEF DIRECTORATE: NATIONAL SKILLS AUTHORITY SECRETARIAT

POST: ASSISTANT DIRECTOR: CAPACITY BUILDING, BOARD SERVICES AND LEGAL SUPPORT (REF.NO.: DHET 127/05/2021)

SALARY: R 470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Legal/Law or an equivalent qualification. A minimum of three (3) to five (5) years' experience relevant functional experience. At least three (3) years' experience at supervisory level. This must be supported by experience in the Skills Development Sector or related training environment. The candidate must have good interpersonal, and communication skills, legal research and report writing, human resource development and project management skills, investigative skills, planning and organising skills. The candidate must have knowledge of Skills Development Act and related

regulations, Skills Development levies Act and Public Finance Management Act. Computer Literacy (Ms Word, Ms Outlook, and Ms PowerPoint). A valid driver's licence and willingness to travel.

DUTIES: The successful candidate will be reporting to the Deputy Director: Capacity Building, Board Services and Legal Support and will be responsible to facilitate capacity building programmes, provide board secretariat services, legal support and assist to co-ordinate investigation initiatives for the NSA; Implement and monitor the NSA capacity building strategy; Co-ordinate and monitor investigation protocol and framework; Liaison with the DHET legal unit in matters involving the NSA; Support the Deputy Director in developing, implementing and reviewing Authority policies; Co-ordinate framework for social partners and stakeholders of skills; Co-ordinate public input from defined constituencies into skills development planning, implementation, feedback and evaluation; Coordinate and respond to queries, parliamentary questions, and general public consultations and submissions; Provide administration support and technical support to the PSDFs; Coordinate and provide administrative support to the secretariat and NSA committees. Maintain a database of legal instruments and court judgements.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS AUTHORITY

DIRECTORATE: NATIONAL SKILLS AUTHORITY

POST: ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT AND COMMUNICATION (REF.NO.: DHET 128/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communications/ Marketing/Public Relations or an equivalent qualification. A minimum of three (3) to five (5) years' relevant functional experience. At least three (3) years at supervisory level is essential. This must be supported by experience in Skills Development Sector or related post-school education and training environment, partnerships, and stakeholder management. The candidate must have the following knowledge and skills: Public Service policies, procedures, and legislations (e.g., Labour Relations Act, Skills Development Act, Skills Development Levies Act, Public Finance Management Act, and National Skills Development Strategy). Good financial management, project management, marketing and advocacy, basic research knowledge, computer literacy (MS word, Ms Excel, Ms Outlook, and Ms PowerPoint). Good communication, interpersonal, graphic design and report and speech writing are also required. A valid driver's licence and willingness to travel.

DUTIES: The successful candidate will be reporting to the Deputy Director: Stakeholder Management and will be responsible to facilitate the stakeholder relations on skills development and stakeholder analysis. Assist in facilitation of NSA partnerships and production of partnerships report; Assist in the coordination of parliamentary questions responses, and general public consultations and submissions; Liaise with Department of Higher Education and Training, Human Resource Development Council, Quality Council for Trades and Occupations, National Artisan Moderation Body(NAMB), South African Qualifications Authority(SAQA) and other role players/stakeholders to advance the achievement of the National Skills Development Strategy/ National Skills Development Plan goals; Provide technical support to Provincial Skills Development Forums on the effective implementation of Skills Development interventions. Assist in the review and implementation of NSA marketing and communications strategy and related guidelines. Maintain and update the NSA website. Coordinate NSA digital media platforms. Draft briefing notes/speeches, media statements and conduct media monitoring. Promotion and

advocacy of NSA initiatives. Coordinate and provide administrative support and secretariat services to NSA meetings.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS AUTHORITY

CHIEF DIRECTORATE: NATIONAL SKILLS AUTHORITY SECRETARIAT

POST: ASSISTANT DIRECTOR: SECRETARIAT ADMINISTRATION (REF.NO.: DHET 129/05/2021)

SALARY: R470 070 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Finance or an equivalent qualification. A minimum of three (3) to five (5) years' appropriate experience. Knowledge and Skills: risk management including mitigation processes, knowledge of the broader risks' management guidelines and standards, information/records management, Human Resource Management. Knowledge of the PFMA, Treasury Regulations, financial Management, leadership and communication skills, presentation skills, planning and organising skills, analytical and innovative thinking and report writing skills, Knowledge of ENE/MTEF process and Supply Chain Management (SCM). Computer Literacy (MS word, Ms Excel, Ms Outlook, Ms PowerPoint,). A valid driver's licence is essential and willingness to travel.

DUTIES: The candidate will be responsible for the following: Risks management, ethics and integrity awareness in the NSA and promote compliance with processes and timelines set by the Department of Public Service and Administration (DPSA) and the Public Service Regulations. Co-ordinate and manage human resource development for staff, recruitment, and selection process in liaison with human resource management unit in the Department, compile staff performance report for measurement against the strategic objectives of the NSA. Develop and maintain records management system, organising a workshop to train staff on the record management system. Assist with coordination and management of NSA events such as skills conference, colloquium, collaborations, public hearings and meetings held with National Skills Development Strategy implementing stakeholders. Ensure that all logistic arrangements comply with SCM policies; monitor and manage NSA budget and prepare financial reports and supervise personnel.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: IMPLEMENTATION OVERSIGHT

SUB-DIRECTORATE: SETA CLUSTER 4

POST: ASSISTANT DIRECTOR: IMPLEMENTATION OVERSIGHT CLUSTER 4 (REF.NO.: DHET 135/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration, Monitoring and Evaluations, Business/Office Management, Organizational Development and/or an equivalent qualification. At least five 3-5 years relevant work experience. Skills and Competencies: Knowledge of Departmental policies and procedures, public service processes and procedures, Monitoring and Evaluation, Presentation skills, Report writing skills and Project management skills. Computer skills, Knowledge of the following legislations: Public Finance Management Act (PFMA), Skills Development Act (SDA),

Skills Development Levies Act (NSDS), Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) and Batho Pele Principles. Driver's license is compulsory.

DUTIES: Perform SETA Implementation oversight, Validations and SETMIS tools and mechanisms, Prepare quarterly performance reports on the implementation of National Skills Development plan (NSDP), Support implementation of NSDP outcomes, Support SETA in the development of strategic plans, annual performance plans, and service level agreements, Ensure improvement of the SETA Governance, Coordinate written responses to Parliamentary, Presidential hotline and Public queries and complaints within the Chief Directorate SETA Co-ordination, Provide coordination and secretariat support to performance strategy development and implementation. To analyse and recommend approval of SETA Strategic plans and Service Level Agreements. Support SETAs to deliver their obligations in terms of National Skills Development Plan. Scrutinize/analyse incoming correspondence, management of staff within the Cluster, management of the office budget. Coordinate the Special Projects (Provincial, Ministerial and Rural Development Projects). Writing of MEMOs, Letters, Submissions and Speeches for the office of the Deputy Director General.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: SETA SUPPORT AND LEARNERSHIPS

SUB-DIRECTORATE: LEVY GRANT ADMINISTRATION

POST: ASSISTANT DIRECTOR: LEVY GRANT ADMINISTRATION (REF.NO.: DHET 136/05/2021)

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification. A relevant Post-graduate degree will be an added advantage. A minimum of three (3) to five (5) years' relevant work experience with at least two (2) to three (3) years' experience should be at supervisory level. Knowledge of departmental policies and procedures, public Services processes, and procedures; Monitoring and Evaluation, Report-writing Skills and Project Management Skills. Computer Skills, An in-depth understanding of Skills Development Act; Skills Development Levies Act, Public Finance Management Act (PFMA), NSDS, National Qualifications Framework Act, Labour Relations Act, Employment Equity Act, key S.A. Labour Market partners, Stakeholder Management, Conflict Resolution, Computer literacy, Negotiation Skills, Communication Skills, Basic Conditions of Employment, and Batho Pele Principles. A valid driver's licence.

DUTIES: Processing the monthly Skills Development Levy Financial and Employer Data from South African Revenue Service through the Skills Development Levies Information System (SDLIS) and split the levies into 80% - Sector Education and Training Authorities (SETAs) and 20% - National Skills Fund (NSF); Transfer the levies to SETAs and NSF as per agreed scheduled dates; Upload the processed Skills Development Levy Financial and Employer Data into the Skills Development Grants; Disbursement Information System; Provide support to SETAs and resolve matters relating to Skills Development Levies; Manage the Performance Agreements and Performance Assessments of the Sub-Directorate; Ensure Sound financial management of the Sub-Directorate: Levy Grants.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: AFRICA AND MIDDLE EAST

POST: ASSISTANT DIRECTOR: AFRICA AND MIDDLE EAST (REF.NO.: DHET 154/05/2021)

SALARY: R376 596per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF Level 6) in International Relations or Developmental Studies or equivalent qualification. A minimum of three (3) to five (5) years' relevant work experience with at least three (3) years' experience at supervisory level and of which two (2) years must have been in the conduct of international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally. Good decision-making skills, including the ability to negotiate, advise and influence line managers. Good analytical skills, conflict resolution, problem solving, and facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES: The appointee will report to a Deputy Director and be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; Develop and monitor agreements and implementation plans on bilateral cooperation; Provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; Provide comprehensive status reports and synthesised political and education briefings on international collaboration programmes and projects; Liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; Manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: POLICY, PLANNING, MONITORING AND EVALUATION

DIRECTORATE: POLICY, RESEARCH AND EVALUATION

POST: ASSISTANT DIRECTOR: RESEARCH (REF.NO.: DHET 183/05/2021)

SALARY: R376 596 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Social Sciences. A post-graduate degree (NQF Level 7) in social science discipline will be an added advantage; A minimum of three (3) to five (5) years' post-graduate experience in writing research reports in areas pertaining to Post-School Education and Training with; Experience in the management of large-and small-scale research projects; Knowledge of research methodologies and techniques; Experience in providing administrative and content support on research projects; Experience in promoting research utilisation. Ability to do research and analyse documents. Good decision-making skills; Good analytical skills, problem solving, and facilitation skills, verbal and written

communication skills; Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint including report writing and presentation skills. Willingness to work irregular hours and travel extensively. A valid driver's licence.

DUTIES: Maintain the Research Repository on Post-School Education and Training (PSET); Manage small - and large-scale research projects; Undertake small research projects; Support the organisation of the annual Research Colloquium; Prepare the Research Bulletin on PSET; Prepare the report on planned and current research on PSET.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: PUBLIC ENTITIES

POST: ASSISTANT DIRECTOR: PUBLIC ENTITIES (REF.NO.: DHET 164/05/2021)

SALARY: R376 596 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Finance/ Public Management/Administration/Business administration or an equivalent qualification. A minimum of 3-5 years' working experience in public entities environment. At least 3 years' experience at supervisory level is required. Knowledge of Policy development and implementation skills. Public Finance Management Act (PFMA) and Treasury Regulations. 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. Computer literate with extensive knowledge of MS office software packages. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential. Ability to work under pressure. Proactive, effective, confident, and able to work in a diverse team. Valid driver's license and willingness to travel.

DUTIES: Assist in co-ordination, monitoring, and reporting requirements of public entities. Analyse of the financial information and financial performance of public entities. Provide administrative support to public entities 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL SERVICES

POST: ASSISTANT DIRECTOR: FINANCIAL SERVICES (REF. NO.: DHET 165/05/2021)

SALARY: R376 596 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Accounting/Financial Management/Auditing with accounting as a subject. Preference will be given to candidates with three (3) to five (5) years' financial experience of which at least three (3) years must be at supervisory level. In-depth knowledge of Financial Management in Government, the Basic Accounting System (BAS), PERSAL and the compilation of financial statements. Other requirements of the PFMA and Treasury Regulations; Good interpersonal, communication and managerial skills; experience in clearing of accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Ability to work in a team and independently, assertiveness and self-starter. A valid driver's licence.

