

**The Department of Higher Education and Training  
GAUTENG**

**ANNEXURE**

**NB:** Please ensure that you take note of the disclaimer pertaining to the sending of applications during the applicable lockdown level. Ensure that you use the correct e-mail address as set in the 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: Applications must be submitted on a Z83 form obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation/senior certificate), Identity Document, valid driver's license (where required) as one document in a PDF format. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representivity in terms of race, gender and disability will receive preference. **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 FORM WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**

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 an 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.

**CLOSING DATE: 23 April 2021**

**DIRECTOR-GENERAL: DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(5 YEAR CONTRACT)  
(REF NO.: DHET/01/03/2021)**

**SALARY: R1 978 533 per annum (All-inclusive remuneration package) comprising of basic salary (70% of package), employer's contribution to Government Employee Pension Fund (13% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is payable. LEVEL 16**

**CENTRE: Pretoria**

Email your application to [DHET01032021@dhnet.gov.za](mailto:DHET01032021@dhnet.gov.za)

**REQUIREMENTS:** A senior certificate, an undergraduate qualification and a postgraduate qualification (NQF Level 8) in Business Administration/Public Management or any other related qualification as recognized by SAQA. Possession of a doctoral degree will be a distinct advantage. A relevant senior executive management and leadership certificate will be an added advantage. 8-10 years proven experience at senior managerial level of which at least 3 years must have been within any organ of State, as defined in the Constitution, Act 108 of 1996. Knowledge of the Post-Schooling Education and Training system as a whole; Knowledge of the Constitution, Public Service Act (PSA) and Regulations, Public Management Act, 2014 (PAMA), Public Finance Management Act (PFMA) (1999 and Regulations, and any other relevant prescript within the system of government. An understanding of the emerging Higher Education, Science and Innovation (HESI) landscape. Solid working knowledge of the following: White Paper on PSET; University Education, Skill Development; Technical and Vocational Education and Training (TVET) Community Education and Training (CET) legislation and policies; National Development Plan (NDP); Government Programme of Action; and the Human Resource Development Council Strategy. Advanced knowledge and experience in Public Administration and Public Management; Knowledge of the Auditor-General's Audit Framework; Extensive experience in leading and managing a large-scale, complex organisation or program is an added advantage; Extensive knowledge and experience in policy research, policy analysis and policy development; A proven track record in conducting monitoring, evaluation and impact assessments; Advanced knowledge in government's Human Resource Management and Labour related legislation. Advanced experience in establishing and managing complex relationships and partnerships. Computer literacy. Core Competencies: Strategic capability and leadership, solid

understanding of the political-administrative interface; Programme and Project management, advanced financial skills, Change management, People Management and Empowerment. A valid driver's licence and a pre-entry certificate into SMS within the public service.

**DUTIES:** The successful candidate will, as the Head of Department, plan, implement, coordinate and communicate the Departmental vision, values, policies, statutory and strategic frameworks in terms of the relevant legislation and advise the Minister in determining policy, strategy, norms and standards as required by the Constitution and all relevant statuses; provide strategic direction to intergovernmental relations, stakeholder support and management of post-school education and training partner institutions and public entities in line with national policy, strategy, norms and standards; provide strategic leadership in monitoring and evaluating policy, governance, risk and compliance in order to achieve planned outcomes and impact for equitable access to, success of and institutional quality of the post-school education and training system, and report on the departmental performance to the Minister and other oversight structures including the Audit and Risk Committee, Parliament, National Treasury, Departments of Public Service and Administration (DPSA) and Performance Monitoring and Evaluation (DPME). The successful candidate will participate in and represent the Department in Governance and Administration structures including the committee for Directors-General (FOSAD) and any other structure as directed by the Minister.

As the Accounting Officer, the successful candidate will, in terms of the PFMA, ensure that the department has and maintains effective, efficient and transparent systems of financial and risk management and internal controls, as well as ensure the efficient, economical and transparent use of the resources of the department; be responsible for the management, including the safeguarding and maintenance of the assets and liabilities, keep full and proper records of the financial affairs of the department and prepare annual financial statements; ensure the administration, implementation and documentation of international instruments relevant to the mandate and work of the Department.

**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 T Mhlanga (012) 312 5768**