“A SKILLED AND CAPABLE WORKFORCE FOR AN INCLUSIVE GROWTH”

THESE POSTS ARE BASED IN TVET COLLEGE

PRINCIPAL POST (DIRECTOR LEVEL)

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES:
TSHWANE NORTH COLLEGE (DHET 150/08/2015)

SALARY: All inclusive remuneration package R819 126 per annum (Level 13)

REQUIREMENTS: An appropriate B Degree or equivalent qualification. A post-graduate Degree/qualification will be an added advantage. Must have relevant work experience in the training and development or related environment. Eight (8) years’ work experience in the TVET or post school education and training sector. Experience in the Post Schooling Education and Training sector will be an added advantage. Extensive experience in any or all of the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. A valid drivers’ licence.
DUTIES: To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translates 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.

DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGE: GERT SIBANDE (DHET 117/08/2015)

SALARY: All inclusive remuneration package R569 538 per annum (Level 11)

REQUIREMENTS: An appropriate Bachelor’s degree or equivalent qualification. A postgraduate degree/qualification will be an added advantage. Five (5) years’ relevant working experience. 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 Excess and MS Outlook). An understanding of the Department of Higher Education and Training’s strategic vision and priorities. A valid drivers’ license.
**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.

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

**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES:**
NORTHERN CAPE URBAN (DHET 118/08/2015), BOLAND (DHET 119/08/2015)

**SALARY:** All inclusive remuneration package R569 538 per annum (Level 11)

**REQUIREMENTS:** An appropriate Bachelor’s degree or equivalent qualification. A postgraduate 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.

THESE POSTS ARE BASED IN PRETORIA

BRANCH: CORPORATE SERVICES
CHIEF DIRECTOR: CORPORATE COMMUNICATIONS & MEDIA LIAISON
(REF NO DHET 121/08/2015)
SALARY: All inclusive remuneration package R988 152 per annum (Level 14)

REQUIREMENTS: Application must be in a possession of an appropriate Bachelor’s degree or higher qualification and or/ extensive experience in corporate communication and media liaison. At least five (5) to ten (10) years relevant work experience. Knowledge of Higher Education and Training environment will be an added advantage. Strategic capability and leadership. Financial management. People management and
empowerment. Client orientation and customer focus. Exceptional written and verbal communication skills. Computer literacy. Project management. High level of public relation skills. Media monitoring skills. High level of stress tolerance and ability to maintain high work ethic and attend to various tasks simultaneously. Valid SA ID and driver's licence.

**DUTIES:** Strategic leadership and management of corporate communication and media liaison; Design strategic, dynamic and proactive corporate communication’s management system; Develop corporate communication’s strategies and policies; Establish beneficial networks in the corporate communications area and political circles; Direct the benchmarking of the corporate communications chief directorate’s work outputs, end products and methodology against the best international practice; Portray a professional image by ensuring that corporate communications resources are efficiently and effectively employed; Manage and maintain the department’s communication technology infrastructure including website, call centre/hotline, corporate branding, and publications; Review infrastructure needs information systems based on operational and management commitment of the Chief Directorate; Design system to implement strategies to ensure adherence to policy and procedures pertaining to requisition, utilization and disposal of fixed assets and consumables; Perform functions as per the SMS Core Management Criteria in the competency framework. Other Attributes/Skills: Confidentiality, honesty, team player, analytical and Batho Pele principles.

**NOTE:** This post offers a particular exciting opportunity for an individual wishing to make a substantial contribution to education and training and the development of the country. This is a Senior Management position, which requires a hands-on, strong and dynamic leader who will lead and co-ordinate a team of professional in undertaking a range of tasks requiring analytical, interpretive and negotiating skills and to ensure effective communication of the Department’s policies and programmes. The successful candidate will be expected to have extensive knowledge of and insight into education in South Africa and internationally.
CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
(REF NO DHET 122/08/2015)
SALARY: All inclusive remuneration package R988 152 per annum (Level 14)

REQUIREMENT: An appropriate Bachelor’s degree or equivalent qualification. A postgraduate degree/qualification will be an added advantage. At least five (5) to ten (10) years relevant work experience. Strategic leadership and management in corporate governance and policy development and interpretation. Strategic development, managing organizational development and turn-around programmes, budgeting and monitoring of expenditure patterns. Team player, collaboration, interpersonal relations, diversity management and change management. Planning, information management, monitoring and evaluation. Valid SA ID and driver’s licence.

