

**Department of Higher Education and Training
GAUTENG**

ANNEXURE

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

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered

CLOSING DATE: 19 NOVEMBER 2021

BRANCH: SKILLS DEVELOPMENT

DIRECTORATE: NATIONAL SKILLS AUTHORITY (NSA)

POST: CHIEF DIRECTOR: NATIONAL SKILLS AUTHORITY (REF NO: DHET 01/09/2021)

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

CENTRE: Pretoria

Forward your application to the following e-mail address: DHET01092021@dhet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/ advanced diploma (NQF Level 7), or equivalent qualification. Post-graduate degree (NQF Level 8) will be an added advantage. This must be supported by experience in Skills Development sector or related training environment. Minimum of five (5) to ten (10) years proven experience at Senior Management level. The candidate must have appropriate management or leadership experience.

KNOWLEDGE AND SKILLS: Departmental policies and procedures, Labour Relations Act, Skills Development Act, Skills Development Levies Act, Employment Equity Act and Public Finance Management Act, Batho Pele Principles, National Skills Development Strategy, Financial management and budgeting, Governance, Project Management, Research and Policy development, Knowledge and people management and Strategic planning Good interpersonal, strategic leadership, stakeholder management and communication skills, financial and human resources management skills and experience, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, change and diversity management. A valid driver's license and willingness to travel.

DUTIES: The successful candidate will be reporting to the Deputy Director-General and will be responsible to provide leadership, management and technical support to the National Skills Authority (NSA); plan and develop policies and strategic objectives of the NSA; Promote strategic alignment of skills development policies; develop and maintain a professional standard in all communications and services to the public, ensure compliance with legislation and regulatory bodies; report timely to the NSA, Minister and to the Stakeholders. Maintain Skills Development operations within the NSA and the links between the NSA; maintain an up to date understanding of the NSA operations; Stimulate the NSA to commission research into areas where understanding is insufficient to provide evidence-based advice; provide support to the NSA and conduct investigations; oversee program, projects

and service delivery; monitor that the day-to-day operations of the organisation are effectively coordinated and implemented within the framework; implement stringent project management processes; develop and manage marketing strategies for promoting all projects and services. Manage the resources (financial and human); develop performance agreements and assessment for the officials within the Unit. Implement action plans to ensure achievement of output targeted, monitor performance of staff regularly, advice, coach, and mentor employees in order to improve their performance. Manage budget and risks for the unit. Recommend NSA approved yearly budget to the DG and Minister for approval; monitor and evaluate risks strategies and implement appropriate risk awareness campaigns. Maintain effective working relationships with key stakeholders, government and commercial enterprises and Control expenditure in the unit to ensure that there is no over-and-under expenditure. **NOTE:** All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance.

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

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

BRANCH: PLANNING, POLICY AND STRATEGY

CHIEF DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES

POST: DIRECTOR: (REF NO: DHET02/09/2021)

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

CENTRE: Pretoria

Forward your application to the following e-mail address: DHET02092021@dhnet.gov.za

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

REQUIREMENTS: An appropriate postgraduate in Law/LLB (NQF Level 7). Admitted as Attorney or eligible to be admitted as Attorney /Advocate with a minimum of 10 years post-legal qualification working experience with at least 5 years' experience at middle management level. In-depth knowledge of Post-School Education and Training legislation will be an added advantage. Excellent leadership and strategic capability; Proven high-level liaison; excellent written and verbal communication skills; Computer literacy; research and policy formulation skills; presentation skills, problem solving and analytical skills. Client orientation and customer focus. Candidate must have integrity and be diplomatic, trustworthy, diligent display high level of professionalism and adaptable. Knowledge and understanding of post-school education environment, skills development and training sector, labour relations legislations and procedures, litigations, and various court procedures.

