

**The 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: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents and must be accompanied by (1) a comprehensive CV, and (2) certified copies of all qualifications (including matriculation), Identity Document, valid driver's licence (where is 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 representativity in terms of race, gender and disability will receive preference. **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 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 SMS position is the pre-entry 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: 12 February 2021

BRANCH: NATIONAL SKILLS FUND (NSF)

POST: CHIEF FINANCIAL OFFICER (REF NO: DHET01/01/2021)

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

CENTRE: Pretoria

Forward your application to email address: DHET01012021@dhnet.gov.za

REQUIREMENTS: An appropriate bachelor's degree (NQF7) in Finance/Accounting or an equivalent qualification as recognised by SAQA. A postgraduate qualification at NQF level 8 in the field of Finance or Management Accounting will be an added advantage. Admission as a Chartered Accountant (South Africa) is essential. A minimum of 6-10 years' experience in financial accounting or related field, of which 5 years' experience should be at senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management and Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government: Generally, Recognised Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Skills Development Act and Skills Development Levies Act. Extensive knowledge of Public Service and National Skills Fund mandates and strategies and Post-School Education and Training system and pedagogy. General knowledge of Public Service Regulations, NSF goals and business processes and performance requirements. Willingness to work irregular hours and travel extensively. A valid driver's licence.

COMPETENCIES: Excellent knowledge of financial management; contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors. Good understanding of macro-economic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience to manage and interact with key stakeholders at senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills:

excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem solving, report writing, computer and analytic skills are key to this post.

DUTIES: The successful candidate will oversee provide effective, integrated financial services and administration functions that support, the skills development funding functions and supply chain management systems within the NSF in accordance with the PFMA, Treasury Regulations and other finance-related prescripts; provide strategic support and guidance to the Accounting Officer (Executive Officer). Manage and facilitate the provision of financial management services. Develop, implement and monitor financial services and procurement-related policies and procedures. Support the Executive Officer and other senior managers in the execution of their functions in terms of the PFMA and National Treasury Regulations and other related legal frameworks. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and to promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and to monitor the utilisation of budgets within the NSF. Establish and maintain the financial and administration system and ensure strict controls measures are in place to mitigate risks. Oversee the NSF's budget allocations and related financial activities and ensure that measurable outputs are specified. Manage and monitor the public entities' compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attend to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the National Skills Fund.

Disclaimer Considering restrictions on travel during phases 5 to 3 of lockdown levels, you are encouraged to email 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: NATIONAL SKILLS FUND

DIRECTORATE: FUND MANAGEMENT

POST: DIRECTOR (REF NO: DHET 02/01/2021)

SALARY: R1 057 326 per annum (All-inclusive remuneration package) (Level 13)

CENTRE: Pretoria

Forward your application to email address: DHET02012021@dhet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/ advanced National Diploma (NQF level 7) in Financial Management, or equivalent qualification. The qualification should be coupled with at least 5 to 10 years' work experience in financial management environment. At least 5 years' experience at middle management is essential. A recognized qualification on NQF Level 8 in Financial Management or equivalent qualification together with a certificate as Chartered Accountant will be a distinct advantage. Good understanding of post-school education and training framework and Government wide legislation knowledge and prescripts, e.g. Skills Development Act and Skills Development Levies Act. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Knowledge of Public Service and National Skills Fund (NSF) mandate and strategies. Experience in fund raising, managing large project and or programmes in the private or public sector will be an added advantage. This position requires a dynamic individual with proven management, leadership and people management capabilities. Understanding of NSF goals and performance requirements, general accounting principles and auditing standards including funding principles. Experience in business intelligence and reporting and fund management. Experience in budgeting, financial management and project management, including analytical capability, marketing and report writing. The position requires a dynamic individual with proven management, leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders, both local and international. Ability to lead a team and to develop support and monitor the implementation of policies as part of service delivery innovation; Good problem-solving skills; client orientation and customer focus; good computer skills; Willingness to travel extensively and a valid driver's license.

DUTIES: The scope of the Director's work will include but not limited to: Project and Bursary disbursements; Manage the commitment schedule for NSF funded projects and bursaries. Provide oversight monitoring on the financials of the projects and implement controls to mitigate risks of overspending on projects. Responsible for financial reporting for projects, prepare the reconciliation statement. Provide financial advice and support to Chief Financial Officer in fulfilling financial business partner role to the NSF funded programmes and projects. Responsible for ensuring NSF funded programmes and projects report timely and accurately. Perform cost benchmarking on skills development initiatives to attain value for money. Maintain cash flow forecast on NSF funded programmes and projects. Perform expenditure verification and performance information verification related to projects within project portfolio. Manage stakeholders for portfolio of projects. Provide feedback and advice regarding skills development activities. Manage the resources of the sub-Directorate-develop the operational plan for Sub-Directorate and ensure its implementation and conduct budgetary, prepare monthly reports and presentations as required. Actively participate in management meetings and positively including support the implementation of all management decisions.