DUTIES: To develop and implement organizational development strategy and monitor implementation of the departmental Human resource Plan, including individual performance management; the promotion of competence-based staff training and development; equity and empowerment for women and people with disabilities. Manage competency-based recruitment and selection of staff, and provide human resource support services to and in collaboration with respective branch management. Implement and manage professional development needs analysis in co-operation with relevant training academies and development institutions. Develop and maintain labour relation policy and strategy and implementation, to maintain an equitable harmonious and productive Departmental workplace ethos. Implement employee health and wellness programmes and projects, aligned with the HR plan Departmental strategic plan. Provide professional guidance, support and capacity-building of departmental management in all aspects of operational HR management and staff development.

DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND PERFORMANCE MANAGEMENT (DHET 123/08/2015)
SALARY: All-Inclusive Remuneration Package of R569 538 per annum (level 11)
REQUIREMENTS: Bachelor’s degree in Human Resource Management or equivalent; Five (5) years’ relevant work experience in organizational design, performance management, job evaluation, job descriptions, workstudy, business process mapping, change management and policy development; Computer literacy in MS Word, Excel, PowerPoint and Outlook; good organisational, coordination and reporting skills; Understanding of Public Service legislations and other OD-related policies and Directives applicable to the public service; A valid Driver’s licence.

DUTIES: Manage organizational design, performance management, job evaluation, job descriptions, workstudy, business process mapping and change management interventions and projects in the Department. Compile, communicate and implement relevant policies and Directives. Monitor and report on policy compliance. Ensure alignment of the DHET structure through proper work study. Facilitate and present in Induction, workshops and training sessions; Oversee staff within own sub-directorate; Ensure legislative and policy compliance; Manage non-human resources (work tools, equipment, etc.); Reporting.

ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT
(DHET 124/08/2015)
SALARY: R289 761 per annum (Level 9)

REQUIREMENTS: Bachelor’s degree in Human Resource Management or equivalent qualification; Five (5) years’ relevant work experience in performance management; Computer literacy in MS Word, Excel, PowerPoint and Outlook; Good coordination and report writing skills; Knowledge of drafting of performance agreements, Understanding of Public Service legislation, regulations and policies applicable to human resources managements, as well as the ability to interpret policy. A valid Driver’s license.

DUTIES: Manage the implementation of the Department’s performance management policy and system, Give advice and guidance to line managers in drafting performance agreements/ contracts, Facilitate the drafting of performance agreements/ contracts of
staff, Render quality assurance on completed performance agreements and review forms; Manage performance contracts appraisals of supervisees; Facilitate and present in PMDS-related workshops and training sessions; Coordinate performance moderation sessions; Ensure legislative and policy compliance; Reporting.

ASSISTANT DIRECTOR: CHANGE MANAGEMENT, ORGANISATIONAL DESIGN AND POLICY DEVELOPMENT
(DHET 125/08/2015)
SALARY: R289 761 per annum (Level 9)

REQUIREMENTS: The Appropriate three year bachelor’s degree Human Resource Management, Public Management or equivalent qualification, coupled with at least five (5) years work experience, three years of which must have been in human resources management in the area of change management, organisational development, work study and HR policy development. Training and experience in job analysis will serve as an added advantage to the candidate. Preference will be given to candidates who have experience in organizational development/ design or work study, as well as job evaluation. A successful candidate must have sound knowledge of organizational design, work study, HR policy development and job evaluation. The candidate must be able to demonstrate insight and sound knowledge of legislation, regulations, policies and principles applicable to human resources management and change management.

DUTIES: the incumbent will be responsible for managing organizational design, policy development within the HR environment, development of job profiles, job descriptions, job evaluations. The incumbent will also manage the implementation and review of the job evaluation policy of the department.