DUTIES: The appointee will head the Directorate: Legal and Legislative Services: Skills and be responsible to manage the provision of legal services in the Department and HET institutions; fully and actively be involved in drafting and monitoring implementation of post-school education legislation (Bills, Acts and regulations pertaining to the DHET); administer legislation of statutory bodies; co-ordinate general legal advice and legal documents to the Department and PSET institutions, particularly the skills development and training sector; manage litigation matters on behalf of the Department and ensure legal compliance; monitor and evaluate implementation of new and existing legislation and ensure compliance with legislation; vet, manage and co-ordinate legal contracts, protocols, domestic and international agreements and provide legal advice/opinion thereon; manage the Directorate's resources effectively and efficiently; direct the work of the Directorate in line with the strategic objectives of the Department.

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

BRANCH: COMMUNITY EDUCATION AND TRAINING

POST: DIRECTOR: COMMUNITY EDUCATION AND TRAINING AND INSTITUTIONAL FUNDING (REF NO: DHET28/09/2021)

SALARY: R 1 057 326 per annum (All-inclusive remuneration package) (SMS Level 13)

CENTRE: Pretoria

Forward your application to the following e-mail address: DHET28092021@dhet.gov.za

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

REQUIREMENTS: An appropriate bachelor's degree/ advanced national diploma (NQF Level 7) or equivalent qualification in Accounting/Auditing/Economics/Social Policy. An honours bachelor's degree will be an added advantage. The qualification should be coupled with at least five (5) to ten (10) years' experience in the Post-School Education and Training sector, of which five (5) years at middle/senior management level. This is a senior management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the CET sector stakeholders. Excellent analytical and reporting writing skills. Problem-solving and communication skills. The incumbent should be able to perform in a team environment. Advanced Excel skills (Proficient in Microsoft office products) are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A valid driver's licence.

DUTIES: The scope of the Director's work will include but not be limited to: Providing leadership to the Sub-Directorates: Institutional Funding responsible for the funding norms and standards including infrastructure funding norms and standards within the Community Education and Training (CET) Branch. The execution of functions will be in compliance with applicable legislation, regulations and Departmental prescripts; management of the financial function within the Directorate to ensure sound financial management oversight; formulation of governance frameworks and policies and ensuring accurate reporting within the organisation; planning and monitoring of the equitable distribution of funding for access to a variety of programmes in CET Colleges; development and maintenance/review of norms and standards for funding the CET Colleges; provide sound and quality review of Departmental submissions with a key focus on compliance prescripts and financial impact; manage the development, review and implementation of an equitable funding framework for CET Colleges; provide support and advice to the Branch and CET Colleges on implementation of the funding policies, preparation and consolidation of National Treasury Bids relevant to the functions of the Directorate and interaction with the Office of the Chief Financial Officer (CFO); development of monitoring and reporting systems to support implementation of the funding policies for CET Colleges; monitor compliance with the implementation of the funding policies for CET Colleges; manage the advocacy of the funding policies for CET Colleges. Serve in various committees as nominated by the Chief Director or Deputy Director-General as and when required.

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BRANCH: COMMUNITY EDUCATION AND TRAINING

KWA-ZULU NATAL REGIONAL OFFICE

POST: DIRECTOR: CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET29/09/2021)

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

CENTRE: Pietermaritzburg

Forward your application to the following e-mail address: DHET29092021@dhet.gov.za

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

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) or equivalent qualification in Education. A minimum of five (5) years' work experience in Post-School Education and Training environment. A postgraduate degree in Education (NQF Level 8) will be an added advantage. At least of five (5) years proven experience at middle/senior management level is essential. Consideration will be given to candidates with proven senior managerial experience of working in the Post-School Education and Training sector. Understanding and knowledge of prescripts and legal frameworks applicable to the PSET and in the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, proposal and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.

DUTIES: Ensure effective leadership and management of the strategic planning processes, institutional governance, and management support in the Region. Provide for proper and effective curriculum development and

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

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

BRANCH: COMMUNITY EDUCATION AND TRAINING

POST: PRINCIPAL: WESTERN CAPE CET COLLEGE (REF NO: DHET30/09/2021)

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

CENTRE: Western Cape Community Education and Training (CETC) College

Forward your application to the following e-mail address: DHET30092021@dhet.gov.za

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

REQUIREMENTS: An appropriate bachelor's degree or an equivalent qualification (NQF Level 7) in Education, with at least five (5) years' experience in Post-School Education and Training (PSET) sector and a minimum of five (5) years at middle management level in the PSET sector. A post-graduate qualification in Education (NQF Levels 8-10) and / or relevant industry expertise at management level will serve as an added advantage. Extensive experience in PSET institutional or academic management is essential plus experience in three or more of 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 drivers' 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.