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

BRANCH: NATIONAL SKILLS FUND

DIRECTORATE: STRATEGY AND ORGANISATIONAL PERFORMANCE

POST: DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY AND ANALYTICS (REF NO: DHET 03/01/2021)

SALARY: R1 057 326 per annum (All-inclusive remuneration package) (Level 13)

CENTRE: Pretoria

Forward your application to email address: DHET03012021@dhnet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/ advanced national diploma (NQF level 7) in relevant Information and Communication Information (ICT) related qualification or equivalent. A recognized qualification on NQF Level 8 in Information and Communication Technology or equivalent qualification will be a distinct advantage. The qualification should be coupled with at least 5 to 10 years' work experience in Information and Communication Information and Analytics environment. At least 5 years' working experience at middle management in a public service delivery environment or similar private sector environment is essential. Experience in managing Information Technology strategy and infrastructure. Good understanding of post-school education and training framework and Government wide legislation knowledge and prescripts, e.g. Skills Development Act and Skills Development Levies Act. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. General knowledge of National Archives and Records Service of South Africa Act, Electronic Communications and Transaction Act, and Promotion of Access to Information Act. Understanding of Corporate Governance and risk management of ICT Policy Framework. Knowledge of Public Service and National Skills Fund (NSF) mandate and strategies. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management and project management, including analytical capability and report writing. The position requires a dynamic individual with proven management, leadership and people management capabilities. Ability to lead a team and to develop support, monitor and evaluate the implementation of NSF business and policies as part of service delivery innovation; Good problem solving skills; client orientation and customer focus; good computer skills; Willingness to travel extensively and a valid driver's license.

DUTIES: The scope of the Director's work will include but not limited to: Oversee the Information and Communication Technology strategy; develop, implement and report on the NSF's ICT strategy in line with strategic management plans and business process. Oversee ICT 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 the NSF's ICT infrastructure, systems and operations; review and manage the ICT infrastructure requirements and prepare a plan on how to address these. Evaluate overall ICT operations and recommend and implement the enhancements. Maintain and implement ICT systems such as Enterprise Resource Planning (ERP) System, Enterprise Content Management (ECM), System and Programme, Project and Portfolio. Oversee the NSF Enterprise Architecture tool; ensure the development and implementation of the Enterprise Architecture tool and perform the role of custodian to the NSF Enterprise Architecture tool. 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.

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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

DIRECTORATE: BUDGET PLANNING AND MANAGEMENT

POST: DIRECTOR (REF NO: DHET 04/01/2021)

SALARY: R1 057 326 per annum (All-inclusive remuneration package) (Level 13)

CENTRE: Pretoria

Forward your application to email address: DHET04012021@dhet.gov.za

REQUIREMENTS: An appropriate bachelor's degree/ advanced national diploma (NQF level 7) or equivalent qualification in Accounting/Financial Management, or Public Finance Management. The qualification should be coupled with at least 5 to 10 years' work experience in budget/financial environment. At least 5 years' experience at middle management is essential. A recognized qualification on NQF Level 8 in Accounting/Financial Management or equivalent qualification will be a distinct advantage. Knowledge of the PSET legislative frameworks, policies and regulations. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Experience in Financial and budget expertise including dashboard reporting and analysis of results. Extensive experience in development and implementation of costing models. Excellent budget, accounting, 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.

DUTIES: The scope of the Director's work will include but not limited to: Determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Analysis and reporting on the audited Annual Financial Statements of TVET Colleges; Reporting on the level of functionality of financial management systems in TVET Colleges; Research and analysis of emerging issues to inform the development and review of funding including adequacy and pro-poor funding models. Development and maintenance of a costing model for funding TVET Colleges. Coordinate the submission of Estimates of National Expenditure (ENE) inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the Chief Financial Officer (CFO). Design and update costing models for the monitoring of improved reporting through refinement of Standard Chart of Accounts. Monitor the budget allocations to TVET Colleges as well as National Dashboard reports. Serve in various committees as nominated by the Chief Director as and when required.

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BRANCH: TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING

FOUR (4) POSTS: PRINCIPAL TVET COLLEGES:

(1) EKURHULENI WEST TVET COLLEGE (REF NO: DHET05/01/2021) Forward your application to this email address: DHET05012021@dhet.gov.za

(2) LOVEDALE TVET COLLEGE (REF NO: DHET06/01/2021) Forward your application to this email address: DHET06012021@dhet.gov.za

(3) SOUTH CAPE TVET COLLEGE (REF NO: DHET07/01/2021) Forward your application to this email address: DHET07012021@dhet.gov.za

(4) UMFOLOZI TVET COLLEGE (REF NO: DHET08/01/2021) Please forward your application to this email address: DHET08012021@dhet.gov.za

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

Forward your application to email address indicated above as per advert

REQUIREMENTS: Minimum appropriate requirements are bachelor's degree or an equivalent qualification (NQF Level 7) in Education, at least 5-10 years-experience in the Post Schooling Education and Training (PSET) and a minimum of 5 years at middle management level in the PSET sector. A post-graduate 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 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 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: CORPORATE SERVICES

DIRECTORATE: FACILITIES MANAGEMENT

FOUR (4) POSTS: CLEANER (REF NO: DHET09/01/2021)

SALARY: R 102 534 per annum (Salary Level 2)

CENTRE: Pretoria

Please forward your application to this email address: DHET09012021@dhnet.gov.za

REQUIREMENTS: ABET, Grade 10-12 certificate or equivalent qualification. Ability to work with people and good communication skills.

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

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