ASSISTANT DIRECTOR: HR PLANNING AND POLICY (DHET 126/08/2015)
SALARY: R289 761 per annum (Level 9)
**REQUIREMENTS:** The Appropriate three year bachelor’s degree Human Resource Management, Public Management or equivalent qualification; five (5) years’ relevant work experience. Experience in the HR planning and policy environment; Public sector experience will be an advantage Experience in the development, review and implementation of HR plans and reports; Experience in the development, review and implementation of HR policies; Ability to work independently and in a team; Good administrative and interpersonal skills; Problem-solving skills; Basic research or benchmarking skills; Good communication (written, verbal and liaising) skills; MS Office expertise (Word, Excel, PowerPoint and Outlook). Professional; Client-oriented; Independent; Ability to work under pressure and be able to cope with a high workload; Ability to work long hours, when required.

**DUTIES:** To assist in the compilation, review and update of the MTEF HR plan, reports and policies; To manage performance and development of subordinates; To write reports, submissions, Memoranda, letters and any other relevant correspondence; To ensure compliance with both internal and external Directives and Circulars to do with HR planning; To monitor implementation of internal and external policies, procedures, Directives and Circulars; To quality assure information and data that is used as input into HR planning reports; To coordinate HR planning data and information for multiple stakeholders; To conduct research and HR planning benchmarks; To recommend HR planning improvements and plans.

**PERSONAL ASSISTANT TO DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (DHET 127/08/2015)**

**SALARY:** R196 278 per annum (Level 7)
**REQUIREMENTS:** Matric or equivalent. Secretarial or Office Management qualification or Certificate (one year plus); A minimum of three (3) years’ Office management or administrative or secretarial support experience; Knowledge of manual and electronic filing systems, document tracking, storage and retrieval; Planning and organizing skills; Ability to work independently and in a team; Good interpersonal skills; Problem-solving skills; Typing skills; Communication (written, verbal and liaising) skills; Computer literacy in MS Word, Excel, PowerPoint and Outlook; Excellent telephone etiquette and customer relations.

**DUTIES:** Provide secretarial support to the Manager; Answer and screen calls; Receive clients or visitors; Arrange and coordinate meetings, workshops and appointments and provide administrative support; Manage the diary; Arrange travel and accommodation logistics for the Manager; Compile and submit travel claims, cell phone claims, subsistence and travel claims; Render basic quality assurance on standard documents coming and leaving the office; Scan, fax, copy, manage and draft correspondence; Take notes keep minutes of the meetings and do typing for Manager; File copies of all documentation; Tracking of documents; Type letters, submissions, memos, reports; Manage the filing system of the Directorate/Chief Directorate and retrieval of documents as and when required; Render general support to the Directorate/Chief Directorate.

**CHIEF DIRECTORATE: INDLELA**

**DIRECTOR: INDLELA TRAINING AND ASSESSMENT CENTRE (DHET 128/08/2015)**

**SALARY:** All inclusive remuneration package R819 126 per annum (Level 13)

**REQUIREMENTS:** An appropriate Bachelor’s degree in management or engineering/equivalent qualification. An artisan trade qualification and experience as an artisan assessor, trainer and moderator would be an advantage. Five (5) to ten (10) years’ work experience in the skills development sector, with a minimum of three years at a management experience with artisan development is required. Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA), Treasury

**DUTIES:** Develop, implement and maintain a recapitalisation and modernisation project for INDLELA through a User Asset Management Plan (UAMP) in collaboration with Department: Public Works. Develop, implement and maintain policies, procedures and guidelines that ensures that INDLELA is accredited by Quality Council for Trades and Occupations for a range of relevant occupational qualifications and part qualifications. Develop, implement and maintain policies, procedures and guidelines that ensures that INDLELA achieves and maintains ISO Standards for Quality (ISO 9001), Occupational Health and Safety (ISO 9018) and Environmental Control (ISO 9014). Develop and implement processes to ensure that there is continuous development of relevant INDLELA staff to maintain quality standards of training and assessment. Collaborate with public TVET College system and processes to ensure that INDLELA is aligned and supports the TVET System nationally. Manage at a senior management level the efficient, effective and economic collaboration between INDLELA and the centralised services located at DHET in Pretoria

