

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

APPLICATIONS:

Please Forward Your Application, Quoting The Reference Number To:  
The Director-General, Department Of Higher Education And Training,  
Private Bag X174, Pretoria, 0001 Or Hand Deliver To: 123 Francis Baard  
Street, (Old Name 123 Schoeman Street), Cnr Sophie De Bruyn &  
Francis Baard Street, (Old Name Cnr Schubart & Schoeman), Pretoria,  
Reception Area.

CLOSING DATE:

13 May 2016, applications received after the closing date or faxed  
applications will not be considered.

NOTE:

Applications must be submitted on form Z83 obtainable from any public  
service department and must be accompanied by a comprehensive CV  
and certified copies of qualifications. The successful candidate will be  
subjected to a security clearance and verification of qualifications.  
Interviewed candidates will be subjected to a competency assessment  
where necessary. Correspondence will only be entered into with short-  
listed applicant. Interviewed candidates will be subjected to a competency  
assessment necessary

**POST:** **CHIEF DIRECTOR: WORK INTERGRATED LEARNING (WIL),  
PARTNERSHIP & INNOVATION (REF NO DHET 62/04/2016)**

**SALARY:** **All- inclusive remuneration package of R1 042 500 per annum  
(Level 14)**

Centre Pretoria

**REQUIREMENTS:** An appropriate Bachelor's Degree in Education/Public Management and/or Development Studies. Post graduate will be an added advantage. Must have minimum five to ten years senior management experience in Education/Public Sector and/or Skills Development. A sound knowledge of the public Sector Legislative and Regulatory frameworks as well as knowledge of government budgetary and financial management systems. A valid driver's license as well as a willingness to travel country-wide.

**DUTIES:** The Chief Director will be responsible for developing and implementing a national framework for industry partnerships for WIL, leading and supporting public sector/ industry partnership with HE institutions of learning; interact with SETA SSP and other planning processes to advise DHET on skills demand and inform WIL models, curriculum and programme development, facilitate and coordinate partnerships for SETAs, TVET, HE institutions for purposes of research, needs analysis and curriculum development; and develop and maintain a national and Regional database of public and industry partners for WIL.

Enquiries **Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **PROGRAMME MANAGER (DIRECTOR): TEACHING AND LEARNING DEVELOPMENT CAPACITY IMPROVEMENT PROGRAMME (5 YEAR CONTRACT POSITION) (REF NO DHET 56/04/2016)**

**SALARY:** **All-inclusive remuneration package of R864 177 per annum (Level 13)**

**Centre** **Pretoria**

**REQUIREMENTS:** An appropriate Bachelor's Degree in the field plus five to ten years relevant experience in a higher education or related context. Due to the professional nature of the job, a master's degree will be a distinct advantage. An extensive knowledge of, and insight into higher education practitioner, teacher and lecturer education practices, policies, qualifications and programmes; highly developed research and information management skills; excellent project management and communication skills, including proposal and report writing; the ability lead a team; the ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players; high level computer skills; a valid driver's license is required.

**DUTIES:** The scope of work of the Programme Manager: Teaching and Learning Development Capacity Improvement Programme will include, but not be limited to: developing, supporting and monitoring the implementation of a range of projects to strengthen teacher education in the following areas: inclusive and special needs education; early childhood development (birth-4 years); primary education; technical and vocational education and training and adult and community education and training, to enable a suitable range of quality initial professional, post-professional and postgraduate qualifications to be offered by universities to enable the development of professionals for these areas.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**DIRECTOR: CENTRAL APPLICATION SERVICE  
(REF NO DHET 58/04/2016) (5 YEAR CONTRACT POST)**

**SALARY:**

**All-inclusive remuneration package of R864 177 per annum  
(Level 13)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate Bachelor's Degree in any of the following related disciplines Computer Science, Information Technology, Software Development, Programming, Computer Engineering or relevant field. A relevant Masters' degree in one of the above disciplines will be an added advantage. At least five (5) to ten (10) years' experience in the information and communication technology sector at national or institutional level. Knowledge and understanding of the South African education and training system with a focus on the value chain of applications towards registration processes within universities and colleges. The incumbent must be a strong communicator with the ability to interact with different branches in the Department of Higher Education and Training (DHET), other government departments, entities and education and training institutions. Further requirements are excellent and proven project management capabilities, problem solving and financial management skills, report writing and communication skills. The incumbent should be able to perform in a team environment and have excellent computer skills. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting, planning etc. will be an added advantage. A valid driver's license.

**DUTIES:**

The duties will include: Manage the development of national policy and legislation including the development of a technology solution and platform for the Central Application Service (CAS) as a public entity; Develop a business case; Compile and manage the appointment of service providers for the development of an ICT system for the CAS public entity; Manage the development and costing of a CAS communication strategy in terms of a national education campaign prior to service establishment. Manage stakeholder engagements in order to ensure cooperation within DHET as well as between government departments, entities and institutions. Manage the further development and enhancement of the Central Application Clearing House (CACH) system. Manage the integration and roll-out of this service to universities, colleges and SETAs; manage the establishment of the CAS public entity and provide quarterly and progress reports to the various constituencies.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (**

**SALARY:**

**All-inclusive remuneration package of R612 822 per annum (Level11)**

**CENTRE:**

**FALSE BAY TVET COLLEGE REF NO DHET 01/04/2016), COLLEGE OF CAPE TOWN (REF NO DHET 90/04/2016)**

**REQUIREMENTS:**

An appropriate Bachelor's Degree/National Diploma qualification, supported by extensive five (5) years' relevant work experience. An understanding of the South African Human Resources Development Strategy and the National Skills Development Strategy (NSDSIII) with specific reference to the TVET Sector; a sound understanding of Education Policy; the TVET College Mandate, Macro, regional and local Socio-Economic Development

imperatives; local and regional Socio-Economic Demographics; and the Role of Stakeholders and Partners in the Technical Vocational Education and Training process). A valid driver's license.

**DUTIES:**

The person appointed in this position will be required to expand the business of the college in order to increase access to programmes, leading to intermediate and high level learning and increased access to occupationally-directed programmes. Informing the development of a Programme Qualification Mix (PQM) that is in alignment with the needs of the country, the province, commerce and industry and the strategic objectives of the college. This will demand continuous Environment Scanning; Studying Labour Market Trends; Analysing Labour Market Signals, Sectorial Skills Plans etc. Establish an organisational culture of academic flexibility and demand-driven responsiveness. Establish and maintain effective business development partnerships with commerce and industry focussing on Training Needs; Job Placement Opportunities for both Students and Staff. Facilitating and co-ordinating partnerships with SETAs and Higher Education Institutions for purposes of collaboration. Establish business opportunities and partnerships with the public sector. Establish and maintain International partnerships. Oversee fundraising activities. Oversight role relating to entrepreneurship development initiatives. Communication with stakeholders.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **DEPUTY PRINCIPAL: REGISTRAR (REF DHET 02/04/2016)**  
**SALARY:** **All-inclusive remuneration package of R 612 822 per annum (Level 11)**

**CENTRE:** **FLAVIUS MAREKA TVET COLLEGE**

**REQUIREMENTS:** An appropriate Bachelor's Degree/National Diploma; A post-graduate degree/qualification will be an added advantage. At least 5 years' relevant work experience. Advanced knowledge of the TVET college sector and applicable policies and procedures; Good knowledge of Student Support Services; Student Registrations; IT/FETMIS management; Management of Examinations and Student Residences; Advanced computer literacy - Microsoft applications; Strategic planning skills; Good organizational skills; Good interpersonal relationships; Good communication skills and ability to form networks; Ability to work under pressure and meet deadlines. A valid driver's license.