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Control and provide financial training to officials of the Department; Control and checking of transactions of the Department; Perform inspections to various sites of the Department; Control the update and review of all financial policies and procedures; Control the implementation of policies and procedures; Liaise with regional offices on financial matters; Liaise with the Auditor-General on audit matters; Management of staff in the section. Requesting of BAS reports when required.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

HUMAN RESOURCES DEVELOPMENT COUNCIL (HRDC) SECRETARIAT

DIRECTORATE: POLICY, RESEARCH, INFORMATION SYSTEMS AND SPECIAL PROJECTS

POST: ASSISTANT DIRECTOR: (REF NO: DHET 160/05/2021)

SALARY: R 376 596 per annum (Level 9)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Social Science or an equivalent qualification. A relevant post-graduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience in policy analysis and experience in writing research reports and administration. Knowledge and understanding of the government prescripts and public service environment. Competencies and Skills: Policy, research, Client orientation and customer focus, Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, Problem solving, Computer literacy and Report writing.

DUTIES: Coordinate and produce reports with regards to the development of the HRD guiding documents, analyse and critique relevant reports for HRD policy implications, conduct and produce research report related to HRD, facilitate the stakeholder engagement and coordination of meetings, assist in managing the existing partnerships between higher education and industry and facilitate the process of records management. Strong analytical skills, Communication skills (verbal and written), Conflict management, Planning and organizing, Problem solving, Computer literacy and Report writing. A valid driver's licence and willingness to travel.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES (SKILLS AND CORPORATE SERVICES)

TWO (2) POSTS: SENIOR LEGAL ADMINISTRATION OFFICERS (MR-6) (REF.NO.: DHET 151/05/2021)

SALARY: R473 820 – R 855 621 per annum (OSD Scales)

CENTRE: Pretoria

REQUIREMENTS: An appropriate LLB or 4 years recognised legal qualification. At least eight (8) years appropriate legal experience post obtaining of the legal qualification; Admission as an Attorney or Advocate (preferably but not a requirement); Thorough and proven knowledge of labour relations and labour law in a unionised environment. Knowledge of Government and Departmental Policies and Strategies would be an added advantage. Knowledge of the Public Finance Management Act and Regulations, Skills Development legislation and budgetary / financial management will also be an advantage. Skills and Competencies: Legal research and drafting skills (legislation; sub-ordinate legislation, legal opinions; agreements); Planning and decision-making skills; Strategic capability and leadership; Interpersonal; Problem Solving and Dispute Resolution; Time Management; Report Writing, Computer literacy (MS Office), Communication (written and verbal). A valid driver's licence.

DUTIES: The person appointed to this challenging position in the directorate Legal and Legislative Services: Skills and Corporate Services will be fully involved in all key performance areas: Litigation; Legislation; Dispute Resolution and Legal Advice and in the disciplinary processes of both middle and senior management. Develop plans and strategic interventions related to the implementation of relevant legislation. Coordinate and liaise with relevant stakeholders / role players on effective implementation of legal framework related Skills Development. Draft, develop and compile legal documents; memoranda; reports and government notices. Monitor and evaluate reports related to the implementation of the legislation. Monitor and analyse legislation and provide legal advice on the impact of current legislation and Bills of other departments on the Department and recommend appropriate interventions. Conduct legal research and provide legal advice. Draft legal opinions and guidelines or any other policy to facilitate the implementation of the relevant legislation. Respond to parliamentary questions and requests in terms of PAIA. Handle hoc tasks in line with instructions.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES (EDUCATION INSTITUTIONS)

POST: SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) (REF.NO.: DHET 152/05/2021)

SALARY: R473 820 – R 855 621 per annum (OSD Scales)

CENTRE: Pretoria

REQUIREMENTS: An appropriate LLB degree; Admission as an Advocate or Attorney (preferably but not a requirement); At least eight (8) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws. The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives, and strategic objectives. 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 licence.

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 consultations with state attorneys and legal counsel; prepare Ministerial and Director-General submissions, memoranda, legal opinions and reports; advise and mentor juniors.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES (EDUCATION INSTITUTIONS)

TWO (2) POSTS: LEGAL ADMINISTRATION OFFICERS (MR-5) (REF.NO.: DHET 153/05/2021)

SALARY: R364 566 – R 730 182 per annum (OSD Scales)

CENTRE: Pretoria

REQUIREMENT: An appropriate LLB degree; admission as an advocate or attorney (preferably but not a requirement); At least five (5) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, law of contract, civil procedure, labour law, law of evidence law of delict, commercial transactions law, post-school education and training laws, Valid driver's licence (minimum Code B); Knowledge of: The public sector and its legislative and regulatory framework; Department's process and procedures, initiatives and strategic objectives. 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.

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 interventions; support Senior Legal Administration Officer in drafting key documents relating to the implementation of Department's legislation and policies; draft responses to Parliamentary questions; drafting and vetting of agreements; provide litigation support in all cases involving the Department.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: CHIEF ARTISAN GRADE B: ELECTRICAL (REF.NO.: DHET 132/05/2021)

SALARY: R469 017 per annum

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national technical diploma with related subjects in Electrical and or related trade or equivalent qualification. A Trade Test Certificate in Electrical or related trades coupled with Assessor and Moderator Certificates. Three (3 years' supervisory and technical training experience after qualifying as an artisan. A valid driver's licence. 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 Electrical or related trades. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills. Ability to perform moderations within the electrical trades.

DUTIES: Conduct trade testing in the Electrical and related trades as well as implement and maintain ARPL. Conduct Moderation of Trade Test internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment, tools and consumable stock. Maintain safety in the workshop.

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: CHIEF ARTISAN GRADE A: BRICKLAYER (REF.NO.: DHET 133/05/2021)

SALARY: R386 487 per annum

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national technical certificate N3 in Bricklaying or an equivalent qualification. Qualified as a Bricklayer as well as an Assessor. A recognised Moderator qualification will be an advantage. A valid driver's licence and willing to travel. At least three (3) to five (5) years supervisory and technical training or assessment experience after qualifying as an artisan. Knowledge of Skills Development Act, 1998 and Trade Test Regulations. Knowledge of Occupational Health and Safety Act No. 85 of 1993. Must be able to assess candidates in Bricklaying. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organising skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills.

DUTIES: Conduct assessment in Bricklaying trade and implement ARPL. Conduct Moderation of Trade Test internally and externally. Conduct audits of external Trade Test centres. Maintain and ensure safekeeping 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. Adhere to health and safety policies and procedures.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: CHIEF ARTISAN GRADE A: INSTRUMENTATION MECHANIC (REF NO: DHET 134/05/2021)

SALARY: R386 487 per annum

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national technical certificate N3 in Instrumentation Engineering or an equivalent qualification. A minimum of three (3) to five (5) years technical training or assessment experience after qualifying as an artisan. Trade Test Certificate in Instrumentation Mechanic or Mechanician and Assessor qualification. Any additional trade certificate in the electrical engineering field as well as a Moderator Certificate will be an advantage. Valid driver's license. Knowledge of Skills Development Act, 1998, Occupational Health and Safety Act and Trade Test Regulations. Must be able to assess candidates in Instrumentation Mechanic or Mechanician. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organising skills. Good verbal and written communication skills. Good problem-solving skills. Good supervisory skills.

DUTIES: Conduct assessment in the Instrumentation Mechanic trade and implement ARPL. Conduct audits of external Trade Test centres. Maintain and ensure safekeeping 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. Adhere to health and safety policies and procedures.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL SERVICES

POST: SENIOR STATE ACCOUNTANT: FINANCIAL SERVICES (REF.NO.: DHET 166/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Accounting/Financial/Auditing with accounting as a subject. Preference will be given to candidates with three (3) years' appropriate experience in Government Financial Accounting; the 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. Ability to work in a team and independently; assertiveness; and self-starter. Good computer literacy skills (MS Excel and MS Word). 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. Duties include: Manage the monthly 30-day payments reports due to National Treasury and all activities associated with it. Assist with the recordkeeping and investigations with regards to Irregular, Fruitless and Wasteful and Unauthorized expenditure. Assist in the follow-up of expenditure transactions including Courier and Delivery Services and the reconciliations of receivable transactions, request reports, check and rectify any incorrect allocations daily. Assist in the preparation of financial statements, assist with the coordination of audit queries, and respond to financial support services enquiries. Prepare documentation for the Director for special meetings. Request reports, check and rectify any incorrect allocations daily. Respond to financial support services enquiries. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required and Filing of claim related documents.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: SALARY ADMINISTRATION

SUB DIRECTORATE: SALARY EXAMINATION PAYMENTS

POST: SENIOR STATE ACCOUNTANT: SALARY EXAMINATION PAYMENTS (REF NO: DHET 167/05/2021)

SALARY: SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Accounting/Auditing or equivalent qualification with an accounting as a subject. Preference will be given to candidates with three (3) years appropriate experience in Government Financial Accounting; the BAS system, knowledge and understanding of the PFMA and Treasury Regulations. Good knowledge and understanding of the Basic Accounting System (BAS). Ability to work under pressure; Ability to work in a team and independently; assertiveness; and self-starter. Good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organising skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word).

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: Manage and authorise the processing of salary claims in respect of examiners and moderators for both TVET and CET examinations and CET officials on the relevant system. Manage and authorise the processing of travel and subsistence claims in respect of examiners and moderators for both TVET and CET examinations on the relevant system. Manager and authorise the processing of CET lecturer claims. Liaise with relevant

stakeholders to obtain necessary source documents. Attend to payments rejected by the banks and enquiries related to payments. Manage and respond to enquiries related to this function. Manage the recordkeeping and registration of all claims received for this function. Manage the accounts related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline and provide on the job training where required. Requesting of BAS reports when required; Assist with the management of payroll management functions when required. Filing of claim related documents.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CORPORATE SERVICES

DIRECTORATE: GRIEVANCE, DISPUTES AND MISCONDUCT MANAGEMENT

SUB-DIRECTORATE: MISCONDUCT

TWO (2) POSTS: SENIOR LABOUR RELATIONS PRACTITIONER: (REF NO: DHET184/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma with majors in Industrial Relations/Labour Law or equivalent qualification (NQF Level 6). A minimum of three (3) years of experience in a Labour Relations environment within the public or private entities. Sound knowledge of labour legislation and prescripts within the TVET or Public Service sector domain. Demonstrable experience in project management and Labour Relations processes. Be prepared to work beyond the normal working hours when the need arises. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills, both written and verbal. Strategic thinking and meticulous record keeping. A valid driver's licence.

DUTIES: The incumbent will investigate issues regarding misconduct, and incapacity in the Department Technical Vocational and Training (TVET), Continuing Education Technical (CET) Colleges. Provide advice on Labour Relations policies and procedures to managers and employees in the Department, TVET and CET Colleges. Open files and capture cases for every Labour Relations case received. Arrange logistics for Employee Relations meetings. Take minutes during the Employee Relations meetings. Keep track of issued progressive disciplinary actions • Capture disciplinary action cases on PERSAL. Request for approval of misconduct charges from the Delegated Authority • Prepare Labour Relations Statistics on a monthly, quarterly, bi-annual and annual basis • Send Labour Relations reports to Director-General, Office of the Public Service Commission and Department of Public Service Administration. Provide guidance and build organisational capacity relating to labour relations policies and practices. Accurately update the case management system and keep meticulous case records. Competently represent the Department at the external dispute resolution forums. Compile reports as required. Conduct legal research.