**DIRECTOR: ARTISAN DEVELOPMENT**

**SALARY:** All inclusive remuneration package R819 126 per annum (Level 13)  
(DHET 129/08/2015)

**CONTRACT POST ENDING 31 MARCH 2020**

**REQUIREMENTS:** An appropriate Bachelor’s degree in management, Strategic Management, financial management/ equivalent qualification. Knowledge of national artisan development systems would be an advantage but qualification as an artisan is

**DUTIES:** Ensure that national artisan skills development policies, strategies and implementation correlate with identified national, regional and provincial economic growth path priorities. This includes: Develop and coordinate implementation of strategy for national artisan development inclusive of recognition of prior learning; Co-ordinate national artisan development stakeholders to achieve the defined national priorities inclusive of liaison with Human Resource Development Council as required; Coordinate career guidance and management to school learners and/or post school persons on artisan skills development inclusive of Decade of Artisan programme; Ensure the collection, analysis and reporting of artisan related data to relevant national and Departmental forums inclusive of DHET Annual Performance Planning and Medium Term Strategic Framework; Ensure the development and delivery in capacity of the occupational components of artisan qualifications inclusive of the development of new apprenticeship programmes; Ensure learner selection, recruitment, contracting and registration onto formal learning programme agreements linked to Employers / Employer Associations or public TVET College or SETAs and Quality Assurance / Certification partners; Ensure the development and delivery in capacity of the workplaces for artisan occupational qualifications and part qualifications

**DIRECTOR: NATIONAL ARTISAN MODERATION BODY (NAMB)**
SALARY: All inclusive remuneration package R819 126 per annum (Level 13)
(DHET 130/08/2015)
CONTRACT POST ENDING 31 MARCH 2020


DUTIES: Ensure Quality Assurance and Regulation of national artisan development programmes including NAMB statutory functions. This includes: Develop and implement policies for quality assurance of training, assessment and moderation of artisan learners in collaboration with the Quality Council for Trades and Occupations (QCTO); Fulfil all the functions of the national Assessment Quality Partner for artisan Trades as determined by the QCTO; Develop and implement a strategy and system to monitor the performance of national trade testing; Coordinate the national moderation of trade testing in collaboration with DHET regional and provincial structures and public TVET Colleges; Develop, maintain and apply a national databank of artisan trade assessment and moderation instruments; Develop and maintain a national databank of registered artisan trade assessors and moderators; Determine appeals processes for artisan trade testing and moderations.
DIRECTOR: OCCUPATIONAL TEAMS

SALARY: All inclusive remuneration package R819 126 per annum (Level 13) (DHET 131/08/2015)

CONTRACT POST ENDING 31 MARCH 2016

Requirements An appropriate Bachelor’s degree in human resources, project management or education and training. A post-graduate qualification will be a strong advantage. The person should have a minimum of five (5) to ten (10) years relevant work experience, in government or in education or training context. Project management skills, At least five years of demonstrable experience of project management. Extensive knowledge of the South African NQF system, including the Quality Councils, Considerable knowledge and experience required of NQF. Extensive knowledge of the whole Post School Education and Training System, Experience of working in or with college, university and SETA systems an advantage, Broad knowledge of the labour market and its skill needs, Some knowledge or experience of working in the private sector an advantage. Use of Microsoft Word, Excel necessary. Must have driver’s license (Code 8) and be willing to travel. Will be required to have/secure own car.

Duties: The candidate would Support Intermediate Bodies to carry out their work, including direct operational, hands-on support with individual Occupational Teams wherever required. Work with Expert Advisor, DHET Branches and Quality Councils to establish standard templates and operating procedures for Occupational Team reports, and then oversee the implementation of these. Establish working partnerships with institutions for the assessment of OT reports. Manage payment of Occupational Teams when they visit potential Centres of Specialisation and submit reports following these visits. Engage with contact people from DHET delivery branches to secure their collaboration for the implementation of STEPS 11 and 12 of the provincial skills development plans. Help build Occupational Team networks together with DHET Delivery Branches.
DIRECTOR: PROJECTS
SALARY: All inclusive remuneration package R819 126 per annum (Level 13)
(DHET 132/08/2015)
CONTRACT POST ENDING 31 MARCH 2016