**DUTIES:** Oversee the planning and implementation of student support services including functions of the SRC; Oversee the planning and implementation of student registration and examination functions at the College. Oversee the management of student residences; Responsible for IT/FETMIS management and data analysis; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external).The incumbent will be expected to travel on a frequent basis to meetings and functions and between campuses.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)

**SALARY:** All-inclusive remuneration package of R612 822 per annum (Level 11)

**CENTRE:** TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES: GOLDFIELDS (REF NO DHET 03/04/2016), GERT SIBANDE (REF NO DHET 04/04/2016), COASTAL (REF NO DHET 06/04/2016), COLLEGE OF CAPE TOWN (REF DHET 91/04/2016)

**REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Five (5) years' relevant work experience. Experience in working at TVET College in the teaching and learning disciplines will be an added advantage. A sound and thorough knowledge of all the transformational issues and capacity building processes in education especially relating to Curriculum management delivery. 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 TVET Colleges in South Africa. In respect to vocational education and training thorough knowledge of the student/information management system. A valid driver's license.

**DUTIES:** Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offering. Responsible for the management of the 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. To coordinate the preparation of examination for

all programmes involving assessment. To ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of departments regarding entries. Handle college operations including academics, 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 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.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

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

**SALARY:**

**All-inclusive remuneration package of R612 822 per annum (Level 11)**

**CENTRE:**

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES: COASTAL (REF NO DHET 07/04/2016), THEKWINI (REF NO DHET 08/04/2016), FLAVIUS MAREKA (REF NO DHET 09/04/2016), EAST CAPE MIDLAND (REF NO DHET 10/04/2016), WESTERN (REF DHET 89/04/2016)**

**REQUIREMENTS:**

An appropriate Bachelor's Degree relevant to this post or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Five (5) years' relevant work experience. An understanding of the Department of Higher Education and

Training's strategic vision and priorities. Knowledge of all policies and legislation governing education and training in South Africa. Experience in managing people and projects with the ability to plan strategically. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers' licence.

**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.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) X9**

**SALARY:**

**All-inclusive remuneration package of R612 822 per annum (Level 11)**

**CENTRE:**

**EASTERN CAPE CET COLLEGE (REF NO DHET 11/04/2016) (PORT ELIZABETH)**

**WESTERN CET COLLEGE (REF NO DHET 12/04/2016) (BELLVILLE)**

**FREE STATE CET COLLEGE (REF NO DHET 13/04/2016)  
(BLOEMFONTEIN)**

**LIMPOPO CET COLLEGE (REF NO DHET 14/04/2016)  
(POLOKWANE)**

**MPUMALANGA CET COLLEGE (REF NO DHET 15/04/2016)  
(SIYABUSWA)**

**GAUTENG CET COLLEGE (REF NO DHET 16/04/2016)  
(JOHANNESBURG, SOWETO)**

**NORTHERN CAPE CET COLLEGE (REF NO DHET 17/04/2016)  
(UPINGTON)**

**KWAZULU-NATAL CET COLLEGE (REF NO DHET 18/04/2016)  
(PIETERMARITZBURG)**

**NORTH WEST COMMUNITY EDUCATION AND TRAINING COLLEGE  
(REF NO DHET 19/04/2016) (MMAKAU)**

**REQUIREMENTS:**

An appropriate Bachelor's degree or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Five (5) years' relevant work experience. Experience in working at CET College in the teaching and learning disciplines will be an added advantage. A sound and thorough knowledge of all the transformational issues and capacity building processes in education especially relating to Curriculum management delivery. 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. A valid driver's license.

**DUTIES:**

Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offering. Responsible for the management of the 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. To coordinate the preparation of examination for all programmes involving assessment. To ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g.: Heads of departments regarding entries. Handle college operations including academics, 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 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.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL) (CET) COLLEGES

**SALARY:** All-inclusive remuneration package of R612 822 per annum (Level 11)

**CENTRE:** EASTERN CAPE CET COLLEGE (REF NO DHET 20/04/2016) (PORT ELIZABETH)

WESTERN CAPE CET COLLEGE (REF NO DHET 21/04/2016) (BELLVILLE)

FREE STATE CET COLLEGE (REF NO DHET 22/04/2016) (BLOEMFONTEIN)

LIMPOPO CET COLLEGE (REF NO DHET 23/04/2016) (POLOKWANE)

MPUMALANGA CET COLLEGE (REF NO DHET 24/04/2016) (SIYABUSWA)

GAUTENG CET COLLEGE (REF NO DHET 25/04/2016) (JOHANNESBURG, SOWETO)

NORTHERN CAPE CET COLLEGE (REF NO DHET 26/04/2016) (UPINGTON)

KWAZULU-NATAL CET COLLEGE (REF NO DHET 27/04/2016) (PIETERMARITZBURG)

NORTH WEST CET COLLEGE (REF NO DHET 28/04/2016) (MMAKAU)

**REQUIREMENTS:** An appropriate Bachelor's Degree relevant to this post or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Five (5) years' relevant work experience. An understanding of the Department of Higher Education and

Training's strategic vision and priorities. Knowledge of all policies and legislation governing education and training in South Africa. Experience in managing people and projects with the ability to plan strategically. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A valid drivers' licence.

**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.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**DEPUTY DIRECTOR: FINANCE X9 (CET) COLLEGES**

**SALARY:**

**All-inclusive remuneration package of R612 822 per annum (Level 11)**

**CENTRE:**

**EASTERN CAPE CET COLLEGE (REF NO DHET 29/04/2016) (PORT ELIZABETH)**

**WESTERN CAPE CET COLLEGE (REF NO DHET 30/04/2016)  
(BELLVILLE)**

**FREE STATE CET COLLEGE (REF NO DHET 31/04/2016)  
(BLOEMFONTEIN)**

**LIMPOPO CET COLLEGE (REF NO DHET 32/04/2016)  
(POLOKWANE)**

**MPUMALANGA CET COLLEGE (REF NO DHET 33/04/2016)  
(SIYABUSWA)**

**GAUTENG CET COLLEGE (REF NO DHET 34/04/2016)  
(JOHANNESBURG, SOWETO)**

**NORTHERN CAPE CET COLLEGE (REF NO DHET 35/04/2016)  
(UPINGTON)**

**KWAZULU-NATAL CET COLLEGE (REF NO DHET 36/04/2016)  
(PIETERMARITZBURG)**

**NORTH WEST CET COLLEGE (REF NO DHET 37/04/2016) (MMAKAU)**

**NOTE:**

To support the principal as the accounting officer, and other executives in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. To manage the financial and supply chain management functions and to ensure sound financial management and associated reporting within the organization.

**REQUIREMENT:**

An appropriate Bachelor's Degree in commerce or accounting with accredited training and courses in management practices. At least

5 years' experience in a financial function with financial reporting and people management responsibilities. Demonstrated experience in or understanding of: accounting and financial management practices, methods and reporting supply chain and material management principles auditing principles and practices financial information management systems Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Proven knowledge of the public CET sector regulatory and legislative framework and governance and public sector management and financial reporting requirements. Strategic capability and leadership; Client orientation and customer focus; Financial management; People management and empowerment; and Communication. A valid Code EB drivers' license.