NOTE: The candidates will undergo a computer test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: SOCIAL INCLUSION AND QUALITY

POST: SENIOR ADMINISTRATIVE OFFICER (REF.NO.: DHET 155/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF level 6) in public administration or equivalent qualification. A post graduate qualification or a qualification in Journalism or Communication will be an

added advantage. At least three (3) years' experience in rendering support services to senior management/project managers, including project administration, workflow management and client service. Good knowledge of the Public Finance Management Act (PFMA) and the relevant legislation/policies/prescripts and procedures. Excellent knowledge of and experience in financial management, risk management, procurement processes and report writing is required. Good understanding of the National Qualification Framework (NQF), open learning, career development services, and/or social inclusion in the post-school education and training system. Excellent language and communication (written and verbal) skills; interpersonal skills; administrative skills; computer skills; willingness to travel; and ability to do research and analyse documents. Experience in fulfilling secretariat functions for committees is advantageous.

DUTIES: Responsible for financial administration of the Chief Directorate, directorates and projects; render supply chain management (SCM) support services to the Chief Directorate, directorates and projects; render general office and administrative support services to the Chief Directorate; manage all project, directorate and chief directorate reporting; manage document flow and quality assurance of documents submitted to the Chief Director; build capacity of Chief Directorate, directorates and projects' staff in administrative matters. Support directorates and projects where required.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET LECTURER DEVELOPMENT AND SUPPORT

SENIOR ADMINISTRATIVE OFFICER (TWO POSTS) (REF.NO.: DHET 22/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or an equivalent qualification. At least three (3) years actual or appropriate experience in rendering administration and financial management support. Good interpersonal and communication skills to interface with people from various backgrounds; Reasonable experience in using computer applications in office management including MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic event management skills and Knowledge of PFMA, and Batho Pele Principles.

DUTIES: Manage and coordinate the MTEF budgeting process for the Directorate; Monitor the Directorate and donor Funding allocation expenditure; Consolidate the Directorate Financial expenditure report; Manage the under expenditure and over expenditure and reprioritisation of the budget; Facilitate process to ensure the Directorate meets financial reporting requirements; Manage and coordinate supply chain and procurement processes; Manage and maintain an electronic and manual records keeping system, Manage assets of the Directorate, Manage and update asset register; Provide supervision on general office support including filing, tracking and processing of documents and correspondence; Manage and coordinate logistics for meetings, workshops and projects; and Coordinate travel arrangements for the Directorate. Carry out any other related functions delegated to the position.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT

POST: SENIOR ADMINISTRATIVE OFFICER (REF NO: DHET 23/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration or Monitoring and Evaluation or an equivalent qualification. At least 3 years relevant experience in monitoring and evaluation and planning in government is essential. Applicants must have good interpersonal and communication competences and be able to write complex reports and submissions. Effective problem solving and financial management skills, as well as operational knowledge of and data administration skills are essential. Applicants must be computer literate with working competence of Microsoft Office programmes such as Word, Excel (especially), Access, PowerPoint, and Outlook. Experience and competence in general office administration and events management are also required. Knowledge of the PFMA, Public Service Act and Regulations and Corporate Services (IT, HR and finance) is an advantage.

DUTIES: Provide support pertaining to strategic planning and performance reporting by TVET colleges. These include but are not limited to support the implementation of standard operating procedures in terms of strategic planning by TVET colleges; assist with setting up structures for reporting TVET college performance as well as administering performance reporting, executing analysis and review of reports and compilation of related correspondence and reports. Support the implementation of standard operating procedures in terms of student admission, registration, and enrolment management – these may require site visits. Assist with all monitoring and evaluation activities performed by the directorate. Provide assistance in monitoring and administration of the budget and finances of the directorate as well as key functions in the directorate.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIRECTORATE: ASSESSMENT, ITEM DEVELOPMENT AND MARKING

POST: SENIOR ADMINISTRATIVE OFFICER: MARKING SERVICES (REF.NO.: DHET 24/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/Management or an equivalent qualification. At least three (3) years' working experience in an examination environment, of which at least two years must have been in providing administrative support to the office of a senior manager at the level of Director. Working experience in assessment, item development and marking services will be considered as an advantage. Good interpersonal, organisational and communication skills are additional requirements. Knowledge of assessment and examination processes including editing, setting of papers, marking process and the management of Internal Continuous Assessment (ICASS) and Integrated Summative Assessment Task (ISAT) are also considered an advantage. The applicant must have extensive knowledge and experience of MS Office which include MS Excel, MS Access, and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES: Act as the point of contact among senior management, employees, clients and other external partners, Oversee the operations management relating to the editing, setting and marking of national assessment instruments, Provide administrative support to the setting of ISAT tasks, Update the Director regarding the flow of question papers, Keep records relating to question paper errata and marking concessions, Manage information flow in a timely and accurate manner, Manage senior management's calendars and set up meetings, Make travel and accommodation arrangements, Prepare weekly, monthly or quarterly reports, Oversee the performance of other administrative staff, Act as an office manager by managing office supply inventory, Format information for internal and external communication – memorandums, emails, presentations, reports and so forth, Screen and

direct telephonic and written correspondence/enquiries, Organise and maintain the office filing system, Assist in the monitoring of ISAT, ICASS and the marking process.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET COLLEGES BUDGET PLANNING

POST: SENIOR ADMINISTRATIVE OFFICER (REF.NO.: DHET 25/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or an equivalent qualification. At least three (3) years relevant working experience preferably in the rendering of administrative support service. Experience in Post-School Education and Training (PSET) will be an added advantage. Experience in Financial management, Cash flow management and reporting expenditure against Departmental budget. Knowledge and understanding of financial administration. Knowledge of relevant education legislation, policies, processes, and prescripts applicable to PSET institutions. Ability to analyse documents and interpret policies. Knowledge of Public Finance Management Act and Treasury Regulations. 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. Computer literate with extensive knowledge of MS Office software packages.

DUTIES: Perform administrative duties in support of the Directorate. Render supply chain and management support services, render general administrative support services to the unit, supervise and control resources to ensure a satisfactory workflow and service delivery. Support timeous submission of expenditure reports by TVET Colleges to the Directorate; Provide support where required with the implementation of minimum standards of the Public Finance Management Act and Treasury Regulations. Perform routine administrative duties of the sub-directorate in the Directorate including travel arrangements, accommodation bookings and preparing meetings and minutes. Perform any other task as may be required from time to time. Draft submissions and memos. Support the management for projects in the Directorate. Secretariat to various forums hosted by the Directorate. Report writing.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIRECTORATE: SYSTEM ADMINISTRATION

POST: SENIOR ADMINISTRATIVE OFFICER: (REF.NO.: DHET 26/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Public Administration/Management or an equivalent qualification. At least 3 years administrative experience. Extensive knowledge and experience of examination administration and IT systems and intermediate competence in MS Office suit (e.g., MS Word, MS Excel and Access). The successful candidate must be adaptable, disciplined, self-confident, and able to work independently and under pressure, and work with a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in examination administration and management. The incumbent will be expected to work overtime when necessary.

Duties: Service delivery to TVET colleges, PED and other stakeholders. To render a professional administrative examination service, Create and manage an efficient filing and tracking system, attend to queries and customer complaints promptly, Conduct of Examinations: Examination entries, receipt of mark sheets publication of results, certification, Personnel matters - Supervise 10 subordinates, Statistics - Compile daily/weekly/monthly statistics, Manage all examinations-related enquiries received by sub-directorate.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRNACH: UNIVERSITY EDUCATION

DIRECTORATE: GOVERNANCE SUPPORT

POST: SENIOR ADMIN OFFICER: GOVERNANCE SUPPORT (REF.NO.: DHET 61/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification. At least three (3) years' relevant administrative experience; Understanding of key stakeholders in the higher education sector; Knowledge of Treasury Regulations, the Public Finance Management Act and procurement and other relevant policies and leave management. Knowledge of workflow coordination and events or project management. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point) and Adobe Acrobat. Good verbal and written communication skills. Good interpersonal skills and ability to liaise with internal and external stakeholders. Financial management and ability to read financial statements; Good organisational, administrative, planning and co-ordination skills; Ability to manage a filing system; Good time management skills. Attributes: A good team player who can support, contribute, and actively participate in the work of the Directorate; Reliable, proactive, punctual and flexible.

DUTIES: Providing general office support and management, including filing, tracking and processing of documents and correspondence for the Directorate. Maintaining the databases of Ministerial appointees on governance structures of institutions and key stakeholders and ensuring that all information is accurate and up to date. Co-ordinating events, meetings and engagements, compile documentation required and distributing in advance to delegates. Facilitating and coordinating the operational logistical processes of the Directorate including procurement of equipment and supplies, publication of approved documents timeously in the government gazette, travel and accommodation; and payments to service providers relating to conferencing, subsistence and travel claims. Monitor the financial activities against the budget of the Directorate. Ensure the Directorate's compliance with and proper application of Public Service and the departmental prescripts / policies and other relevant documents.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRNACH: UNIVERSITY EDUCATION

DIRECTORATE: INTERNATIONAL SCHOLARSHIPS

POST: SENIOR ADMINISTRATION OFFICER: SCHOLARSHIP STUDENT SUPPORT (REF.NO.: DHET 62/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in international relations, higher education, public administration, PPE (politics, philosophy, and economics), political studies, sociology, or

an equivalent qualification. Other fields may be considered if relevant experience is demonstrated. A postgraduate qualification is an advantage. At least three (3) years progressively responsible experience in higher education. Experience related to the administration of international scholarships or study programmes is an advantage. Experience studying or working abroad is an advantage. The candidate must be able to work in a team and the ability to work under pressure, be willing to travel and work overtime when required, be able to think strategically, communicate well (written and verbal) with both internal and external stakeholders. Shows pride in work and in achievements, demonstrates professional competence, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. A high level of expertise and experience in the MS Office Suite. Excellent email, web and social media skills. Speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately, tailor's language, tone, style and format to context. Demonstrates openness to sharing information and keeping others informed. Interpersonal skills and the ability to manage conflict. Ability to plan and prioritise work. Aptitude in problem-solving and ability to collect, manage and articulate data and information.

DUTIES: Provide administrative support for the implementation of scholarship programmes including stakeholder engagement. Support scholarship recipients during their studies, including responding to queries, reviewing quarterly reports, following up on areas of concern for students and elevate problems when necessary, travel bookings and record management. Provide administrative assistance in the development of policies, guidelines and instruments towards offering support to scholarship recipients. Administrative support for pre-departure orientations for scholarship recipients. Assist with monitoring and reporting on scholarship expenditure. Generally support the work of the International Scholarships Directorate, including drafting correspondence and reports on request.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRNACH: UNIVERSITY EDUCATION

DIRECTOR: SECTOR RESEARCH AND SUPPORT

POST: SENIOR ADMINISTRATIVE OFFICER: SECTOR RESEARCH AND SUPPORT (REF.NO.: DHET 63/05/2021)

SALARY: R316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) or an equivalent qualification. A minimum of three (3) years' relevant administrative experience. Good knowledge of the Post-School Education and Training system. Knowledge and understanding of policies and regulatory frameworks governing higher education. Understanding of key stakeholder bodies in the higher education sector. Good interpersonal and communication skills, report writing, problem solving skills, financial management, planning and organisation of work, and administration skills. Technical proficiency; monitoring and evaluation; problem solving and analysis; report writing, compiling presentations. Knowledge management. Strong time management and problem-solving skills are an advantage. Budgeting and financial management. Knowledge of Treasury Regulations and the Public Finance Management Act is essential. Ability to function well under pressure and ability to interact well with people from a wide variety of backgrounds and levels. Excellent communication both in writing and verbally. Good planning, organizational and management skills. A valid driver's licence.