Requirements An appropriate Bachelor's Degree in the field of education and training or equivalent is required. A Post-graduate qualification in Social Sciences, Public Administration or Education-related field is desirable while a Masters degree in Developmental Studies or Policy will be an added advantage. Experience is preferably in public affairs or project management environments. The incumbent must have thorough understanding of and exposure to government’s developmental trajectories and human resources imperatives. Knowledge of the Strategic Integrated Projects (SIPS) and its governing regulatory framework and processes is priority. Solid understanding of cooperative governance across the spheres of government and its entities, legislation governing skills development, mandate of the DHET and operation of its entities and institutions is essential. Competence; Planning and organizing of work, research, analysis, report-writing and presentation. Computer skills and information management are essential while ability to work with varied sets of data is critical. Attributes; An assertive, confident and persuasive diplomat is highly sought. The position requires a self-motivated and pro-active person who possesses networking, stakeholder liaison, communication and leadership capabilities are essential expectations of the job. Demonstrated acceptable levels of supervisory and mentorship capabilities. The incumbent must be a team-worker, able to work with minimum supervision as s/he may be required to undertake tasks that demand innovation and creativity. S/he must be professional, socially adaptable and diversity conscious. A valid driver's license.

Duties: Play a leading role in conceptualizing SIPS skills planning and development initiatives involving the development of a list for planned projects, produce a list of occupations in demand, develop ‘prototypes’ for specific projects and estimate the total skills required from national down to local/municipal level. Advice and oversee the work
of consultants and/or experts and ad-hoc committees established to work with and advise SIPS Unit, manage and document their outputs in accordance with their terms of reference. Facilitate the standardization and implementation of simple reporting tools to track project progress and performance, support implementing agencies in the use of these tools and ensure compliance to applicable regulatory requirements. Write regular reports on the status of the projects in accordance with the established monitoring and evaluation regimes. Facilitate and formalize partnerships between and among SIPS skills development partners. Assess the capacity of training institutions and provide support to their capacity needs, including the establishment and strengthening of ‘Centres of Excellence’. Liaise with and feedback to stakeholders and partners including; relevant units within the DHET, key government departments, provincial and municipal authorities, participating public entities, training providers and funders as well as civil society partners. Organise review meetings with the various established consultative bodies, and make representations to formal SIPS governance structures and as may be required from time-to-time. Provide all-round support to the Head of SIPS Unit and staff in performing their duties.

DEPUTY DIRECTOR: PROJECTS AND PROTOTYPES

SALARY: All inclusive remuneration package R569 538 per annum (Level 11)
(DHET 133/08/2015)

CONTRACT POST ENDING 31 MARCH 2016

Requirements An appropriate Bachelor’s degree in engineering or equivalent is required. The candidate must be registered as a Professional Engineer with Engineering Council of South Africa (ECSA). A post-graduate degree or diploma in project or construction management from a recognized university or institution will be an added advantage. At least 8 years relevant experience in South African engineering, procurement and construction projects is essential. The candidate would have worked in multi-disciplinary teams with responsibility for quality, schedule and cost as well as related health and safety issues. Working knowledge of the project management principles identified and practiced across construction project management sectors is
critical. Knowledge of the Strategic Integrated Projects (SIPS) and its governing regulatory framework and processes are essential. Solid understanding of cooperative governance across the spheres of government, legislation governing skills development, mandate of the DHET and operation of its entities and institutions is critical. Competence; Advanced computer skills are a pre-requisite as the ability to efficiently use information management applications is essential. The incumbent should be able to work with varied sets of quantitative and qualitative data. Research, analytical, report-writing and presentation skills are critical components of the position. Attributes; the applicant must be assertive, confident and a persuasive diplomat. S/he must be self-motivated, pro-active and possesses networking, stakeholder liaison, and communication as well as leadership capabilities. S/he should be professionally and delivery orientated, socially adaptable and diversity conscious. The incumbent must be a team-worker, able to work with minimum supervision as s/he may be required to undertake tasks that demand innovation and creativity. At the same time, demonstrate high level of supervisory and mentoring abilities. A valid driver’s license.