**DUTIES:**

To participate in the formulation and implementation of the annual college strategy, based on a 2 to 5 year view of requirements. To establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledgers and subsidiary books in accordance with applicable policy and prescripts. To provide *ad hoc* information, reports and technical guidance to decision-makers on an ongoing basis. To coordinate the college budget and expenditure management processes and delivery within deadlines. To coordinate the capex budget and spending within agreed parameters, prioritising projects based on return on investment, risk and ensuring that all investments are in line with strategy. To report the budget and

expenditure in the required format and present it to the management team and the college council. To review monthly financial reports for consolidation into the executive and council reports ensuring completeness, accuracy, alignment with strategy and overall insightful/meaningful commentary. To manage and optimize college cash flow and investment decisions. To continuously identify and pursue opportunities to improve control procedures throughout the college. To follow up on audit queries and ensure that corrective action is taken by responsible managers. To negotiate and review new contracts to ensure that they are commercially sound, aligned with the college strategy and financial accounting and reporting implications have been considered. To manage the compilation and generation of council presentations, interim and year-end results and annual reports. To manage the college payroll ensuring the correct people are paid the correct amounts and that the statutory deductions and pay-overs are made. To manage the supply chain from demand, through acquisition and logistics to disposal in compliance with legislation and college policy and in support of college objectives and the principle of “value for money”.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**DEPUTY DIRECTOR: TEACHING AND LEARNING  
DEVELOPMENT CAPACITY IMPROVEMENT PROGRAMME  
(5 YEAR CONTRACT POST) (REF NO DHET 57/04/2016)**

**SALARY:**

**All-inclusive remuneration package of R612 822 per annum  
(Level 11)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

**An appropriate Bachelor’s Degree/National Diploma in the field plus  
at least five years relevant experience in college lecturer education**

and development. A postgraduate qualification will be an added advantage. A good understanding of the historical and emerging technical and vocational education and training (TVET) and community education and training (CET) landscape in South Africa, including current policy framework that regulate these sectors; a deep understanding and extensive knowledge of college lecturer development needs and insight into college lecturer education practices, policies, qualifications and programmes that seek to address lecturer development needs; well-developed research and information management skills; good project management and communication skills, including report writing; the ability to work in collaboration with other government departments, with quality councils, universities and with other relevant role-players; high level computer skills; a valid driver's license.

**DUTIES:**

The scope of work of the Deputy Director: Teaching and Learning Development Capacity Improvement Programme will include, but not be limited to: managing and monitoring the implementation of a dedicated 5-year project to strengthen university capacity for the education and development of TVET and CET lecturers to enable a suitable range of quality initial professional, post-professional and postgraduate education qualifications to be available for lecturers and other professionals in these sectors. The position will involve promoting capacity development at universities for programme development, material development, and research in lecturer education for technical and vocational education and training, and community education and training.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **PROJECT COORDINATOR: CENTRAL APPLICATION SERVICE  
(5 YEARS CONTRACT POST) (REF DHET 59/04/2016)**

**SALARY:** **All-inclusive remuneration package of R726 276 per annum  
(Level 12)**

**Centre** **Pretoria**

**REQUIREMENTS:** An appropriate Bachelor's Degree in any of the following fields of study: Education, Business, Information Technology, Project Management, Law, Computer Engineering or any other relevant field. A relevant Masters' degree in one of the above disciplines will be an added advantage. The applicant needs to provide evidence of at least 5 years' experience in project management, and knowledge of the education and training sector at national or institutional level. Experience in project management and proven organisational abilities, attention to detail and the ability to deliver are critical traits. Knowledge and understanding of the South African education and training system with a focus on the value chain of applications and registration processes are needed. Possessing a combination of skills including planning, organising, communicating and a practical and intellectual approach to problem solving and decision making is necessary, ability to work independently and also with the greater team to get results. The incumbent must be an excellent communicator with the ability to do presentations to various stakeholders, interact with different branches in the Department of Higher Education and Training (DHET), and work in a team environment and with other government departments, entities and education and training institutions. Relevant skills needed are conflict management, problem solving, financial management skills, report writing and communication skills and excellent computer skills. A valid driver's license.

**DUTIES:**

The duties will include the successful setting up, testing and implementation of the CACH and CAS project, by target dates and within the agreed budget, co-ordination of the further development and implementation of CACH which will include amongst others the advocacy and communication with stakeholders (institutions and other agencies); liaison with outsourced service provider, provision of information, staff training; communication with applicants (what to communicate, when and how); quality control and problem solving in conjunction with IT and information experts; reporting and maintaining records; and end of cycle review and recommending enhancements. The development of the Central Application Service (CAS) is a project currently in the planning phase. The Project Coordinator will be required to ensure the satisfactory undertaking of many tasks, often working with team members not directly under his/her management. These tasks include (but will not be limited to): ensuring that the technological solution as designed will meet the needs as defined in the documentation; processing the policy and legal requirements as per the Enterprise Architecture; maintain channels of communication with selected service providers and arranging regional workshops; ensuring that system developers have access to all the information they require; advocacy and explaining the project, particularly to institutions; keeping governance structures informed of project progress, risks and issues; ongoing risk assessment; monitoring of project time-line and milestones, making recommendations for adjustments to variables where indicated; coordinating a communication advocacy and strategy; developing a business plan for funding.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **BRANCH COORDINATOR: EXECUTIVE SUPPORT  
(REF NO DHET 63/04/2016)**

**SALARY:** **All-inclusive remuneration package of R612 822 per annum  
(Level 11)**

**Centre** Pretoria

**OBJECTIVE:** To provide coordination services to the Deputy Director- General

**REQUIREMENTS:** An appropriate three year Bachelor's degree or equivalent qualification with demonstrable experience in coordination. At least 5 years relevant working experience. Familiarity with the Post Schooling or Human Resource Development Environment would be an added advantage. Knowledge of relevant legislative frameworks, policies and procedures pertaining to the Post Schooling Sector and the Public Services Sector. Advanced technical knowledge in office management and administration. Willingness and ability to work under pressure. A driver's license is required.