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES

FOUR (4) POSTS: PRINCIPAL TVET COLLEGES

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

(1) CENTRAL JOHANNESBURG TVET COLLEGE (REF NO: DHET03/09/2021). Forward your application to the following e-mail address: DHET03092021@dhet.gov.za

(2) GERT SIBANDE TVET COLLEGE (REF NO: DHET04/09/2021). Forward your application to the following e-mail address: DHET04092021@dhet.gov.za

(3) KING HINTSA TVET COLLEGE (REF NO: DHET05/08/2021). Forward your application to the following e-mail address: DHET05092021@dhet.gov.za

(4) ESAYIDI TVET COLLEGE (REF NO: DHET06/09/2021). Forward your application to this e-mail address: DHET06092021@dhet.gov.za

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

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

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

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES

FOUR (4) POSTS: DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)

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

(1) LOVEDALE TVET COLLEGE (REF NO: DHET07/09/2021). Forward your application to the following e-mail address: DHET07092020@dhet.gov.za

(2) WESTERN TVET COLLEGE (REF NO: DHET08/09/2021). Forward your application to this email address: DHET08092021@dhet.gov.za

(3) UMGUNGUNDLUVU TVET COLLEGE (REF NO: DHET09/09/2021). Forward your application to this e-mail address: DHET09092021@dhet.gov.za

(4) TSHWANE NORTH TVET COLLEGE (DHET NO:1009/2021). Forward your application to this e-mail address: DHET10082021@dhet.gov.za

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

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years 'experience on a 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 legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. 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 license and willingness to travel.

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

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

EIGHT (8) POSTS: DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL)

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

(1) EHLANZENI TVET COLLEGE (REF NO: DHET11/09/2021). Forward your application to the following e-mail address: DHET11092021@dhet.gov.za

(2) BOLAND TVET COLLEGE (REF NO: DHET12/09/2021). Forward your application to the following e-mail address: DHET12092021@dhet.gov.za

(3) MOPANI TVET COLLEGE (REF NO: DHET13/09/2021). Forward your application to the following e-mail address: DHET13092021@dhet.gov.za

(4) CENTRAL JOHANNESBURG TVET COLLEGE (REF NO: DHET14/09/2021). Forward your application to the following e-mail address: DHET14092021@dhet.gov.za

(5) GERT SIBANDE TVET COLLEGE (REF NO: DHET15/09/2021). Forward your application to the following e-mail address: DHET15092021@dhet.gov.za

(6) FLAVIUS MAREKA TVET COLLEGE (REF NO: DHET16/09/2021). Forward your application to the following e-mail address: DHET16092021@dhet.gov.za

(7) PORT ELIZABETH TVET COLLEGE (REF NO: DHET17 /09/2021). Forward your application to the following e-mail address: DHET17092021@dhet.gov.za

(8) TSHWANE NORTH TVET COLLEGE (REF NO: DHET18/09/2021). Forward your application to the following e-mail address: DHET18092021@dhet.gov.za

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

REQUIREMENTS: A recognised BCom Accounting degree (NQF Level 7). The qualification should be coupled with at least five (5) years' relevant work experience (of which three (3) years are required to be management experience) in the public sector. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver's license. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment.

ADDED ADVANTAGES: An appropriate post graduate degree in BCom Accounting or Financial management (NQF Level 8). At least three (3) years' senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations.