**Duties:** Analysis of envisaged projects in the Strategic Integrated Projects: Scoping, planning, costing, and evaluating of these and other projects. Lead the development of detailed staffing and skills requirements ('prototypes') for the identified projects in each identified sector or sub-sectors. Identify and define training requirements, experience and qualifications for each project. Develop prototype templates for new projects, develop electronic tool to capture prototypes, induct partners in the use of the templates and tools, maintain prototype library and continuously review scarcity of and update occupations. In addition, provide programmes to estimate skills required, induct and continuously support users of the programme, and maintain the database of skills in demand. Actively engage engineering and construction sector leaders, government departments, provincial and municipal authorities, training institutions and implementers as well communities of experts. Continuously compile projects reports and communicate their status in accordance with the determined reporting protocols. Collectively play a central role in advancing the mandate of the SIPS Unit by providing all-round support to the staff.
DEPUTY DIRECTOR: SYSTEMS AND RESOURCES

SALARY: All inclusive remuneration package R569 538 per annum (Level 11) (DHET 134/08/2015)

CONTRACT POST ENDING 31 MARCH 2016

REQUIREMENTS: An appropriate Bachelor’s degree/National Diploma in Accounting/Financial. A minimum of five (5) years’ financial management related experience. Prior experience of developing financial systems highly desirable. Able to manage the budget of a large, public sector organisation. Strong financial skills required. Able to design systems and procedures for financial management. Knowledge of the Public Finance Management Act (PFMA). Knowledge of or willingness to learn about the DHET fiscal disbursement to colleges and universities required. Knowledge of or willingness to learn about the SETA grant and the National Skills Fund systems. Able to work in a complex, multi role-player environment required. Communication skills (verbal and written, especially report writing skills) and basic presentation skills required. Able to work as a member of a team and also to be dynamic and self-driven. Good basic computer skills, especially Microsoft Excel. As high a level of knowledge and experience in these public financial fields as possible. A valid driver’s license.

DUTIES: With assistance from a service provider, help to design short and long term standard operating procedures for the receipt, quality assurance and payment of claims, from more than one funding source, for projects to address the shortfall of people with the required occupational skills for SIPs and other strategic projects. With assistance from a service provider, help to design norms and standards for the grant levels or funding formula that should apply to the different cost items on projects to address the shortfall of people with the required occupational skills for SIPs and other strategic projects, such as the cost of qualification and curriculum development, of materials preparation, of lecturer development, of lecturer appointment or deployment, of recognition of prior learning, equipment and of infrastructure needed. Contribute to the work on streamlining SETA grants for strategic projects. Compare SETA commitments
for SIPS with funding required and identify shortfalls and other possible funding sources, followed by the identification of other possible funding sources. Advise and oversee on the work of Assistant Director: Systems and Resourcing. Manage, under the broad oversight of the Head of the Special Projects Unit and with the assistance of the Assistant Director: Systems and Resourcing, the funds of the Unit as against the budget. Compile reports to the NSF as required. Advise the unit on any financial related matters.

ASSISTANT DIRECTOR: SYSTEMS AND RESOURCES (DHET 135/08/2015)
SALARY: R361 659 per annum, level 10

REQUIREMENTS: An appropriate Bachelor's degree/National Diploma in Accounting. At least five (5) year's relevant experience. Knowledge of Public Finance Management Act (PFMA). Able to use basic Microsoft Office products, especially Excel for financial management. Ability to prepare financial reports. Knowledge of required reporting requirements in government. Able to function as part of a team. Good problem solving, planning, time management, conflict resolution and analytical thinking abilities.

DUTIES: Take principal responsibility for the management of the Special Project Unit’s budget. This includes: Assisting with the procurement of goods and services for the Unit and keep all required records, including compiling invoices using payment advisory forms; Developing and maintaining an electronic system to record all procured goods and services; Tracking the implementation of activities in the business plan against expenditure; Ensuring that the Special Project’s expenditure is in line with the budget allocated; Assisting the Deputy Director: Systems and Resourcing to compile quarterly cash flow statements of the Unit. Compiling claims for SIPS consultants, service providers and Occupational teams; Compiling and verifying S&T claims for the Unit’s management. Compiling of VA2 requisitions; Develop procurement systems and procedures for the unit in line with departmental policies. Support the appointed service provider and Deputy Director: Systems and Resources with the development of standard operating procedures and funding norms and standards for projects to address
the shortfall of people with the required occupational skills for SIPs and other strategic projects. Implement the standard operating procedures and norms and standards, once developed.