**DUTIES:** The successful candidate will be responsible for the following duties: Assist the DDG to monitor the implementation of executive decisions; Assist the DDG in developing strategic and operational plans for the branch and in managing relations with external stakeholders and coordinating special projects; Act as a principal contact and provide support to the offices of the Deputy Director- General, Director-General and Minister; Provide leadership in the management of the DDG's diary; Assist the DDG to prepare for multilateral meetings. Undertake research and compile reports for the DDG; Coordinate and manage cabinet and parliamentary matters; Manage staff within the office of the DDG. Manage the Deputy-Director General's office including correspondence management, office budget and expenditure control; provide secretarial role in the

Branch meetings such as Branch Management meetings/ Quarterly Review Meetings. Co-ordinate and consolidate all relevant documentation for the DDG, viz., Branch business plans, budgets and reports. Coordinate the DG and DDG's one-on one meetings on a regular basis to keep the DG informed of developments in the Branch; Organize and determine the most effective methods and standards of documents that will enhance the quality of the Branch; Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders. Liaise with other Branch Coordinators and officials in the Department; Assist with the quality assurance of submissions.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**DEPUTY DIRECTOR: STRATEGIC PLANNING AND REPORTING (REF NO DHET 72/04/2016)**

**BRANCH: HUMAN RESOURCES DEVELOPMENT, PLANNING AND MONITORING COORDINATION CHIEF DIRECTORATE: PLANNING, INFORMATION, MONITORING AND EVALUATION COORDINATION DIRECTORATE: STRATEGIC CO-ORDINATION AND SECRETARIAL SUPPORT**

**SALARY:**

**All-inclusive remuneration package of R612 822 per annum (Level 11)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate three year Bachelor's Degree/National Diploma in Public Administration, Public Management, Business Management or Monitoring and Evaluation. A post-graduate degree in one of these fields will be an added advantage. A minimum of 5 years

practical experience in strategic planning and reporting environment. Good understanding of legislative frameworks governing planning and reporting in the public sector. Strategic thinking and analytical capability. Excellent report writing and presentation skills. The ability to work under pressure and meet deadlines. Advanced level of computer literacy especially in MS Word, Excel and Power point. Knowledge of the post-school education and training sector and its challenges. A valid driver's license.

**DUTIES:**

Monitor and report on the implementation of the Strategic Plan and Annual Performance Plan against pre-determined objectives. Schedule and facilitate departmental performance review sessions with senior management in the department's branches to ensure reliability, usefulness and the correctness of information reported. Conduct periodic capacity building sessions on performance monitoring frameworks and guidelines to promote compliance on reporting requirements. Manage and monitor the implementation of improved business processes and rendering of advice to branch managers concerning business processes (Compilation of standard operating procedure on collection, verification and reporting of performance information per branch; Development of policies and procedures to address the collection, verification and reporting on performance targets achieved; Development of Technical Indicator Description Grids etc.). Advise the Accounting Officer on the implementation of departmental strategic and performance plans. Facilitate submissions and the presentations of departmental performance reports to Senior Management, Parliament, National Treasury and Presidency.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** DEPUTY DIRECTOR (PROJECT COORDINATOR): CAREER DEVELOPMENT SERVICES POLICY AND STAKEHOLDER MANAGEMENT

**(REF NO DHET 77/04/2016)**

**TERM: THIS POSITION WILL BE CONTRACT BASED FROM THE DATE OF APPOINTMENT UNTIL 31 MARCH 2017**

**SALARY:** All-inclusive remuneration package of R726 276 per annum (Level 12)

**Centre** Pretoria

**REQUIREMENTS:** An appropriate Bachelor's Degree/National Diploma in Education, Psychology, Social Science or another relevant field; a formal project management qualification will be an added advantage; At least 5 years' experience in a career development environment; demonstrated knowledge of career development issues in the country; good understanding of the education and training sector including schools, university education, skills development and vocational training issues relevant to career guidance; Knowledge of the relevant legislation/policies/prescripts and procedures; Knowledge of labour market issues in relation to employment, skills supply and demand for career guidance; Basic knowledge of financial administration. A valid driver's license.

**DUTIES:** The Deputy Director will plan, manage, implement and evaluate post-school career development services policies and implementation frameworks in the post-school education and training sector; Develop national policies and implementation frameworks for the provision of career development services in the country; Develop general policy, norms and standards, protocols and guidelines for the provision of career development services; Engage stakeholders on the implementation of integrated career development services.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**DEPUTY DIRECTOR: RESEARCH, COSTING AND FINANCIAL  
MANAGEMENT SYSTEMS: (REF NO DHET 84/04/2015)  
VOCATIONAL AND CONTINUING EDUCATION AND TRAINING**

**SALARY:**

**All- inclusive remuneration package of R726 276 per annum  
(Level 12)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate three year Bachelor's Degree with Financial Accounting or Financial Management as one of the majors (or equivalent qualification). CTA qualification or honors in Accounting will be an added advantage. Minimum of 5 years relevant work experience preferably in a financial environment. Experience in financial management in a government environment will be an added advantage. Knowledge and interpretation of Generally Recognized Accounting Practice (GRAP). Experience in policy development and implementation skills. Knowledge of and insight into Post-School Education and Training legislation and policies. Knowledge of the legislative framework pertaining to TVET colleges, which include Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA) and Treasury Regulations. Good analytical and research skills. Good communication (oral and written) and interpersonal skills. Ability to work in a team, to work under pressure, meet tight deadlines and be target driven. Computer literate with extensive knowledge of MS Word and Excel and the skills thereof. Applicants must include a certified copy of the driver license with the application.

**DUTIES:**

Analyse and interpret audited Annual Financial Statements (AFS) for TVET colleges. Development and maintenance of financial

policies for TVET colleges. Development and maintenance of a database for audited AFS and audit reports. Monitor and support financial management in TVET colleges. Development and maintenance of information systems to monitor financial management, expenditure and service delivery in the TVET colleges. Develop and maintain the national costing model. Support the development and review of funding policies for TVET colleges by providing researched financial data. Provide support and advice to TVET colleges on the setting up of their financial management systems. Perform ad-hoc duties as and when required.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**ASSISTANT DIRECTOR: STRATEGIC  
MANAGEMENT UNIT (REF NO DHET 65/04/2016)**

**SALARY:**

**R311 784 per annum (Level 9)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate Bachelor's Degree/National Diploma qualification in Public Finance Management/Cost and Management accounting/Accounting Management and Financial Information System coupled with at least five years of experience in financial environment. Familiarity with the Post Schooling or Human Resource Development Environment would both be an added advantage. Good knowledge of Public Financial Management Act (PFMA) and Treasury Regulations. Good knowledge of Departmental policies and prescripts. Good knowledge of the BAS system. Good written and verbal communication skills, Planning and organizing skills, Ability to work under pressure. Good analytical and interpretation of financial data skills, supervisory skills, Computer literacy, Supply Chain Management, Human Resources Management

and statistic management. A valid driver's license.

**DUTIES:**

The duties will include: Co-ordinating the budget processes including the Medium Term Expenditure Framework, Estimate of National Expenditure and Adjusted Estimate of National Expenditure. Gather budget inputs from and liaise with various Units within the Branch. Perform in-year monitoring of budgets versus expenditure, cash flow statements, and related monthly early warning reports for the Branch. Co-ordinating Supply Chain Management and related activities of the branch (Inclusive of Demand Management and Procurement Plans). Manage the placement of publications in the Government Gazette. Managing HR administration and related activities including S&T and other claims, leave and performance management requirements.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**ASSISTANT DIRECTOR: QUALITY COUNCIL FOR TRADES AND OCCUPATIONS (QCTO) SUPPORT, MONITORING AND EVALUATION (REF NO DHET 67/04/2016)**

**SALARY:**

**R389 145 per annum (Level 10)**

Centre

Pretoria

**REQUIREMENTS:**

An appropriate Bachelor's Degree/National Diploma qualification, at least five (5) year relevant experience; Monitoring and Evaluation; Education and Training Quality assurance. Skills and competencies: An in-depth knowledge of skills development legislation/prescripts such as Skills Development Act, Skills Development Levies Act, South African Qualifications Authority Act, Public Finance management Act; key South African labour market issues and partners; skills supply and demand in South Africa,

Good understanding of the Education and Training Sector; Demonstrable ability to coordinate multiple stakeholder meetings and workshops; Demonstrable ability to produce reports; Excellent oral and written communication skills; Experience in organizational development and support, Experience in project management, computer literacy, conflict resolution. A valid driver's license.