DUTIES: Coordination of administrative support and activities pertaining to the Directorate; Office management, receiving and tracking of all correspondence and submissions within the Directorate; Liaison with internal and external stakeholders relating to the work of the 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 Directorate; Track and process correspondence and documents; Prepare supporting documentation for meetings where required and any other matters relating to the administration of the Directorate; Participate actively as a team member in the activities and functions of the Directorate.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

POST: PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL: COMMUNITY EDUCATION AND TRAINING SUPPORT (REF.NO.: DHET 74/05/2021)

SALARY: R 316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Governance/ Public Policies or an equivalent qualification. A minimum of three (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 and presentations. An understanding of financial matters would be an advantage.

DUTIES: Provide effective and administrative function in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type and prepare all the necessary documentation for the DDG. Ensure the safe keeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to enquiries received from internal and external stakeholders. Redirect queries that do not need DDGs attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: GAUTENG, NORTH WEST AND FREE STATE REGIONAL OFFICE

TWO (2) POSTS: SENIOR PRACTITIONERS (REF.NO.: DHET 111/05/2021)

SALARY: R316 791 per annum, (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/Administration/Project Management/ Auditing and Risk/Financial Management and or Accounting or an equivalent qualification. At least three (3) years' working experience in project management and/or office administration. Candidates that have project administration experience for 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 an administrative position in a core functional area that requires an individual with proven administrative capabilities. Further skills requirements relate

to technical proficiency, communication and information management, administrative organising, monitoring and evaluation, 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 are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to meet deadlines within tight timeframes and be willing to work overtime to meet the deadlines. A valid driver's licence.

DUTIES: Assist in implementing activities related to the administration and implementation of projects for the regional office, including the monitoring and control of projects. Assist in conducting learner verification visits and to gather information for monitoring and reporting purposes. Ensure that all documents and information related to portfolio are submitted for knowledge management purposes. Prepare project reports, presentations and spreadsheets; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationery; Manage office assets; Manage travel, accommodation, S&T claims and other logistical requests for staff in the Directorate; Maintain the filing system; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Make bookings and schedule meetings for the directorate. Perform any additional administrative duties as requested by the Assistant Director.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION: WESTERN CAPE REGIONAL OFFICE

POST: SENIOR PRACTITIONER: (REF.NO.: DHET 112/05/2021)

SALARY: R316 791 per annum, (Level 8)

CENTRE: WESTERN CAPE REGIONAL OFFICE

REQUIREMENTS: An appropriate bachelor's degree /national diploma (NQF Level 6) in Public Management/Administration/ Project Management/ Auditing and Risk/Financial Management and or Accounting or an equivalent qualification. At least three (3) years' working experience in project management and / or office administration. Candidates that have project administration experience for 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 an administrative position in a core functional area that requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, monitoring and evaluation, 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 are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to meet deadlines within tight timeframes and be willing to work overtime to meet the deadlines. A valid driver's licence.

DUTIES: Assist in implementing activities related to the administration and implementation of projects for the regional office, including the monitoring and control of projects. Assist in conducting learner verification visits and to gather information for monitoring and reporting purposes. Ensure that all documents and information related to portfolio are submitted for knowledge management purposes. Prepare project reports, presentations, and

spreadsheets; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationery; Manage office assets; Manage travel, accommodation, S&T claims and other logistical requests for staff in the Directorate; Maintain the filing system; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Make bookings and schedule meetings for the directorate. Perform any additional administrative duties as requested by the Assistant Director.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: PROGRAMME MONITORING

TWO (2) POSTS: SENIOR PRACTITIONER: (REF.NO.: DHET 113/05/2021)

SALARY: R316 791 per annum, (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree /national diploma (NQF Level 6) in Public Management/Administration/ Project Management/ Auditing and Risk/Financial Management and or Accounting or an equivalent qualification, coupled with at least three (3) years' working experience in project management and / or office administration. Candidates that have project administration experience for 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 an administrative position in a core functional area that requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, monitoring and evaluation, 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. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to meet deadlines within tight timeframes and be willing to work overtime to meet the deadlines. A valid driver's licence.

DUTIES: Assist in implementing activities related to the administration and implementation of projects for the regional office, including the monitoring and control of projects. Assist in conducting learner verification visits and to gather information for monitoring and reporting purposes. Ensure that all documents and information related to portfolio are submitted for knowledge management purposes. Prepare project reports, presentations, and spreadsheets; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationery; Manage office assets; Manage travel, accommodation, S&T claims and other logistical requests for staff in the Directorate; Maintain the filing system; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Make bookings and schedule meetings for the directorate. Perform any additional administrative duties as requested by the Assistant Director/ Deputy Director.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND (NSF)

CHIEF DIRECTORATE: SKILLS DEVELOPMENT IMPLEMENTATION

DIRECTORATE: INITIATION AND EVALUATION

POST: SENIOR PRACTITIONER: ADMINISTRATION (REF.NO.: DHET 114/05/2021)

SALARY: R 316 791 per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management/Project Management/ Information Technology or an equivalent qualification. At least three (3) years' working experience in projects 'environment and/or office/secretariat/administration function; Candidates that have experience in secretariat/administration 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 an administration position in a core functional area that requires a dynamic individual with proven administrative 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 relate to technical proficiency, information management, administrative organizing, problem solving and analysis, report writing, minutes writing, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and stakeholder engagement and management. The incumbent must be client orientated, customer focused, responsive and be able to perform under pressure and in a team environment. Good computer skills is a requirement as well as a valid driver's licence. Candidates must be willing to travel the country extensively, work irregular hours and be committed to meet deadlines within tight timeframes.

DUTIES: Support the Initiation and Evaluation Directorate in all related committees within the NSF/DHET and documents maintained effectively and efficiently; Provide administrative support with regard to the secretariat function; Plans all the logistical arrangements of committee meetings including venues, travel, accommodation, meals and S&T claims 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 administrative/secretarial support and leadership to the Administrative/secretariat function; administer and liaise with all secretariat officials within NSF and the Department, 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; Prepare reports, presentations and spreadsheets; Maintain good filing system, All required documents and information related to the committees in the portfolio are submitted for knowledge management purposes; Engage stakeholders on daily basis; receipt, logging and evaluation of applications for solicited and unsolicited projects; provide administrative services during the Request for Proposal (RFP) process for solicited projects; effectively report on unsolicited applications in the various stages of the project initiation process; Provide administrative support when managers perform, manage and report on administrative compliance, technical evaluation and due diligence on solicited and unsolicited received project applications; provide administrative support during the review of 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; assist to verify alignment of final implementation plan/business plan of the approved project versus the approved project budget. Prepare reports and packs for the Committees; Manage and coordinate the preparation of committees' meetings. Administer administrative duties to the Committees- including the taking of meeting minutes; Prepare submissions/memorandum for Executive Officer (EO), Director General (DG) and other relevant stakeholders. Assist in administering the initiation change request related to approve projects through the applicable change request process. 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 relevant structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and advice regarding administrative activities to the Director; Participate as an active member of the directorate team.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: LEGAL, GOVERNANCE, RISK AND COMPLIANCE

POST: SENIOR PRACTITIONER: SECRETARIAT (REF.NO.: DHET 115/05/2021)

SALARY: R316 791 per annum, (Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management/Project Management/ Information Technology/ Secretarial or an equivalent qualification. At least three (3) years' collective experience in governance or compliance or project environment pertaining to board/committee secretarial work. Previous experience as a Board/committee administrator will be an added advantage. This is an administrative position assisting in a core functional area that requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, monitoring and evaluation, problem solving and analysis, report writing, quality 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 are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to meet deadlines within tight timeframes and be willing to work overtime to meet the deadlines.

DUTIES: Assist the National Skills Fund (NSF) with planning logistical arrangements of committee meetings including venues, travel and accommodation and meals where necessary. Distributes meeting minutes and documents to the appropriate stakeholders in a timely manner. Collects and collates information from stakeholders. Ensures office equipment is available and in working order. Performs any additional requests that may be received from the Assistant Director: Secretariat. Ensures that committee packs are prepared and sent to the committee members in advance. Compile committee submissions and distribute accordingly. Take meeting minutes and distribute to committee members timeously. Answer telephone calls and reroutes calls where necessary. Always adhere to the values of the NSF. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF. This position 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 support to the committees/boards. Further skills and competency requirements relate to excellent communication, interpersonal skills, verbal and writing skills, computer literate, Microsoft office proficient, strong

administrative, organisational and general office management skills, time management skills, good planning and organising skills, ability to act with discretion.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: BURSARIES

POST: SENIOR PRACTITIONER: BURSARIES MONITORING (REF NO: DHET 116/05/2021)

SALARY: R316 791 per annum, (Salary Level 8)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree /national diploma (NQF Level 6) in Public Management/Administration/ Project Management/ Auditing and Risk/ Financial Management/Accounting or an equivalent qualification. At least three (3) years' working experience in project management and/or office administration environment. Candidates that have project administration experience for 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 an administrative position in a core functional area that requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, monitoring and evaluation, 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 are requirements. Although the position will be mainly office based, candidates must be willing to travel. Candidates must also be committed to meet deadlines within tight timeframes and be willing to work overtime to meet the deadlines. A valid driver's licence.

DUTIES: Assist in implementing activities related to the bursaries outreach, initiation, evaluation, and monitoring activities. Assist in conducting student visits to institutions to gather information for monitoring and reporting purposes. Ensure that all documents and information related to bursaries in portfolio are submitted for knowledge management purposes. Prepare project reports, presentations, and spreadsheets; Take minutes of meetings and distribute to participants; Manage incoming and outgoing mail; Manage office stationery; Manage office assets; Manage travel, accommodation, S&T claims and other logistical requests for staff in the Directorate; Maintain the filing system; Make photocopies of documentation; Prepare documentation for meetings; Answer telephone calls and take messages; Make bookings and schedule meetings for the directorate. Perform any additional administrative duties as requested by the Assistant Director.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIRECTORATE: ASSESSMENT, ITEM DEVELOPMENT AND MARKING SERVICES

SUB-DIRECTORATE: MARKING SERVICES

TWELVE (12) POSTS: CHIEF ADMINISTRATIVE CLERKS (REF.NO.: DHET 27/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (NCV Level 4) plus 5 years' working experience in the Technical and Vocational Education and Training (TVET) examination or clerical /administrative environment. An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management with 3 years working experience in clerical/administrative environment. Assessment, Item Development and Marking Services. Good interpersonal, organisational and communication skills are additional requirements. Knowledge and experience in assessment and examination processes including setting of papers, marking processes and Internal Continuous Assessments (ICASS) and Integrated Summative Assessment Tasks (ISAT) are also an advantage. The applicant must have extensive knowledge experience of MS Office which include MS Excel, MS Access, and MS Word. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES: Coordinate the marking guideline discussions meeting to enhance the standardisation of marking, Assist in the appointment of markers, examiners, ICASS moderators and ISAT examiners, Coordinate the setting of question papers to ensure that the papers that are set are secured; Coordinate the setting, monitoring and implementation of ISAT; Assisting in the monitoring of the conduct of examinations, marking processes and the implementation of ICASS and ISAT Assist in any examination processes relating to the Directorate Coordinate the meeting of the National Assessment Committee and its regional assessment committees; Make travel and accommodation arrangements for examiners, moderators, ISAT and ICASS moderators and other parties as and when required; Prepare weekly, monthly or quarterly reports relating to Annual Performance Plan ,Assist in the monitoring of ISAT, ICASS and the marking process; Additional responsibilities include organising meetings relating to examination processes and policy development.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIRECTORATE: ASSESSMENT ITEM DEVELOPMENT AND MARKING

POST: CHIEF TYPIST (EDITING SERVICES) (REF.NO.: DHET 28/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (NCV Level 4) and either of the following: 5 years relevant experience or a 3-year recognised National Diploma (NQF Level 6) in Public Administration/Public Management with a three (3) to five (5) years' experience in a clerical/administrative environment. The incumbent must be computer literate at an advanced level, specifically with extensive knowledge of Microsoft Office programmes such as MS Word and MS Excel. The incumbent must be able to work in an environment where he/she must pay attention to detail according to specifications outlined in a style guide and apply this attention to detail to the quality control of national assessment instruments. Good interpersonal and communication skills and must 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 the quality control of national assessment instruments. This will entail the following: Implement and manage electronic filing to ensure a smooth flow of national assessment instruments within the Technical Quality Control Office. Perform duties related to the maintenance of daily output records pertaining to the workflow of the Typing Pool to ensure that flow processes are efficient and executed as planned. Ad hoc administrative tasks related to the Typing Pool. Safekeeping of national assessment instruments. The successful applicant will be expected to work overtime.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRNACH: UNIVERSITY EDUCATION

DIRECTORATE: PRIVATE HIGHER EDUCATION INSTITUTIONS

POST: ADMINISTRATIVE OFFICER: REGISTRATION (REF.NO.: DHET 64/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate senior certificate/grade 12 or NCV level 4 certificate. A bachelor's degree/national diploma (NQF Level 6) in Information Management, Financial Administration or Electronic Database Management will be an added advantage. At least two ((2) years relevant work experience. The incumbent must have previous experience in a similar position. The incumbent should be a creative, proactive, and highly motivated individual with good time-management and organisational skills. The incumbent must have some knowledge of the registration process. Excellent interpersonal and communication skills, both verbal and written, are required to deal with people at all levels in the Department and the PHEI sector and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint. Proven skills and experience with electronic databases are an important requirement for the position.