ASSISTANT MANAGER: (Cluster 5) (DHET 136/08/2015)
Chief Directorate: SETA Co-ordination
SETA Performance Management

SALARY: R361 659 per annum (Level 10)

REQUIREMENTS: An appropriate 3 years’ Bachelor’s Degree/National Diploma/NQF level 6 (or equivalent qualification). A minimum of 5 years work experience involving education and training. Knowledge of Legislation relevant to the post (Skills Development Act (SDA), Skills Development Levies Act, Public Finance Management Act (PFMA), Basic Conditions of Employment Act, Public Service Regulations, South African Qualifications Authority Act, Employment Equity Act, Financial management, departmental policies and procedures, project management, strategic and general management. Leadership, facilitation, computer literacy, presentation, innovative, analytical, communication – written and verbal, negotiation. Code EB driver’s license.

DUTIES: Provide support for a cluster of Sector Education and Training Authorities (SETAs) on behalf of Department to ensure implementation of provisions of SDA and regulatory framework. Provide support for preparation, verification and signing off of SETAs’ performance evaluation endorsed by Department, SETA CEO’s and chairpersons. Provide support to manage, monitor and evaluate performance against Service Level Agreements and ensure quarterly reports are submitted to Department by SETAs and make recommendations on under-performance to Branch and National Skills Authority in terms of governance and Performance Management procedures. Provide support on development of proposed strategic plans to SETAs. Analyse and do verification on quarterly and annual reports from SETAs to ensure consistency of reports to inform implantation of strategy. Investigate, report and prepare response on
SETAs complaints/enquiries. Prepare recommendations on SETAs performance, investigation pertaining NSDS targets. Conduct SETAs site visits, analyze and verify collected information with regards to relevant report. Monitor work done by SETAs to ensure that project deliverables are achieved. Provide support to SETAs, facilitating changes, facilitating intervention Implementation and evaluation of impact of changes undertaken in all SETAs. Responsible for performance management of resources in Unit. Design and implement action plans to ensure achievement of outputs in performance agreements. Monitor performance of staff regularly and advise, coach and mentor in order to improve performance. Train and develop staff in line with PDP’s and HRD strategy. Execute costing of work plan for Unit in line with zero based budgeting principles.

**CHIEF ARTISAN GRADE A: AUTOMOTIVE ELECTRICIAN (DHET 137/08/2015)**

**SALARY:** R297 372 per annum (Level 9)

**REQUIREMENTS:** A National Technical Certificate N3 or equivalent qualification coupled with 3 years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Automotive Electrician; Knowledge: Knowledge of Manpower Training Act, 1981, and Skills Development Act, 1998. Must be able to assess candidates in Automotive Electrician.


**CHIEF ARTISAN GRADE A: ELECTRICIAN (2 Posts) (DHET 138/08/2015)**

**SALARY:** R297 372 per annum (Level 9)


**CHIEF ARTISAN GRADE A: MILLWRIGHT (ELECTROMECHANICAL) (DHET 139/08/2015)**

**SALARY:** R297 372 per annum (Level 9)


CHIEF ARTISAN GRADE A: DIESEL MECHANIC (DHET 140/08/2015)
SALARY: R297 372 per annum (Level 9)


CHIEF ARTISAN GRADE A: ELECTRONIC MECHANICIAN / RADIOTRICIAN (DHET 141/08/2015)
SALARY: R297 372 per annum (Level 9)


**CHIEF ARTISAN GRADE A: TRACTOR MECHANIC (DHET 142/08/2015)**

**SALARY:** R297 372 per annum (Level 9)


**SENIOR ADMINISTRATION CLERK: OFFICE OF THE DIRECTOR: STRATEGIC COORDINATION AND SECRETARIAL SUPPORT (DHET 143/08/2015)**

**SALARY:** R158 985 per annum (Level 6)

**REQUIREMENTS:** A Grade 12, NC (v) Level 4 or equivalent and a National Diploma/Degree in Public Management or Public Administration duties. A minimum of one year experience in secretariat and general administration. Computer literacy and the use of the following computer applications: Ms Word, Excel, PowerPoint and
Outlook. Have knowledge of administrative procedures, secretarial duties, communication skills, accountability, ethical conduct and report writing skills.