**DUTIES:**

Together with the Manager monitor performance outcomes against predetermined objectives; Assist in ensuring that the QCTO comply with the legislative framework for strategic planning; Coordinate the development and implementation of oversight agenda for the QCTO; Assist in ensuring performance outcome are reported and in line with legislative framework; evaluation of the QCTO strategic plans to ensure alignment to the sector skills plans; Develop and manage strategic plans with the QCTO in line with the implementation of the priorities of NSDS and other government and sectorial priorities; develop and agree on key performance measures for delivery of core functions for the QCTO; Develop and agree on sector specific key deliverables and provide support to the QCTO and resolve matters relating to quality assurance; Analyse the QCTO quarterly reports, and annual reports. Support and monitor the performance of the QCTO; Together with the manager annually develop, implement and manage work plan/business plan applicable to function of the sub-directorate Quality and Institutional support. Manage performance agreements, performance assessment.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **ASSISTANT DIRECTOR (REF NO DHET 68/04/2016)**  
**DIRECTORATE: NATIONAL SKILLS AUTHORITY**  
**SECRETARIAT (NSAS)**

**SALARY:** **R311 784 per annum (Level 9)**

**Centre** **Pretoria**

**REQUIREMENTS:** An appropriate three year Bachelor's Degree or National Diploma in the relevant field, including advanced computer skills. A minimum of 5 years employment experience in research work including research projects coordination, monitoring and evaluation, administration and secretariat support. Good interpersonal, organising 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 organising, analysing, report writing, minute writing and basic events management skills. Knowledge of Batho Pele principles and PFMA.

**DUTIES:** To coordinate NSA research, monitoring and evaluation of the NSDS. Commission and project manage research and impact studies to enable the NSA to best fulfil its advisory function. Support the development, implementation of the National Skills Development strategy monitoring framework. Monitor and evaluate the implementation of the National Skills Development Strategy (NSDS) Develop a system that clearly specifies and ensures that how areas of weakness or underperformance identified will be addressed. Facilitate NSA policy processes and develop advice. Facilitate the development of the NSDS annual implementation report. Manage and co-ordinate NSA consultations on skills development.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**ASSISTANT DIRECTOR: BAS SYSTEM MANAGEMENT  
(REF NO DHET 73/04/2016)**

**DIRECTORATE: FINANCIAL SERVICES**

**SALARY:**

**R311 784 per annum (Level 9)**

**Centre**

**Pretoria**

**REQUIRMENT:**

An appropriate three year Bachelor's Degree/National Diploma with accounting as a subject. At least five years relevant work experience financial experience. Incumbent must have in-depth knowledge of the Basic Accounting System (BAS) and the compilation of financial statements. Other requirements will be: in-depth knowledge of the 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). Communication with National Treasury and the Auditor-General. Colleagues and managers within the Department. Requesting of BAS reports when required. Friendly and trustworthy, Accuracy, Confidence, Ability to work under pressure, Ability to work in a team and independently, Assertiveness and Self-starter.

**DUTIES:**

Prepare the Interim and Annual Financial Statements of the Department; Providing training in the section as well as to officials in the Department on aspects of BAS and financial statements; Ensure that the financial system (BAS) is operational and report any discrepancies to National Treasury and the BAS call center; Maintain the BAS code structures and security profiles and to communicate updates on a regular basis to staff in the Department; Ensure that all relevant security checks are done on a regular basis on the BAS system; Identify and institute corrective measures for financial system risk; Monitor proper

integration of the financial system; Managing of staff related matters in the section.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**ASSISTANT DIRECTOR (PROJECT SPECIALIST): CAREER ADVISOR (2 POSTS) (REF NO DHET 78/04/2016)**

**TERM: THESE POSITIONS WILL BE CONTRACT BASED FROM THE DATE OF APPOINTMENT UNTIL 31 MARCH 2017**

**SALARY:**

**R389 145 per annum (Level 10)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate Bachelor's Degree/ National Diploma qualification in education, psychology, social science or another relevant field; Registration with the Health Professionals Council of South Africa as a Counselor/Psychometrist; At least 5 years' experience in a career development environment; Knowledge of providing career advice; Experience of using social networking; Experience in using ICTs in a high tech environment; Experience in using the Internet and databases to source information; Understanding of labour market issues in relation to employment, skills supply and demand for career guidance; Good communication skills, both written and oral; Motivational skills; The ability to coach, support and encourage individuals and groups; Interviewing; Advisory skills (telephone, written and face-to-face); Good knowledge of MS Office and related Software packages including the ability to efficiently capture data via a keyboard; Language skills and the ability to communicate well with people at different levels and from different backgrounds; Good people skills; A valid driver's license and the ability to travel is essential; Multi-lingual in official South African languages would be an advantage; Professionalism (e.g. Integrity); and Flexibility.

**DUTIES:** To provide advice and counselling to enable clients to take informed decisions on careers, qualifications and study opportunities. Provision of requested information and training in respect of careers, qualifications and study opportunities; Monitor interaction and contribute to the maintenance of the information base; Promote and disseminate career, qualifications and study opportunities information; Support the capacitating of practitioners and stakeholders; Develop career related training materials.

Enquiries **Mr D Sebela/ Ms D Pholo, Ms P Masoma**  
**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **ASSISTANT DIRECTOR (PROJECT SPECIALIST):**  
**COMMUNICATION AND ADVOCACY**  
**(REF NO DHET 79/04/2016)**

**TERM: THIS POSITION WILL BE CONTRACT BASED FROM THE DATE OF APPOINTMENT UNTIL 31 MARCH 2017**

**SALARY:** **R389 145 per annum (Level 10)**

**Centre** **Pretoria**

**REQUIREMENTS:** An appropriate Bachelor's Degree/ National Diploma qualification in Management, Education, Psychology, Social Science or another relevant field; At least 5 years' experience in advocacy and communications management; Good understanding of the education and training sector including schools, university education, skills development and vocational training issues relevant to careers advice; Excellent communication skills, both written and oral; Ability to develop and maintain positive relationships with stakeholders, both internal and external; Extensive knowledge of MS Office Software package; Good technological skills to operate in a high-tech environment;

Language skills and the ability to communicate well with people at different levels and from different backgrounds; Good people skills; Enhanced written communications skills; A valid driver's license and the ability to travel; Being multi-lingual in official South African languages is an advantage; Ability to act with tact and discretion; and Client orientation and customer focus.

**DUTIES:**

To administer the rendering of communication and advocacy services of the National Career Information and Advice Service. To administer the rendering of communication and advocacy services of the National Career Information and Advice Service, including to: Plan and implement quality career, qualifications and study advocacy services through the media including radio, TV, print and internet. Plan and implement the development, use and distribution of media mechanisms such as banners, booklets, brochures and related advocacy and communication items. Plan and implement the management and oversight of organisational performance of communication and advocacy campaigns and actions. To administer events and campaigns of the National Career Information and Advice Service, including to: Plan and implement quality career, qualifications and study advocacy services by way of campaigns and events. Plan and implement the design and management of advisory services campaigns and events. Administer the management of the joint branding of advocacy services with stakeholders.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY  
GOVERNMENT INFORMATION TECHNOLOGY OFFICE  
INFRASTRUCTURE SUPPORT SERVICES  
(REF NO DHET 81/04/2016)**

**SALARY:**

**R311 784 per annum (Level 9)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate three- year Bachelor's Degree/National Diploma in Computer Science/IT/ IS coupled with recognised industry certifications such as MCSE/ MCITP, A+, N+ Security + and ITIL. At least five years proven experience as an infrastructure manager with two years of supervisory experience. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks as well as Apple Macintosh Lion 101 Support Essentials.