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

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: LEGAL, GOVERNANCE, RISK AND COMPLIANCE

POST: ADMINISTRATIVE ASSISTANT (REF.NO.: DHET 117/05/2021)

SALARY: R257 508 per annum (Salary Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's/national diploma (NQF Level 6) or an equivalent qualification. At least one (1) to three (3) years' experience in secretarial and/or office administration and/or administrative assistant and/or management and administration. This is an administrative position in a core functional area that requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, communication and information management, administrative organising, monitoring and evaluation, problem solving and analysis, report writing, quality 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 are requirements. Although the position will be mainly office based, candidates must be

willing to travel. Candidates must also be committed to meet deadlines within tight timeframes and be willing to work overtime to meet the deadlines.

DUTIES: Assist the National Skills Fund (NSF) with schedule appointments and maintain an electronic diary. Ensure that legislative dates are documented on the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey promptly to the Legal, Governance, Risk and Compliance Directorate. Prioritise work received from the Legal, Governance, Risk and Compliance Directorate. Type correspondence, reports, minutes, presentations, spreadsheets and related material from Dictaphone or handwritten notes. This involves working on Word, Excel and PowerPoint. Plan, prepare for and record proceedings of meetings. Prepare documents and distribute information/documents as requested by the Legal, Governance, Risk and Compliance Directorate in hard copy or electronically e.g. prepare distribution packs for meetings. Source information as requested by the Legal, Governance, Risk and Compliance Directorate. Receive and register incoming mail and documents and distribute within the Legal, Governance, Risk and Compliance Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan documents, file documents electronically in a logical order and receive or send facsimiles. Maintain an appropriate filing system (manual and computerised) for the Legal, Governance, Risk and Compliance Directorate. Ensure that all files are readily accessible and retrievable at all times. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that is entering or leaving the offices of the Legal, Governance, Risk and Compliance Directorate. Track and follow up on documents that were sent from the Legal, Governance, Risk and Compliance Directorate that requires action or approval. Perform other administrative support functions. Participate as an active member of the NSF. Always adhere to the values of the NSF. Act professionally as the contact person of the Legal, Governance, Risk and Compliance Directorate. Actively participate in all meetings as required. Operate within the policies, procedures, and rules of the NSF. Guide, teach, and provide transfer of skills to equip interns to perform the administrative assistant duties. This position 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 support to the committees/boards. Further skills and competency requirements relate to excellent communication, interpersonal skills, verbal and writing skills, computer literate, Microsoft office proficient, strong administrative, organisational and general office management skills, time management skills, good planning and organising skills, ability to act with discretion. Neat and tidy in the work environment and on the personal appearance.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

TWO (2) POSTS: PRACTITIONERS: FINANCE (REF.NO.: DHET 118/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in financial management or accounting or an equivalent qualification. At least one (1) to three (3) years working experience in financial management or financial accounting. Skills and competency requirements relate to financial administration or financial accounting; planning and organising; computer literacy; writing skills; verbal communication; attention to detail; performing analysis and solving problems, quality management, knowledge management, technical proficiency, stakeholder engagement and management, communication management. The incumbent must be

service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Strong administrative, general office management skills and time management skills. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills; data processing and records management. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. Knowledge of Public Financial Management Act (PFMA); Skills Development Act; Skills Development Levies Act; Public Service Act (PSA); National Treasury Regulations; Generally Recognised Accounting Practice; Basic Accounting System (BAS). Candidates must be willing to work irregular hours and be committed to meet deadlines within tight timeframes. The successful candidate will have to annually disclose his/her financial interests.

DUTIES: Processing of Grants and Administrative payments on BAS: Receive, and record payments for Processing. Check payments for correctness according to set rules and regulations. Process payments and Journals on financial system (BAS) daily: Manage the upload of payment batches. Capture accounting transactions: Processing of journals on financial system. Capture payments on BAS. Receipt, record and prepare invoice of SARS for payments. Prepare journal for 20% Levy Income: Ensure that suspense accounts are cleared monthly. Verification of cell phone claims and creditors invoice: Receive and record cell phone claims. Verify the claimS and ensure that they adhere to the relevant policies. Ensure proper recordkeeping. Receive and verify invoices from supply chain. Perform daily, weekly, and monthly reconciliations: Receive telephone service invoices and prepare the telephone expense invoices for payment on a monthly basis. Complete SARS Income and expenditure workbook monthly. Complete Provision for Levies less than threshold finance workbook and capture movement in Provision for Levies less than threshold on the financial system (monthly). Complete the telephone expense finance workbooks monthly. Participate as an active member of the Directorate: 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.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

DIRECTORATE: INTERNAL AUDIT

POST: ADMINISTRATION ASSISTANT (REF.NO.: DHET 119/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: PRETORIA

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in office management or administration or an equivalent qualification. At least one 1 to two 2 years' relevant experience in office management. Experience within an Internal Audit office environment will be an added advantage.

DUTIES: The successful candidate will perform the following duties: Schedule appointments and maintain an electronic diary. Ensure that legislative and/or other important dates are documented on the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey promptly to the Internal Audit Directorate. Prioritise work received from the Internal Audit Directorate. Type correspondence, reports, minutes, presentations, spreadsheets and related material from recordings or handwritten notes. This involves working on Word, Excel and PowerPoint. Plan, prepare for and record proceedings of meetings. Prepare documents and distribute information/documents as requested by the Internal Audit Directorate in hard copy or electronically e.g., prepare distribution packs for meetings. Source information as requested by the Internal Audit Directorate. Receive and register incoming mail and documents and distribute within the Internal Audit Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan

documents, file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Internal Audit Directorate. Ensure that all files are readily accessible and retrievable at all times. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that is entering or leaving the offices of the Internal Audit Directorate. Track and follow up on documents that were sent from the Internal Audit Directorate that requires action or approval. Perform other administrative support functions. Participate as an active member of the NSF, while maintaining independence requirements expected from Internal Audit. Adhere at all times to the values of the NSF. Act professionally as the contact person of the Internal Audit Directorate. Actively participate in all meetings as required. Operate within the policies, procedures and rules of the NSF. Guide, teach, and provide transfer of skills to equip interns (where relevant) to perform the administrative assistant duties. This position requires a dynamic hardworking individual with knowledge of legislative frameworks that govern the public sector and experience in providing secretariat services. Knowledge of Internal Audit processes will be an added advantage. Further skills and competency requirements relate to excellent communication, interpersonal skills, verbal and writing skills, computer literate, Microsoft office proficient, strong administrative, organisational and general office management skills, time management skills, good planning and organising skills, ability to act with discretion and maintain confidentiality of all information. Neat and tidy in the work environment and on the personal appearance.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION

POST: ADMINISTRATIVE OFFICER: ASSETS AND FACILITIES (REF.NO.: DHET 120/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate / grade 12/ NCV Level 4. A national diploma (NQF Level 6) will be an added advantage coupled with at least one (1) to two (2) 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 essential. 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.
ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND (NSF)
DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION
POST: PRACTITIONER: FINANCE (REF.NO.: DHET 121/05/2021)
SALARY: R 257 508 per annum (Level 7)
CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management or Accounting or an equivalent qualification. At least one (1) to three (3) years' working experience in financial management or financial accounting. Further skills and competency requirements relate to financial administration, problem solving and analysis, knowledge management, technical proficiency, quality management, stakeholder engagement and management, communication management. This post requires an individual who is service delivery orientated, customer focused, maintains high integrity and able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to work irregular hours and be committed to meet deadlines within tight timeframes. Public Financial Management Act (PFMA); Skills Development act; Skills development levies Act; Public Service Act (PSA); National Treasury Regulations; Generally recognised Accounting Practice; Basic Accounting System (BAS); Post school education framework; Government wide legislation; NSF policies, procedures and regulations. Skills and competency requirements relate to financial administration; planning and organizing. Computer literacy; writing skills; verbal communication; attention to detail; performing analysis and resolving problems, quality management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Strong administrative, general office management skills and time management skills. Good knowledge of the post school education and training system will be an added advantage. Good computer skills; data processing and records management. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

DUTIES: Prepares the DHET admin packs for payment monthly. Complete DHET admin pack finance workbooks (including DHET shared services charge). Prepare the AGSA invoices for payment and captures payment monthly; Completes AGSA finance workbooks on a monthly basis. Processing of administrative payments on BAS. Verification, monitoring and recording damages claims including recovery from employees. Verification of creditor invoices. Capture accounting transactions; Perform daily, weekly and monthly reconciliations; Perform debtor and creditor functions; Manage the upload of payment batches; Capture supplier banking details; Ensure proper recordkeeping of transactions; Ensure that suspense accounts are cleared on a monthly basis; Manage the resources of the Directorate; Participate as an active member of the NSF finance team.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND (NSF)
DIRECTORATE: FINANCIAL MANAGEMENT AND ADMINISTRATION
TWO (2) POSTS: PRACTITIONER: REGISTRY (REF.NO.: DHET 122/05/2021)

SALARY: R 257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Document management or Administrative/Management or an equivalent qualification. At least one (1) to three (3) years' collective experience in a registry office or experience in office administration., problem solving and analysis, knowledge management, technical proficiency, quality management, stakeholder engagement and management, communication management. This post requires an individual who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to work irregular hours and be committed to meet deadlines within tight timeframes. Public Financial Management Act (PFMA); Skills Development Act; Skills Development levies Act; Public Service Act (PSA); National Treasury Regulations; Generally recognised Accounting Practice; Basic Accounting System (BAS); Post school education framework; Government wide legislation; NSF policies, procedures, and regulations. Skills and competency requirements relate to Data processing and records management; planning and organizing; Computer literacy; writing skills; verbal communication; attention to detail; performing analysis and resolving problems, quality management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Strong administrative, general office management skills and time management skills. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills; data processing and records management. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

DUTIES: Adhere to policies and processes for the maintenance of proper records management for the NSF. Adhere to processes for the opening and closing of files and proper filing of documents. Adhere to processes and systems for the disposal of documents. Control the schedule for all non-paper-based records. Control the various registers for the NSF including the remittances, incoming and outgoing mail registers, etc. Receive and log hardcopy documents for storage in the central registry. Perform the scanning of hardcopy documents and storing of electronic information on the electronic ECM system. Index, store, and safeguard hardcopy documents in the central registry. Archive documents in central registry. Provide controlled access to hardcopy documents. Monitor the usage of hardcopy documents from central registry. Receive and log all mail delivered. Manage courier services. Collates mail and distributes mail. Manages messenger support across all areas of the organisation.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

POST: PRACTITIONER: HUMAN RESOURCES OPERATIONS (REF.NO.: DHET 123/05/2021)

SALARY: R 257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV certificate (level 4). A national diploma in Human Resource Management or Public Administration/Management or equivalent qualification will be an added advantage, plus a minimum two (2) years relevant experience in Human Resources operations environment. Thorough knowledge and understanding of applicable HR legislation and procedures. Excellent planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication

skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A valid drivers' licence and willingness to travel.