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

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES

FOUR (4) POSTS: DEPUTY PRINCIPAL: REGISTRAR (DEPUTY DIRECTOR LEVEL)

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

(1) SOUTH CAPE TVET COLLEGE (REF NO: DHET19/09/2021). Forward your application to the following e-mail address: DHET19092021@dhet.gov.za

(2) GOLDFIELDS TVET COLLEGE (REF NO: DHET20/09/2021). Forward your application to the following e-mail address: DHET20092021@dhet.gov.za

(3) SEDIBENG TVET COLLEGE REF NO: DHET21/09/2021). Forward your application to the following e-mail address: DHET21092021@dhet.gov.za

(4) WESTERN TVET COLLEGE REF NO: DHET22/09/2021). Forward your application to the following e-mail address: DHET22092021@dhet.gov.za

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 or equivalent qualification. A relevant post-graduate degree/qualification (NQF Level 8) will be an added advantage. At least five (5) years' relevant work experience at junior management level is essential. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Sound knowledge of transformational and capacity building processes in education especially relating to curriculum management delivery; Knowledge of research and statistical analysis and projection coordination; Strategic and management, conflict management, budgeting, and financial management skills. Good monitoring, Evaluation, and reporting skills; Good verbal and written communication and presentation skills. High level of innovation and good judgement skills; Ability to form networks and upholding the highest level of professional integrity; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). A valid driver's licence and willingness to travel.

DUTIES: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the

validity and reliability of registration documentation and all EMIS data and reports; responsible for IT/FETMIS management and data analysis; coordinate the preparation of examination for all programmes involving assessment; ensure current examination regulations and conventions are adhered to; oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel on a frequent basis to meetings and functions and between campuses.

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

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

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

TSHWANE SOUTH TVET COLLEGE (REF. NO.: DHET23/09/2021)

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

Forward your application to the following e-mail address: DHET23092021@dhet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF Level 8) in Education and Training will be an added advantage. Minimum of five (5) years' work experience in education and training environment. At least five (5) years' experience on a junior management level. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver's license and willingness to travel.

DUTIES: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaise with all staff e.g.: Heads of Departments regarding entries. Handles 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. Ensure 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.

Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line.

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

THREE (3) POSTS: DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (DEPUTY DIRECTOR LEVEL)

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

(1) CAPRICORN TVET COLLEGE (REF. NO.: DHET24/09/2021). Forward your application to the following e-mail address: DHET24092021@dhet.gov.za

(2) CENTRAL JOHANNESBURG TVET COLLEGE (REF. NO.: DHET25/09/2021). Forward your application to the following e-mail address: DHET25092021@dhet.gov.za

(3) TSHWANE NORTH TVET COLLEGE (REF. NO.: DHET26/09/2021). Forward your application to the following e-mail address: DHET26092021@dhet.gov.za

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 Business Administration/ Management or equivalent qualification. A relevant post-graduate qualification (NQF Level 8) will be an added advantage. Minimum of three (3) to five (5) years' relevant experience at middle management level in stakeholder liaison, business management and partnership is essential. Good understanding of Post-School Education and Training (PSET) sector. Proven ability to work in a highly unionised environment and to establish professional credibility and confidence within a diverse customer base. A thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. An understanding of the Department of Higher Education and Training (DHET)'s strategic vision and priorities. Knowledge in research and statistical analysis; Monitoring, evaluation and reporting and understanding of academic framework. Strategic management, conflict management, budgeting, and financial management skills. Programme and project management, change management and service delivery innovation skills are essential. 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). A valid driver's license and willingness to travel.

DUTIES: Provide strategic direction, implement, and maintain the college business as per TVET college mandate in the field of quality assurance, student support services, communication, marketing, and advancement; Develop international partnership and the facilitation of the operations and strategic planning for TVET college. Develop the quality assurance systems and maintain them to achieve continual improvement and customer satisfaction. Ensure that a holistic student support services strategy is developed, implemented, and maintained for the enhancement of student wellbeing and ultimately student performance. Ensure that the communication, marketing, and advancement strategy is aligned with the college mandate. Direct the development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of international partnership, international liaison and services to foreign students and other international related activities. Coordinate and facilitate the operations and strategic planning. Manage human resource and partnership Innovation and development affairs in the College. Provide guidance and adequate support for and development of staff. Ensure compliance with all administrative requirements, regulations, rules, and instructions pertaining innovation and development.