**DUTIES:**

To provide technical advice on network design and planning. Management of the LAN support function and staff to ensure continuous and effective execution of duties. To ensure that the necessary DHET network services are available to officials when required to perform their duties. To provide technical support to the customers/end-users and solve their problems. Provide support in design, Installation and maintenance of network infrastructure equipment and software. Assist with hardware, server and infrastructure networking requirements scoping, establishment and costing. Assist with operating software performance reports preparation and submission. Perform onsite backups on the NAS device and Offsite backup on the cloud using various software. Provide desktop and notebooks including Apple Macs, mobile devices (iPads and tablets) support. Monitor and perform health

checks on the network. Analyse and resolve technical problems on the network. Perform configuration management on the network. Administer the entire Microsoft Network Environment. Administer the Microsoft Active Directory of the Department and all related Systems and Services. Manage the storage Area Network (SAN) of the maintenance on all servers. Supervising IT support team. Perform, Monitor and test backups in line with the Departmental backup policy and disaster recovery plan. Perform configuration management on the Microsoft Environment.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**SENIOR ADMINISTRATIVE OFFICER: CET X9COLLEGES**

**SALARY:**

**R262 272 per annum (Level 8)**

**CENTRE:**

**EASTERN CAPE CET COLLEGE (REF NO DHET 38/04/2016) (PORT ELIZABETH)**

**WESTERN CAPE CET COLLEGE (REF NO DHET 39/04/2016) (BELLVILLE)**

**FREE STATE CET COLLEGE (REF NO DHET 40/04/2016) (BLOEMFONTEIN)**

**LIMPOPO CET COLLEGE (REF NO DHET 41/04/2016) (POLOKWANE)**

**MPUMALANGA CET COLLEGE (REF NO DHET 42/04/2016) (SIYABUSWA)**

**GAUTENG CET COLLEGE (REF NO DHET 43/04/2016) (JOHANNESBURG, SOWETO)**

**NORTHERN CAPE CET COLLEGE (REF NO DHET 44/04/2016)  
(UPINGTON)**

**KWAZULU-NATAL CET COLLEGE (REF NO DHET 45/04/2016)  
(PIETERMARITZBURG)**

**NORTH WEST CET COLLEGE (REF NO DHET 46/04/2016) (MMAKAU)**

**REQUIREMENTS:**

An appropriate Bachelor's Degree/National Diploma and 3 years relevant work experience. The position requires a person who has organisational and administrative skills as well as the ability to arrange and systematise information. A sound knowledge of computer applications, including MS Word, MS Excel, MS Access, MS PowerPoint and MS Outlook is required. Knowledge of PERSAL will be an added advantage. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position.

**DUTIES:**

The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memorandums; Collecting and updating quarterly reports; Maintaining a central registry and file copies of all documentation; Preparing supporting documents and data for meetings; Prepare, verify and distribute documents to DHET Head Office; Follow up on progress of matters referred to Head Office.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** SENIOR ADMINISTRATIVE OFFICER: TEACHING AND LEARNING DEVELOPMENT CAPACITY IMPROVEMENT PROGRAMME (REF NO DHET 61/04/2016)

**SALARY:** R262 272 per annum (Level 8)

**Centre** Pretoria

**REQUIREMENTS:** An appropriate Bachelor's Degree/National Diploma relevant to the post. Thorough knowledge of financial management systems and data management systems and proven experience of at least three relevant work experience. A good understanding and working knowledge of the work flow coordination and events or project management is required. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements is essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. The candidate must have above average computer skills (MS Office), data management skills, excellent report writing skills, minute taking, presentation and general communication (written and verbal), good general office management skills and excellent interpersonal skills. A basic knowledge of the teacher education landscape in South Africa will be an advantage.

**DUTIES:** The successful candidate will be responsible for administrative management to support the implementation of the Teaching and Learning Development Capacity Improvement Programme and projects within it, including financial administration; procurement; report management; logistics management; file management; leave management; coordination of planning processes and progress reporting, and for providing administrative and secretarial support to the programme manager.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**SENIOR ADMINISTRATIVE OFFICER (NSAS) (REF NO DHET 69/04/2016)**

**SALARY:**

**R262 272 per annum (Level 8)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate Bachelor's Degree/National Diploma in the relevant field, including computer training. A minimum of three year employment 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 events management skills. Knowledge of PFMA, BAS and Batho Pele principles.

**DUTIES:**

Manage and coordinate the MTEF budgeting processes for the Directorate. Monitor the directorate and NSF allocation expenditure. Consolidate the Directorate financial expenditure report. Manage the under expenditure and over expenditure and reprioritization of the budget. Facilitate processes 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, maintain and update asset register. Provide supervision on general office support, including filing, tracking and processing of documents and correspondence. Manage and coordinate logistics for NSA meetings, events and

projects. Coordinate travel arrangements for NSA staff and NSA board members. Coordinate NSA events and projects.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**SENIOR ADMINISTRATIVE OFFICER: NSAS (REF NO DHET 70/04/2016)**

**SALARY:**

**R262 272 per annum (Level 8)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate Bachelor's Degree/National Diploma in the relevant field with project management component. A minimum of 3 years employment experience in rendering secretariat and project management and administration 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, secretarial, administration and events and project management skills. Excellent report and minute writing skills and knowledge of Batho Pele principles.

**DUTIES:**

Render secretarial and administrative support to the Director. Provide secretariat support for Directorates meetings. Manage resources of the Office of the Director. Coordinate NSA events and projects. Provide office administration support to the Director. Maintain an electronic and manual records keeping system for Directorate meetings. Prepare documentation for NSA meetings and events. Ensure that projects are run in compliance with the organization's requirements. Maintain and integrate project plans. Track and report overall progress. Administer the project budget. Monitor resource utilization and perform quality reviews.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**INFORMATION OFFICER: PROJECT SPECIALIST (5 POSTS)  
(REF NO DHET 80/04/2016)**

**TERM: THESE POSITION WILL BE CONTRACT BASED FROM  
THE DATE OF APPOINTMENT UNTIL 31 MARCH 2017**

**SALARY:**

**R262 272 per annum (Level 8)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

An appropriate Bachelor's Degree/ National Diploma qualification in Education, Psychology, Social Science or another relevant field; At least 3 years' experience in a career development environment; Knowledge of providing career information; Experience of using social networking; Experience in using ICTs in a high tech environment; Experience in using the Internet and databases to source information; Understanding of labour market issues in relation to employment, skills supply and demand for career guidance; Good communication skills, both written and oral; Advisory skills (telephone, written and face-to-face); Ability to develop and maintain positive rapport with users of the service; Good knowledge of MS Office and related Software packages including the ability to efficiently capture data via a keyboard; Language skills and the ability to communicate well with people at different levels and from different backgrounds; Good people skills; A valid driver's license and the ability to travel is essential; and Multi-lingual in official South African languages would be an advantage.