DUTIES: Supports Assistant Director with administrative tasks: Enter employee information into PERSAL System. Update employee records, personal statistics, and reports. Update leave records. Prepare contracts of employment and appointment documentation. Assist with employee relations and wellness matters when required. Update employee relations statistics and records. Consolidate progress, staffing, training, and talent reports. Assist with the administration of the talent and performance management process. Coordinate the compilation of performance agreements/ assessments for the NSF: Capture individual performance management data. Develop regular reports on performance management data. Assist with research on training providers for NSF learning and development initiatives. Arrange logistics for internal NSF training interventions such as room bookings, diary coordination, catering, and monitoring attendance. Manage the filing and record keeping for the unit: Requisition of office supplies. Take minutes for HR operations meetings. Carry out additional administrative duties as requested. Participating as an active member of the NSF: 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. Provide support in the development and implementation of HR policies. Mentoring of interns.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS FUND

CHIEF DIRECTORATE: STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE

POST: SECRETARY TO THE CHIEF DIRECTOR: STRATEGY, INNOVATION AND ORGANISATIONAL PERFORMANCE (REF.NO.: DHET 124/05/2021)

SALARY: R257 505 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in a Secretarial/ Administration/Management Diploma or an equivalent qualification. A minimum of one (1) to three (3) years' experience in rendering administrative support services to Senior Management. Excellent computer literacy skills. Advanced proficiency in Microsoft Office Suite. Good Office Management skills inclusive of document tracking, storage and retrieval system. Knowledge of the relevant Public Service and departmental policies and procedures would be advantageous. Sound organisational skills. High Level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self-management and motivation. Knowledge of dispute resolution process. Knowledge of basic financial management and knowledge of relevant legislations. The successful candidate must be highly reliable, self-motivated, flexible, creative, innovative, problem-solving ability, client focused and quality orientated. Excellent communication skills both verbal and written. Good accountability and ethical conduct. A valid driver's licence is essential.

DUTIES: Provide personal assistance, including secretarial support services to the Chief Director. Render administrative support services. Manages the diary and provide support to the Chief Director by coordinating and setting up of meetings. Support the Chief Director with the administration of the budget and expenditure of the office. Operate and ensure that the office equipment e.g., computer systems and photocopier are in working order. Performing tasks that require advanced typing e.g., preparation of minutes of the meeting. To utilise discretion to determine and refer requests received by the office of the Chief Director. Compile and coordinate schedules for appointments and meetings. Ensure the effective flow of documentation and documents to and from the office of the Chief Director. Ensure the effective safekeeping of all documentation. Obtain and coordinate the input, collation of reports and documentation requested to be submitted to the office of the Chief Director including progress

reports, submissions, monthly reports and management reports. Quality assure and scrutinize submissions, reports and make notes for the compiler and the Chief Director. Draft and compile reports and schedules as required. Manage the leave register and telephone accounts for the Chief Directors office. Handle the procurement of standard items like stationery, refreshments, etc. Coordinate logistical arrangements for meetings/travelling required. Preparing and processing of travel, subsistence, and other claims. Keep a record of the expenditure commitments and budget of the Chief Directorate.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: IMPLEMENTATION OVERSIGHT

SUB-DIRECTORATE: SETA CLUSTER 4

POST: ADMINISTRATION OFFICER: IMPLEMENTATION OVERSIGHT CLUSTER 4 (REF.NO.: DHET 137/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) or an equivalent qualification. A minimum of one (1) to three (3) years' relevant work experience in administration and/or management related environment. Preference will be given to candidates who have experience in Skills development and who have worked within the Sector Education and Training Authority with more focus on National Skills Development Plan, SETA Validations, SETA Monitoring and Evaluation and Analysis of SETAs quarterly reports. Driver's license code 8 is a compulsory. Computer skills, Communication Skills, Administration Skills, Project management, Report writing, Interpersonal relations and Batho Pele Principles.

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

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: SETA SUPPORT AND LEARNERSHIPS

POST: ADMINISTRATIVE OFFICER; LEARNING PROGRAMMES SUPPORT (REF.NO.: DHET 138/05/2021)

SALARY: R257 208 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management/Social Sciences/Economic and Management Sciences or an equivalent qualification. At least one (1) to three (3) years' relevant work experience. Relevant work experience within the Post-School Education and Training sector will be an added advantage. A valid driver's licence is required. Knowledge of Departmental policies and procedures; Skills Development Act; Skills Development Levies Act; Organising Framework for Occupations (OFO); SETA Workplace Based Learning Programme Agreement Regulations; National Qualifications Framework Act; Basic Conditions of Employment; and Batho Pele Principles;

Communication Skills; excellent planning and organising skills; ability to work collaboratively with a range of Stakeholders.

DUTIES: Register learnership applications on the Learnership Registration system and provide general administrative support relating to other learning programmes; draft and compile letters, submissions, memos, reports and other official correspondence; handle enquiries from various stakeholders within PSET system; coordinate meetings and arrange the logistics timeously in preparation for the meetings, travelling and accommodation; analyse and evaluate the OFO inputs from SETAs in conjunction with the OFO Task Team; Update and maintain the OFO Register; Participate in the OFO capacity building sessions; provide general administrative functions in relation to the OFO matters; handle record keeping of official documents; and perform other administrative duties as assigned by the Supervisor.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: IMPLEMENTATION OVERSIGHT

SUB-DIRECTORATE: MONITORING AND REPORTING

POST: ADMINISTRATION OFFICER: IMPLEMENTATION OVERSIGHT (REF.NO.: DHET 139/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or an equivalent qualification, At least one (1) to two (2) years relevant working experience. Good knowledge of legislation governing skills development in South Africa and institutions involved in Post School Education and Training, with the following skills: Computer Skills, Report Writing Skills, Administration Skills, Monitoring and Evaluation Skills, Interpersonal Relation Skills, Problem Solving Skills, Analytical Skills and Batho Pele Principles. A valid driver's licence.

DUTIES: Consolidate and analyse Quarterly Monitoring Reports received from SETAs; Assist in the development and upgrading of the SETA Performance Management Monitoring and Evaluation Framework; Monitor and analyse the trends in the implementation of the National Skills Development Strategy by SETAs; Compile the submissions list for SETA Performance Management; Register and respond to reporting queries for SETAs. Provide day to day support to SETAs and the Department on SETA Performance Management; Support the Assistant Manager with all relevant SETA Performance Management functions; Co-ordinate and organise all events for SETA Monitoring and Reporting; Implement, maintain, and continuously improve the SETA Monitoring and Reporting process and system; Supervise the Administration staff.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES

POST: PERSONAL ASSISTANT TO THE DIRECTOR (REF.NO.: DHET 156/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4. A national diploma/ degree (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook and Access. Good organisational and basic

events management skills. Ability to create and manage databases, presentations and financial matters will be added advantages.

DUTIES: The successful candidate will be responsible for the following duties: Provide administrative support in the Chief Director's office. Manage and administer the Chief Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Chief Director in line with the relevant legislation and policies. Ensure the smooth running of the Chief Director's office by handling all correspondence and queries requiring the attention of the Chief Director. 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 Chief Director. Clarify instructions and notes on behalf of the Chief Director. Perform routine duties in the office of the Chief Director including telephone, travel arrangements, accommodation bookings and arranging appointments and meetings with stakeholders. Interface with internal and external clients.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: SALARY ADMINISTRATION

SUB DIRECTORATE: SALARY PAYMENTS AND DEDUCTIONS

TWO (2) POSTS: STATE ACCOUNTANTS: SALARY PAYMENTS AND DEDUCTIONS (REF.NO.: DHET 169/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Accounting/Auditing or an equivalent qualification with an accounting as a subject. Preference will be given to candidates with one (1) to three (3) years appropriate 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. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word).

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality. Duties include: 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, Control the PAYE for the Department, recalculation of Income Tax, monthly income tax reconciliation EMP201 to be submitted via SARS eFiling and the annual tax reconciliation EMP501 to SARS to be submitted via SARS e@syFile, Control SARS tax directives for assessment, Check issue/reissue of IRP5 Certificates, 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 and Filing of claim related documents.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: OFFICE OF THE CFO: COMPLIANCE

SUB DIRECTORATE: COMPLIANCE

TWO (2) POSTS: ADMINISTRATION OFFICERS (COMPLIANCE) (REF.NO.: DHET 170/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Accounting /Auditing/ Compliance or an equivalent qualification. A minimum of one (1) to three (3) years' relevant experience in Risk Management, Internal Audit, Compliance or Accounting environment. Knowledge and understanding of the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA). Skills: Good planning and organisational skills. Good communication (verbal and written) skills. Ability to write reports. Candidate must be able to work in a team and independently, and to work under pressure. Ability to work in a team and independently. Assertiveness; and self-starter. Ability to work under pressure and good computer literacy skills (MS Excel and MS Word).

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality. Assist with overall management of effective compliance, monitoring and reporting of the Department. Render support services on departmental compliance areas. Assist with the coordination of departmental audits and make follow-ups on findings that appear on the Audit. Action Plan. Assist with the verification of progress made in Branches and sample testing of indicators. Assist with implementing effective and efficient internal control systems in the office of the Chief Financial Officer. Assist with the administration of the Office of the CFO when required and supervise the work performance of subordinates / junior staff and interns.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: LOGISTICS MANAGEMENT

POST: CHIEF PROVISIONING ADMINISTRATION CLERK: EVENTS COORDINATOR AND MANAGEMENT (REF NO: DHET 171/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Management/ Administration or an equivalent qualification. Minimum of one (1) to three (3) years appropriate experience in the field of Supply Chain Management (SCM) environment. Practical knowledge of PFMA, Treasury Regulations, PPPFA and its Regulations, BBBEE, SCM Practice Notes, Promotion of Access to information Act, Competition Act and other related prescripts. Understanding of public service communication and hospitality services environment will be an added advantage. Ethics, self-driven with good organisational and planning skills. Strong proven communication skills (verbal and written), ability to interpret and apply policies. Proven track record and able to handle multiple tasks at the same time and perform under pressure. Conflict resolution. Respond to enquiries and advise in relation to securing of venues for workshops/conferences meetings and travel services. Good computer skills (Ms Office packages) and presentation skills.