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

BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

CHIEF DIRECTORATE: TVET SYSTEM PLANNING AND INSTITUTIONAL SUPPORT

POST: DEPUTY DIRECTOR: TVET INSTITUTIONALS, STRATEGIC AND OPERATIONAL PLANNING PROCESSES (REF NO: DHET27/09/2021)

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

CENTRE: Pretoria

Forward your application to the following e-mail address: DHET27092021@dhet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF Level 7) in Bachelor of Commerce in Finance/ Accounting/ Statistics. A relevant post-graduate degree/qualification (NQF Level 8) in Finance will be an added advantage. Minimum of five (5) years' work experience in statistics or finance planning or governance. At least five (5) years management experience. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing post-school education and training. Ability to analyse documents, interpret policies and draft official reports. A valid driver's licence and willingness to travel.

DUTIES: Support the development of the three-year TVET College Strategic and Annual Operational plans. Support the development of quarterly TVET reports on the outputs and targets for strategic and operational institutional plans. Support processes in terms of the submission and review of strategic and annual performance plans of 50 TVET Colleges. Support and manage the review or development of planning templates for TVET Colleges. Support processes of assessing the draft and final College plans. Support processes of providing support to colleges in terms of revising or amending plans. Prepare submissions for approval of college plans by the Minister as well as other communication as may be required. Inform Colleges of the approval decision as may be required. Provide support and ensure compliance in the implementation of all relevant legislations, policies, and regulations by TVET Colleges. Ensure the effective and efficient strategic and operational planning in the TVET Colleges to meet local, regional, and national skills needs. Provide support to TVET Colleges to establish efficient effective, transparent, and accountable management and governance systems, structures, and procedures. Manage strategic co-ordination of stakeholder engagements to support policy and decision making in the TVET College sector. Execute other management and administrative duties as may be required in the Directorate. Attend and represent the directorate, as part of management team, in various internal and external meetings and conference/ workshops/ meetings. Compile and coordinate the correspondence, submissions, reports, and presentations for the directorate. Responsible for general supervision of administration staff. Implement formal and informal disciplinary matters, compile and analyse statistics to show performance and trends. Check diverse documents and work performance of co-workers for completion and correctness. Train and develop staff. Ensure maintenance of filling system. Undertake any other function that may be allocated from time to time. Develop, support, and implement a framework for performance management of TVET College Council. Coordinate the submission of quarterly and annual reports on college performance to the Department.

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

BRANCH: COMMUNITY EDUCATION AND TRAINING

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

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

(1) WESTERN CAPE: CET COLLEGE (REF NO: DHET31/09/2021). Forward your application to the following e-mail address: DHET31092021@dhnet.gov.za

(2) NORTH WEST: CET COLLEGE (REF NO: DHET32/09/2021). Forward your application to the following e-mail address: DHET32092021@dhnet.gov.za

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

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

REQUIREMENTS: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. Experience as a Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF Level 8) in Education and Training will be an added advantage. A minimum five (5) years' work experience in Post-School Education and Training environment. Experience in working at a CET/TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing CET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver's licence and willingness to travel.

DUTIES: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. 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. Ensure 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.

Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line.

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

BRANCH: CORPORATE SERVICES

BRANCH: CORPORATE SERVICES

POST: DEPUTY DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR-GENERAL (REF NO: DHET33/09/2021)

SALARY: R 733 257 per annum (All-inclusive Remuneration Package) (Level 11)

CENTRE: Pretoria

Forward your application to this email address: DHET33092021@dhet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or equivalent qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) at management (ASD Level) experience in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client oriented focused; Integrity and loyalty are essential. A valid driver's licence.

DUTIES: Provide coordination and support to the Deputy Director-General: Corporate Services. Provide support within office of the Manager. Scrutinize documents to determine action/information/documents required. Records minutes/ resolutions and communicate/ disseminate to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meeting including overseeing the logistics. Coordinate parliamentary enquiries with relevant unit. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, submission a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinise documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicate/ dissemination to relevant role players, follow up on progress made, prepare briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

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