**DUTIES:**

To provide and capture career-based information and training. Provide requested information in respect of careers, qualifications

and study opportunities, including to: Receive, interpret and respond to telephone and electronic queries through telephone and ICT (social networks). Log on and record caller information on system. Source information from database or senior team members (if required). Provide required information and training to users and stakeholders. Follow-up and finalise outstanding enquiries and provide required information. Redirect enquires that need advanced research and interpretation. Conduct interviews and provide applicable advice. Capture information in the database, including to: Receive completed prescribed information sheet (online or offline). Record/capture information on system for future reference. Promote and disseminating career, qualifications and study opportunities information, including to: Contribute to the producing of career guidance information. Participate in electronic and media campaigns. Participate in events and exhibitions. Participate in roll-out of information dissemination as required. Distribute standard packs (e.g. brochures, booklets, toolkits).

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR  
GENERAL: SKILLS DEVELOPMENT (REF NO DHET  
64/04/2016)**

**SALARY:**

**R262 272 per annum (Level 8)**

**Centre**

**Pretoria**

**OBJECTIVE:**

To provide administrative support to the Deputy Director- General

**REQUIREMENTS:**

An appropriate National Diploma/NQF level 6 relevant to the post. A minimum of 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, presentations and financial matters will be added advantages

**DUTIES:**

The successful candidate will be responsible for the following duties: Provide administrative support in the managers' office. Manage and administer the managers' diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the managers' office by handling all correspondence and queries requiring the attention of the manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external client.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**PERSONAL ASSISTANT TO THE PRINCIPAL:**

**CET COLLEGES X9**

**SALARY:**

**R211 194 per annum (Level 7)**

**CENTRE:**

**EASTERN CAPE CET COLLEGE (REF NO DHET 47/04/2016) (PORT ELIZABETH)**

**WESTERN CAPE CET COLLEGE (REF NO DHET 48/04/2016) (BELLVILLE)**

**FREE STATE CET COLLEGE (REF NO DHET 49/04/2016) (BLOEMFONTEIN)**

**LIMPOPO CET COLLEGE (REF NO DHET 50/04/2016) (POLOKWANE)**

**MPUMALANGA CET COLLEGE (REF NO DHET 51/04/2016) (SIYABUSWA)**

**GAUTENG CET COLLEGE (REF NO DHET 52/04/2016) (JOHANNESBURG, SOWETO)**

**NORTHERN CAPE CET COLLEGE (REF NO DHET 53/04/2016) (UPINGTON)**

**KWAZULU-NATAL CET COLLEGE (REF NO DHET 54/04/2016) (PIETERMARITZBURG)**

**NORTH WEST CET COLLEGE (REF NO DHET 55/04/2016) (MMAKAU)**

**REQUIREMENTS:**

A National Senior Certificate (Vocational) (NCV) Level 4; a certificate/diploma in secretariat or office administration qualification will be an added advantage. Three years' experience in experience general office administration, workflow management and client service. The ideal candidate should be proficient in MS

Office; typing and written and verbal communication. Organizational and prioritization skills; telephone etiquette and document management are some of the skills required for this job.

**DUTIES:**

Manage the Principal's diary, schedule meetings and set realistic appointments on behalf of the Principal. Receive clients in the office of the Principal; answering and screening all calls, directing or attending to those not required to be attended to by the Principal; check in-tray on daily basis and make sure the Principal attends to urgent issues; file copies of all documentation. Logistical arrangements as required; type letters, submissions/memos, reports and open mail; render a general secretarial and office auxiliary service. Arrange air, rail and road bookings and accommodation for the Chief-Director; Monitor resolutions taken at management meetings and inform the Principal on progress made.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

Post

**PERSONAL ASSISTANT TO DIRECTOR: DEVELOPMENT  
SUPPORT (REF NO DHET 76/04/2016)**

**SALARY:**

**R211 194 per annum (Level 7)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

A Senior Certificate/Grade 12/NCV Certificate Level 4 A minimum of 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, presentations and financial matters will be added advantages

**DUTIES:**

The successful candidate will be responsible for the following duties: Provide administrative support in the managers' office. Manage and administer the managers' diary and itinerary. Type and prepare all the necessary documentation for the manager. Ensure the safe keeping and filing of all documentation and records in the office of the manager in line with the relevant legislation and policies. Ensure the smooth running of the managers' office by handling all correspondence and queries requiring the attention of the manager. Respond to enquiries received from internal and external stakeholders. Obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Clarify instructions and notes on behalf of the manager. Handle and manage cash flow in the office of the manager including petty cash. Perform routine duties in the office of the manager including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Interface with internal and external client.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**SENIOR ADMINISTRATION CLERK: OFFICE OF THE DEPUTY DIRECTOR-GENERAL (REF NO DHET 66/04/2016)**

**SALARY:**

**R171 069 per annum (Level 6)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

A Senior Certificate/Grade 12 or NCV certificate (level 4). A minimum of 1 to 3 years' experience in secretariat and general

office administration. Computer literacy and the use of the following computer applications: 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, ethical 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 D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**SENIOR ADMINISTRATIVE CLERK: NATIONAL SKILLS AUTHORITY (REF NO DHET 71/04/2016)**

**SALARY:**

**R171 069 per annum (Level 6)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

A Senior Certificate /Grade 12/NCV Certificate Level 4. A minimum of 1 year employment experience in rendering administration, policy and research 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 events management skills. Knowledge of Batho Pele principles, policy development and research.

**DUTIES:**

Provide secretariat services to the unit and the NSA research committee meetings. Coordinate Directorate research and policy inputs. Develop surveys and questionnaires for NSA events. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Maintain an electronic and manual records keeping system for research reports. Coordinate travel arrangements for NSA staff and NSA board members. Coordinate NSA events and projects. Prepare documentation for NSA meetings and events.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**SENIOR ADMINISTRATION CLERK: ORDERING**

**SUPPLY CHAIN MANAGEMENT (REF NO DHET 74/04/2016)**

**SALARY:**

**R171 069 per annum (Level 6)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

A Senior Certificate /Grade 12/NCV Certificate Level 4 and minimum of one to three years' experience in Supply Chain Management: Ordering environment. Good written and verbal communication skills. Ability to organize and prioritize work. General computer literacy skills and knowledge in Programs such as MS Word, excel, MS Outlook and Power Point. Knowledge of PFMA and Treasury Regulations. Good communication and administrative skills. Knowledge and experience on LOGIS and BAS. Candidate must be trust worthy.

**DUTIES:**

Administration of Supplier Database, source quotations from suppliers, compile comparative schedule; capture requests on

LOGIS system, ensure that Allocation codes on LOG15 are correct, ensure that LOG1 is correctly completed and signed by responsible manager, handle all internal and external queries relating to quotations and requests.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**SENIOR ADMINISTRATION CLERCK: WAREHOUSE: SUPPLY CHAIN MANAGEMENT (REF NO DHET 75/04/2016)**

**SALARY:**

**R171 069 per annum (Level 6)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

A Senior Certificate/Grade 12/ NCV Certificate and minimum of one to three years' experience in Warehouse environment. Good written and verbal communication skills. Ability to organize and prioritize work. General computer literacy skills and knowledge in Programs such as MS Word, excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Good communication and administrative skills. Knowledge and experience on LOGIS and BAS.