DUTIES: Coordinate, arrange and compile annual calendar of events. Monitor travel bookings and ensure compliance with Travel Policy and guidelines issued by National Treasury. If required conduct site inspections where events are scheduled to take place to determine suitability. Reconcile invoices received against requests. Compile reports and report to management and National Treasury. Supervision of staff and guidance to staff on all issues pertaining to events and travel. Identify potential risks, mitigate to avoid fruitless and wasteful expenditure. Ensure that service providers are paid on time.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: ASSET MANAGEMENT

POST: ADMINISTRATIVE OFFICER (REF.NO.: DHET 172/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Administration/Management or an equivalent qualification in a relevant field, coupled with at least one (1) to three (3) years' experience in asset management, and general administrative support. Candidates that have public sector administration experience will have an added advantage. This is an administrative position in the Directorate: Asset Management and requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, excellent communication and interpersonal skills, strong administrative and general office management skills, problem solving and analysis, report writing, quality management. The incumbent must be client orientated, responsive and be able to perform in a team environment. Good computer skills are 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: Attend to financial asset matters, Manage the reconciliation between the asset register and the basic accounting system (BAS) and following up on discrepancies, Verify and ensure that all new assets are captured on the asset register (Hardcat) as per the job card, Coordinate the process for the electronic filing system for financial matters and linking information on Hardcat for new assets, coordinate the annual asset count/verification, Perform general administrative duties, Participate as an active member of the asset management team, Assist with the safeguarding, tracking and recordkeeping of assets including the maintenance of the asset register; Attend to requests/complaints related to assets, supervising of subordinates and the reviewing of their functions.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CORPORATE SERVICES

DIRECTORATE: GRIEVANCE, DISPUTES AND MISCONDUCT MANAGEMENT

SUB-DIRECTORATE: MISCONDUCT

POST: LABOUR RELATIONS PRACTITIONER: (REF.NO.: DHET185/05/2021)

SALARY: R257 508 per annum (Level 7)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/ national diploma/degree with majors in Industrial Relations/Labour Law or equivalent qualification (NQF level 6). A minimum of one (1) to three (3) years of experience in a Labour Relations environment within the public or private entities. Knowledge of labour legislation and prescripts within the TVET or Public sector domain. Demonstrable experience in project management and LR processes. Be prepared to work beyond the normal working hours when the need arises. Good organisational and

interpersonal skills. Strategic thinking and meticulous record keeping. Demonstrable experience in project management and Labour Relations processes. Good conflict-handling skills. Must be prepared to work beyond the normal working hours when the need arises. Must be computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Excellent good communication skills, both written and verbal. A valid driver's licence.

DUTIES: Facilitate workplace relations in the Department by developing, implementing, and maintaining policies, labour relations prescripts, guidance, and clear procedure manuals. Interpreting and ensuring compliance with Department policies, prescripts guidelines and provisions of the collective bargaining agreements. Investigate misconduct cases. Co-ordinate departmental disciplinary hearings. Represent the Department in dispute resolution processes e.g., at Bargaining Council or CCMA. Advise line managers and employees on labour relations matters. Compile submissions and/or reports on disciplinary, appeals, precautionary suspensions and disputes matters. Administer the case management system. Compile Labour Relations statistical report & submit to DPSA and or OPSC and management. Arranging meetings and taking minutes during the meetings. Arrange labour relations workshops & assist in conducting trainings.

NOTE: The shortlisted candidates will be subjected to a computer test.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET COLLEGES BUDGET PLANNING

POST: SECRETARY TO THE DIRECTOR: TVET COLLEGES BUDGET PLANNING (REF.NO.: DHET 29/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or (NCV Level 4). An appropriate bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or an equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years working experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures; Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET LECTURER DEVELOPMENT AND SUPPORT

POST: SECRETARY: TVET LECTURER DEVELOPMENT AND SUPPORT (REF.NO.: DHET 30/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or (NCV Level 4). An appropriate bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or an equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Always maintain confidentiality. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

DIRECTORATE: ASSESSMENT ITEM DEVELOPMENT AND MARKING

POST: GENERAL ADMINISTRATION CLERK: EDITING SERVICES (REF.NO.: DHET 31/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (NQF level 4) with one (1) to two (2) years' experience in a clerical/administrative field. An appropriate bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. The applicants must also possess extensive knowledge and experience of MS Office and skills specifically pertaining to the formatting of documents. Good interpersonal, organisational and communication skills are additional requirements. The incumbent must be willing to work overtime and be able to function in a high-pressure work environment.

DUTIES: Capture and format national assessment instruments in preparation for editing and subsequent printing and/or distribution. Assist the editing unit with effecting corrections on national assessment instruments. Interact with language practitioners regarding the finalisation of national assessment instruments. Apply policies and guidelines relevant to the security and setting of national assessment instruments. Perform administrative tasks such as the compiling of minutes of meetings and the ordering of stock and equipment. Maintain a workflow register and electronic filing system.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT

DIRECTORATE: TVET COLLEGES MONITORING AND EVALUATION

POST: GENERAL ADMINISTRATION CLERK (REF.NO.: DHET 32/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/ grade 12 certificate. Relevant experience in data systems and unit record reporting is an advantage. Applicants must have good interpersonal and communication competences and be able to write complex reports and submissions. Effective problem-solving skills, and operational knowledge of and data administration skills are essential. Applicants must be computer literate with working competence of Microsoft Office programmes such as Word, Excel (especially), Access, PowerPoint, and Outlook. Experience and competence in general office administration and events management are also required.

DUTIES: Provide administrative support pertaining to data submissions to TVETMIS and other data surveys. These include but are not limited to data management; receiving and tracking of data submissions within the current systems and data surveys; generating and communicating data reports, executing data verification processes, and communicating responses to internal and external stakeholders. Provide helpdesk support to TVET Colleges, especially with regards to TVETMIS submissions and declarations thereof. Administratively support provision of data for queries, statistical publications, and other reports for TVET colleges and execute general office administration duties.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: TVET SYSTEMS PLANNING AND INSTITUTIONAL SUPPORT

DIRECTORATE: PRIVATE COLLEGES

POST: SENIOR ADMINISTRATIVE CLERK: REGISTRATION AND MONITORING (REF.NO.: DHET 33/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or an equivalent qualification. One (1) to two (2) years' experience in administrative support from the public or private sector. Familiarity with the Continuing Education and Training Act, 2006 and related Regulations. Good computer literacy skills (Ms Word, Ms Excel, Ms Access etc.). Ability to communicate effectively (written and verbal) in English. Ability to work under pressure with huge number of applications and annual reports. Good administrative skills. Good data capturing skills. Good analytical and problem-solving skills. Have a client-service-oriented personality. Good interpersonal skills. Excellent telephone etiquette.

DUTIES: Provide administrative support to the registration and monitoring sub-directorates. Draft letters of acknowledgement of receipt of applications and annual reports. Receive and acknowledge in writing receipt of applications for registration and annual reports. Facilitate payment of fees for registration and amendment of registration by applicants. Issue application forms for registration and notices for submission of annual reports by private colleges. Prepare and print demo certificates of registration for approval. Trace submissions for registration and amendment of registration. Respond to telephone and written enquiries pertaining to registration and monitoring of private colleges. Update the National Register of Private Colleges. Capture registration information into the relevant database. File registration correspondence electronically and manually. Work with Registry to mail correspondence and certificates and keep records thereof. Perform any other related tasks as may be required.

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: EXAMINATIONS MANAGEMENT AND MONITORING

POST: GENERAL ADMINISTRATION CLERK (ADMINISTRATION SUPPORT AND MONITORING) (REF.NO.: DHET 34/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (NCV level 4); with a minimum of one (1) to two (2) years' experience in clerical/administrative field. Relevant experience in examinations will be an added advantage. The incumbent must also have the following: Good interpersonal and communication skills – liaising with college officials. General correspondence – extracting, compiling, recording data, and responding to queries. Computer literacy, especially the use of MS Word. Excellent organisational, record keeping and electronic and manual filing skills. Must be able to work independently as well as in a team; as well as being willing to work overtime. Must have a valid code 08 driver's licence, be a current driver. The applicant will be responsible for the administrative support in respect of all National examinations of all TVET colleges for the Public, Private and Correctional Services centres to achieve the set goals below:

DUTIES: Reviewing and compiling the compliance tools and submitting such to colleges. Responsible for the administration on the 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 weekly statistics and maintaining an electronic database. 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. Processing of claims.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: EXAMINATIONS MANAGEMENT AND MONITORING

POST: GENERAL ADMINISTRATION CLERK (REGISTRATION OF CENTRES) (REF.NO.: DHET 35/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/ grade 12 certificate (NCV level 4); with a minimum of one (1) to two (2) years' experience in clerical/administrative field. Relevant experience in examinations will be an added advantage. The incumbent must also have the following: Good interpersonal and communication skills – liaising with college officials. General correspondence – extracting, compiling, recording data, and responding to queries. Computer literacy, especially the use of MS Word. Excellent organisational, record keeping and electronic and manual filing skills. Must be able to work independently as well as in a team; as well as being willing to work overtime. Must have a valid code 08 driver's licence, be a current driver. The applicant will be responsible for the administrative support in respect of all National examinations of all TVET colleges for the Public, Private and Correctional Services centres to achieve the set goals below.

DUTIES: Receiving, checking, and evaluating instruments for registration of Public and Private Colleges. Liaising with Provincial Officials and College officials with regards to registration and college data. Generation of centre numbers and capturing on the examination system. General administration duties regarding the examination's unit. Compiling weekly statistics and maintaining a manual and electronic database. Provide administrative support to Colleges regarding examination concessions and state of readiness of examinations. Filing and preparation of the files with the compliance tools related to examinations. Processing and verification of claims and invoices.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: EXAMINATIONS MANAGEMENT AND MONITORING

**POST: GENERAL ADMINISTRATION CLERK (IRREGULARITIES AND INSTITUTIONAL SUPPORT)
(REF.NO.: DHET 36/05/2021)**

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/ grade 12 certificate (NCV level 4); with a minimum of one (1) to two (2) years' experience in administrative environment. Relevant experience in examinations will be an added advantage. The incumbent must also have the following: Good interpersonal and communication skills – liaising with college officials. General correspondence – extracting, compiling, recording data, and responding to queries. Computer literacy, especially the use of MS Word. Excellent organisational, record keeping and electronic and manual filing skills. Must be able to work independently as well as in a team; as well as being willing to work overtime. The applicant will be responsible for the administrative support in respect of all National examinations of all TVET colleges for the Public, Private and Correctional Services centres to achieve the set goals below:

DUTIES: General correspondence – recording and routing. Administration relating to processing and handling of examination irregularities. Registration of all irregularities received for current examination cycle. Compilation of reports and statistics from examination and marking centres. Monitor the conduct of examinations, with reference to centres with high occurrence of irregularities.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: RESULTING AND CERTIFICATION

POST: GENERAL ADMINISTRATION CLERK (RESULTING SERVICES) THREE POSTS (REF.NO.: DHET 37/05/2021) SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate (NCV Level 4) with a minimum of one (1) to two (2) years' experience in an administrative environment. The applicant will be responsible for processing the registration, resulting, certification of Engineering Studies candidates and handling Engineering Studies 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, Excellent organisational, record keeping and electronic filing skills.

DUTIES: Receive and capture student data for registration, resulting and certification purposes; Monitor receipt of student data from Engineering Studies examination centres against the published management plan; Conduct verification of student data and effect the necessary corrections, Interact/Intervene with Engineering Studies examination centres regarding the registration, resulting and certification of candidates; Respond directly to Engineering Studies examination queries, i.e. telephonic and e-mail 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 Engineering Studies examination centres.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

DIRECTORATE: TVET CURRICULUM DEVELOPMENT AND SUPPORT

POST: SECRETARY TO THE DIRECTOR DEVELOPMENT AND SUPPORT (REF.NO.: DHET 38/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or (NCV Level 4). An appropriate bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or an equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: STUDENT SUPPORT AND SECTOR ENGAGEMENT

POST: SECRETARY TO THE DIRECTOR STUDENT SUPPORT AND SECTOR ENGAGEMENT (REF.NO.: DHET 65/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate a national senior certificate/grade 12 certificate or NCV Level 4. A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: INFRASTRUCTURE SUPPORT

POST: SECRETARY TO THE DIRECTOR INFRASTRUCTURE SUPPORT (REF.NO.: DHET 66/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or NCV Level 4. A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: GOVERNANCE SUPPORT

POST: SECRETARY TO THE DIRECTOR GOVERNANCE SUPPORT (REF.NO.: DHET 67/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or NCV Level 4. A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and

Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: UNIVERSITY EDUCATION

DIRECTORATE: SECTOR RESEARCH AND SUPPORT

POST: SECRETARY TO THE DIRECTOR SECTOR RESEARCH AND SUPPORT (REF.NO.: DHET 68/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or NCV Level 4. A bachelor's degree/national diploma in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide

communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

DIRECTORATE: CET PROGRAMMES, CURRICULUM DEVELOPMENT AND SUPPORT

POST: SECRETARY TO THE DIRECTOR CET PROGRAMMES, CURRICULUM DEVELOPMENT AND SUPPORT (REF.NO.: DHET 75/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4. A bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years; employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

DIRECTORATE: CET PARTNERSHIPS AND LINKAGES

POST: SECRETARY TO THE DIRECTOR CET PARTNERSHIPS AND LINKAGES (REF NO: DHET 76/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4. A bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years' employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day to day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: COMMUNITY EDUCATION AND TRAINING

DIRECTORATE: CET STUDENT RESOURCING AND SUPPORT

POST: SECRETARY TO THE DIRECTOR CET STUDENT RESOURCING AND SUPPORT (REF.NO.: DHET 77/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4. A bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint and

Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

NATIONAL SKILLS AUTHORITY

DIRECTORATE: NATIONAL SKILLS AUTHORITY SECRETARIAT

POST: SECRETARY TO THE DIRECTOR: NATIONAL SKILLS AUTHORITY (REF.NO.: DHET 130/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4. A national diploma/ degree (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage. A minimum of one (1) to two (2) years, employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial administration and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Basic events management skills.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

POST: SENIOR ADMINISTRATION CLERK: OFFICE OF THE DEPUTY DIRECTOR-GENERAL (REF.NO.: DHET 141/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate NQF Level 4, office administration. A minimum of one (1) to two (2) years' experience in office administration or secretarial functions. Computer literacy; applications of MS Word, Excel, PowerPoint, and Outlook. Knowledge of administration procedures and secretarial duties, including to scan, e-file and hyperlink and to maintain record keeping systems. Communication skills, client orientation and customer focus, accountability, conduct, and report writing skills.

DUTIES: Responsible for overall general administration in the office the Deputy Director-General. Distribute, record and update register of incoming and outgoing correspondences (Memorandums) in the office of the Deputy Director-General. Responsible to scan, e-file and hyperlink documents and to maintain both electronic and manual record keeping systems. Responsible for the operation and maintenance of standard office equipment (fax, photocopy machine, internet connections and telephones) and asset management. Handling of confidential documents. Performance of administrative tasks such as taking minutes, typing of correspondence such as reports, letters, and internal memos.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: SETA PERFORMANCE MANAGEMENT

POST: ADMINISTRATION CLERK (REF.NO.: DHET 142/05/2021))

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/ NC(V) Level 4. A bachelor's degree/national diploma (NQF Level 6) in Administration/management or equivalent qualification will be an added advantage. Minimum of one (1) to two (2) years' working experience in experience in rendering administrative and/or secretarial support services in the Directorate. Knowledge of Records Management. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. To have good interpersonal and communication and listening skills. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Ability to create spreadsheets and manage basic databases and presentations.

DUTIES: Provide administration and support services to the Directorate; Administer SETA's report and Cluster's work. Render office management and administration services including keeping of records of both quarterly and annual reports received and processed; Manage and maintain the SETA Board and Staff Database; Validate the SETA Reports; Responsible for retrieving of documents; Record and distribute documents/ reports. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Make

logistical arrangements. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide financial administration support to the Directorate, including assisting with submission of documentation to internal stakeholders within the Department.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: CAREER DEVELOPMENT SERVICES

POST: SECRETARY TO THE DIRECTOR (REF.NO.: DHET 157/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4. A bachelor's degree/national diploma (NQF Level 6) in Office Administration/Secretarial or equivalent qualification will be an added advantage. A minimum of one (1) to two (2) years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: POLICY, RESEARCH AND EVALUATION

POST: SECRETARY TO THE DIRECTOR (REF NO: DHET 158/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4. A bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: PLANNING, POLICY AND STRATEGY

DIRECTORATE: MANAGEMENT INFORMATION SYSTEM

POST: SECRETARY TO THE DIRECTOR: MANAGEMENT INFORMATION SYSTEM (REF.NO.: DHET 159/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or NCV Level 4. A bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration or equivalent qualification in secretarial functions will be an added advantage. A minimum of one 1 to two (2) years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of 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 Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: ASSET MANAGEMENT

TWO (2) POSTS: ADMINISTRATION CLERK (REF NO: DHET 173/05/2021)

SALARY: R 173 703 per annum (Level 5)

CENTRE: PRETORIA

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or an equivalent qualification. A bachelor's degree/national diploma (NQF Level 6) Public Administration or equivalent qualification in a relevant field will be added advantage. A minimum of one (1) to two (2) years' experience in asset management, and general administrative support. Candidates that have public sector administration experience will have an added advantage. This is an administrative position in the Directorate: Asset Management and requires an individual with proven administrative capabilities. Further skills requirements relate to technical proficiency, excellent communication and interpersonal skills, strong administrative and general office management skills, problem solving and analysis, report writing, quality management. The incumbent must be client orientated, responsive and be able to perform in a team environment. Good computer skills are 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: Receive and check assets and inventories purchased (including barcoding of assets); delivery of new assets, Scrutinising of requisition forms (VAS2), do missing asset investigations, Assist with the annual asset count/verification, Controlling the process of the movement forms, Do movement of assets, Hardcat capturing, Follow up information for all ITC forms, Perform general administrative duties, Assist with the management of the store rooms, Assist with the disposal process, Filing (manual and electronic filing), Assist with the safeguarding, tracking and recordkeeping of assets and inventories including the maintenance of the asset register; Attend to requests/complaints related to assets and inventories. Participate as an active member of the asset management team.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: LOGISTICS MANAGEMENT

POST: SENIOR ADMINISTRATION CLERK (TRANSIT) (REF.NO.: DHET 174/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or an equivalent qualification. A bachelor's degree/national diploma (NQF Level 6) in Logistics/ Financial Management or an equivalent qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in Supply Chain Management (SCM). Knowledge of public sector SCM and its regulations and legislative framework. Working knowledge and transit procedures. Strong analytical and communication skills. Knowledge of Invoice Tracking System (ITS). Proven computer literacy, including working knowledge of MS Word and MS Excel.

DUTIES: Receiving goods and coordinate services from service providers. Ensure correctness, quantity, and quality during receipts/delivery. Ensure timely redirection of items (IT equipment, furniture, and stationery to the relevant end-user or to the warehouse.) Off-loading and loading of goods and distribute/transportation of items to various DHET offices. Capture invoices on Logis (RCRI, RCCP). Pre-audit invoices and facilitate for payments. Follow-up on outstanding orders and invoices. Maintain 0 – 9 files, record keeping. Monthly reconciliation of commitment/accruals. Ensure compliance for payment of invoices within 30 days.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: FINANCIAL SERVICES

POST: SENIOR ACCOUNTING CLERK (CASH FLOW) (REF.NO.: DHET 175/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or an equivalent qualification with accounting as a passed subject. A bachelor's degree/national diploma (NQF Level 6) in Accounting/Auditing/Financial Management or equivalent qualification will be an added advantage. A minimum of one (1) to two (2) years' experience in government finances is the minimum requirement for appointment to this position. Preference will be given to the candidate with knowledge of the Basic Accounting System and cash flow matters.

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

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: SALARY ADMINISTRATION

POST: SENIOR ACCOUNTING CLERK (EXAMINATION AND CLAIMS) (REF.NO.: DHET 176/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 certificate or NCV Level 4 Certificate or an equivalent qualification. A bachelor's degree/national diploma (NQF Level 6) in Accounting/Auditing/Financial Management or equivalent qualification with accounting as subject will be an added advantage. A minimum of one

(1) to two (2) years' experience in government finances is the minimum requirements for appointment to this position. Preference will be given to the candidate with knowledge of the Basic Accounting System and cash flow matters.

DUTIES The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail calculation and payments of claims for examiners and moderators on the PERSAL and BAS systems, control over schedules of claims, capturing of new examiners and moderators on the system, liaising with examiners and moderators on outstanding information not submitted before a payment could be processed and handling of enquiries concerning examiner and moderator claims. Filing of examination related documents, assisting with keeping of a register for examination related claims and assisting with Audit Queries concerning examination related transactions.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: SALARY ADMINISTRATION

POST: SENIOR ACCOUNTING CLERK (SALARY PAYMENT AND DEDUCTIONS) (REF.NO.: DHET 177/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate senior national certificate/grade 12 or NCV level 4 Certificate. A bachelor's degree/national diploma (NQF Level 6) in Accounting/Auditing/Financial Management or equivalent qualification with accounting as a subject will be an added advantage. A minimum of one (1) to two (2) years' experience in government finances is the minimum requirements for appointment to this position. Preference will be given to the candidate with knowledge of the Basic Accounting System and cash flow matters.

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

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: CHIEF FINANCIAL OFFICER

DIRECTORATE: PUBLIC ENTITIES

POST: SECRETARY TO DIRECTOR: PUBLIC ENTITIES (REF.NO.: DHET 178/05/2021)

SALARY: R173 703 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: An appropriate national senior certificate/grade 12 or NCV Level 4. A bachelor's degree/national diploma (NQF Level 6) in Secretarial, Administration, Financial Management or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies and procedures, Basic Financial Management and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organisational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES: Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. 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 Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handle and manage budgets, cash flow and petty cash.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: TRADE ASSISTANT: ASSESSMENT (2 POSTS) (REF.NO.: DHET 140/05/2021)

SALARY: R122 595 per annum (Level 3)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national senior certificate or an equivalent qualification. Six (6) month trade related experience. Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Good 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. Safeguard 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 et cetera from workshop to asset management when required.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

POST: DRIVER: INDLELA HRM SUPPORT (REF NO: DHET 143/05/2021)

SALARY: R122 595 per annum (Level 3)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national senior certificate or equivalent qualification. A valid driver's licence with Professional Driving Permit (PrDP). Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES: Transport employees of the department to and from stations, other employees of the department are transported from the airport after hours to their destinations. Transport Candidates attending trade test in the morning, drop off during the day and in the afternoon at the stations. Transport official documentation to Head Office and other official department locations on daily basis, while conveying messenger, security personnel, NAMB officials to Post Office, QCTO and Banking. INDLELA allocated fleet cars maintained by vehicle inspection to ensure that cars are roadworthy before taking and drop off, report incident and accidents timeously and vehicle report any defects to the supervisor. Assist with administrative tasks such as filing of trip sheets, compile overtime claims, and ensure correct odometers are recorded for each vehicle used.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165

BRANCH: SKILLS DEVELOPMENT

CHIEF DIRECTORATE: INDLELA

EIGHT POSTS: GROUNDSMANS: MAINTENANCE SUPPORT SERVICES (REF.NO.: DHET 144/05/2021)

SALARY: R102 534 per annum (Level 2)

CENTRE: Olifantsfontein

REQUIREMENTS: An appropriate national senior certificate/grade 12 or equivalent qualification. Good knowledge of Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Communication and report writing skills. Good knowledge of handling queries.

DUTIES: Cutting of lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns and surrounding areas. Removal of old flowers and plants, including removal of weeds and cleaning of roads, paving, walkways and paths. Pruning of trees. Planting of new flowers and plants. Ability to clean toilets and ablution blocks. Ability to assist with any reasonable task such as cleaning of rubble bins and empty it into the big industrial bins.

ENQUIRIES: Mr R Kgare/Mr D Moyane (012) 312 5442/5165