**DUTIES:**

Administration of warehouse: conduct weekly sport check for the replenishment of the store; conduct quarterly sport check to identify redundant stock, discrepancies and stock that are not moving and report to supervisor; Issuing and distribution of goods to the Users; capture issue vouchers on LOGIS system; file the issue voucher for audit purpose; manage Bin cards. Follow-up of outstanding store items orders; receive stock on physical and on LOGIS.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**POST: SENIOR ADMINISTRATION CLERK: BIDS  
ADMINISTRATION (REF NO DHET 92/04/2016)**

**SALARY:**

**R171 069 per annum (Level 6)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

A Senior Certificate/Grade 12/NCV Certificate Level 4 with at least one to three year relevant work experience in Supply Chain Management (Acquisition Management). Knowledge and understanding of the PFMA, PPPFA and its Regulations, Treasury Regulations and BBBEA. Computer skills, communication (verbal and written) skills. Customer care, ability to work in a team and independently.

**DUTIES:**

Facilitate bid specification and bid evaluation committee. Fulfil the function of secretariat to the mentioned committees. Administer bid invitations, closing and scheduling of proposals. Facilitate briefing sessions and presentation by prospective bidders. Handle queries from prospective bidders. Publication of awards. Provide administrative support to end users and bid structures. Maintain a filing system in respect of bids and contracts. Maintain a contract register and bid register. Administer validity of bids.

**Enquiries**

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:**

**SENIOR ADMINISTRATIVE CLERK: HRDC SECRETARIAT  
(REF NO DHET 82/04/2015)**

**SALARY:**

**R 171 069 per annum (Level 6)**

**Centre**

**Pretoria**

**REQUIREMENTS:**

A Senior Certificate/Grade 12/NCV Certificate Level 4 with a minimum of one to three year experience. 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 administration. Ability to write minutes, draft agendas, organize venues and catering, Coordinating meetings, policies acts and regulations, Computer literacy i.e. MS Word, Excel, Outlook and PowerPoint, Stakeholder engagements.

**DUTIES:**

To assist in the work performed in the Directorate: National Human Resource Development, including co-ordination of meetings for Human Resource development Council of South Africa and its structures. To handle all incoming and outgoing mails and referee to the correct role players. To provide secretarial functions in board meetings and wherever the Human Resource Development Council of South Africa sits. To arrange an schedule seminars, meetings, and social functions and identify venues, invite role players, and organize refreshments. To record all minutes/decisions and communicate to all relevant role players and make follow up-up on progress. To collect all relevant documents for meetings. Scrutinize documents to determine actions/information/other documents required for meetings. To keep a filing system. To compile documents, memorandums, letters and reports. To compile agendas and the minutes for meetings and workshops. To liaise with travel agencies to make travel and accommodation arrangements for members and social partners of the HRDCSA. To process the travel and subsistence claims. To assist the Deputy-Director in the running of the office and provide support when required. Sending & retrieving emails, typing memos and submissions.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **SENIOR ADMINISTRATION CLERK FOR THE CENTRAL APPLICATION SERVICE (5 YEARS CONTRACT POST) (REF NO DHET 60/04/2016)**

**SALARY:** **R142 461 per annum (Level 5)**

**Centre** **Pretoria**

**REQUIREMENTS:** A Senior Certificate/Grade 12 or NCV certificate (level 4) and a minimum of one to three years administrative experience will be strongly recommended. Candidates must have good interpersonal and communication skills, report writing, problem solving skills, financial management, planning and organization of work, and administration skills. Applicants should have excellent organizational skills; the ability to work with an electronic diary and experience in managing a filing system. Strong time management and problem solving skills are an advantage. It is recommended that candidates must have an ability to work under pressure and must be able to interact with people from a wide variety of backgrounds and levels. Candidates must be computer literate with computer skills and a good working knowledge of Microsoft programmes such as Word, Excel, PowerPoint and Outlook.

**DUTIES:** Making and receiving telephone calls. Manage the diary of the Director and be responsible for managing the office including setting up meetings and booking venues; Arrange all logistics for workshops; Receive visitors and arrange catering; Submit claims for travel expenditure and arranging travel for the Director; Manage the filing of the Director's office; Ensure the smooth processing of correspondence; Track and process documents; Prepare supporting documentation for meetings, presentations, reports and projects; General administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Director of the Central Application Service. Assist in

performance and monitoring reports, keep track of contracts with service providers. Implementing, maintaining and improve communication with the service providers.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

POST:

**SENIOR ADMINISTRATION CLERK GRADE I: PRIVATE HIGHER EDUCATION (REF NO DHET 83/04/2015)**

SALARY:

**R142 461 per annum (Level 5)**

**Centre**

**Pretoria**

REQUIREMENT:

Grade 12/ Senior Certificate or equivalent qualification at NQF level 4 with a minimum of one to three year experience. Good writing, communication and interpersonal relationship skills are essential along with experience in administration financial administration or electronic database management. 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 organizational skills. Excellent interpersonal and communication skills are required to deal with people at all levels in the Department 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 is an important requirement for the position.

DUTIES:

The responsibilities of the position will include: Information management, management of orders and purchasing, management of document storage and retrieval and the digitizing of documents. Performing the office management tasks of the Secretary during her absence will be expected.

Enquiries

**Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **DRIVER (REF NO DHET 88/04/2015) (12 MONTH CONTRACT)  
(2 POSTS)**

**SALARY:** **R119 154 per annum (Level 4)**

**Centre** **Pretoria**

**REQUIREMENTS:** Grade 9 or equivalent qualification. A valid driver's license is required. Planning and listening skills Good communication skills. Ability to read and write. PDP will be an added advantage. Six months experience in driving.

**DUTIES:** The incumbent will be responsible for collection and delivery of mail to and from the post office. Collection and delivery of documents to other and from other Departments. Operate both light and heavy motor vehicle. Update the log book of vehicle used on a daily basis.

Enquiries **Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **SENIOR MESSENGER (REF NO DHET 86/04/2015) (12 MONTHS  
CONTRACT) (2 POSTS)**

**SALARY:** **R100 545 per annum (Level 3)**

**Centre** **Pretoria**

**REQUIREMENTS:** Grade 9 or equivalent qualification. Planning and listening skills. Good communication skills. Ability to read and write. Knowledge of rendering effective and efficient messenger service.

**DUTIES:** The incumbent will be responsible for distribution of mail to and from different directorates. Collection and delivery of documents to other and from the Department to other Departments within a walking distance. Making of parcels.

Enquiries **Mr D Sebela/ Ms D Pholo, Ms P Masoma**

**TEL NO: 012 312 5512/ 0123125027/0123125739**

**POST:** **SENIOR OPERATOR (REF NO DHET 87/04/2015) (12 MONTHS CONTRACT) (2 POSTS)**

**SALARY:** **R100 545 per annum (Level 3)**

**Centre** **Pretoria**

**REQUIREMENTS:** Grade 9 or equivalent qualification. Planning and listening skills. Good communication skills. Ability to read and write. Ability to operate photocopying machines.

**DUTIES:** The incumbent will be responsible for photocopying of documents. Binding and laminating of documents. Cleaning of photocopying machines. Ordering of stationery.

Enquiries **Mr D Sebela/ Ms D Pholo, Ms P Masoma**  
**TEL NO: 012 312 5512/ 0123125027/0123125739**