**DUTIES**: Responsible for overall general administration in the office the Director including maintenance of the directorate’s budget which includes the monitoring of cash flow statements, procurement of goods and services for the directorate, keep record of invoices and proof of payment. Provide logistical support to Senior Management and Ministerial Management meetings, including preparation of meeting packs, booking venue, setting up of the recording system as well as updating and preparing of the attendance register for each meeting. Perform administrative tasks such as taking minutes of the Directorate. Maintain both electronic and manual record keeping systems.

**ASSISTANT DIRECTOR: AUXILIARY AND CORPORATE SERVICES**
(DHET 144/08/2015)

**SALARY**: R289 761 per annum (Level 9)

**REQUIREMENTS**: An appropriate Bachelor’s degree in Administration, Project Management or relevant qualification. Five years relevant experience in Public or Private Sector. Good knowledge of Public Financial Management Act (PFMA), Treasury Regulations and related act. Skills Development Act. Stakeholder Management. Good knowledge of Departmental policies and prescripts. Skills: Project management skills. Good communication skills Good written and verbal communication skills and ability to facilitate workshops and present policies. Planning and organizing skills Ability to work under pressure. Good Analyzing and interpretation skills. Problem solving skills. Management/leadership and supervisory skills. Computer literacy. A valid driver’s license

**DUTIES**: Manage the efficiency of the Auxiliary Services at INDLELA. Supervision of all Sectional Heads and responsible for human resources activities including PMDS. Manage the efficiency of the Transport section at INDLELA. Manage the efficiency of
the Security and Hostel and Accommodation section at INDLELA. Ensure that the service delivery goals of the units are met. Ensure that monthly statistics and reports have been compiled. Signing of overtime claim forms for the sections. Manage leave for staff members. Attend to and resolve staff conflicts and misunderstandings. Sustain and continuously improve the efficiency in the Hostel and Accommodation. Ensure that food is always available for registered candidates.

PERSONAL ASSISTANT TO DIRECTOR FINANCIAL PLANNING  
(DHET 145/08/2015)

SALARY: R196 278 per annum (Level 7)

REQUIREMENTS: A relevant Senior Certificate/ Grade 12 or NCV certificate; 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.

RESPONSIBILITIES: 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 clients.

THESE POSITIONS WILL BE ON CONTRACT BASED FOR SIX MONTH

HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT
ASSISTANT DIRECTOR: COMMUNICATION (DHET 146/08/2015)
SALARY: R361 659 per annum (level 10)

REQUIREMENTS: Three years relevant tertiary qualification. At least five (5) year relevant work experience. Experience in developing communication and marketing plans. Experience in events management and coordination of campaigns. Good communication and marketing skills. Experience in management of communication and marketing projects. 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.

DUTIES: Communication will assist in the following duties: Developing a communication and marketing plan and monitor the implementation of the branding of Council; Developing tools to market the work of Council and the HRDSA, the Integrated National Plan as well as the 5-point plan; Developing marketing catalogues and information brochures to support and market the work of Council, the Integrated National HRD Plan as well as the 5-point plan and the HRDSA; Promoting the functioning and achievements of Council through marketing material; Responsible for the launch of Council events e.g. Annual Performance Reports and Strategic Documents; Participate in events with HRDC social partners in marketing the activities of Council and its committees. Launching and coordinating campaigns in awareness creation. Coordinating the events conducted by Council in partnership with the communication representatives from the Presidency, GCIS, and DHET. Liaison with social partners to ensure that they are informed of the programmes of Council and its committees
SENIOR ADMINISTRATION OFFICER: ADMINISTRATION, COORDINATION AND COMMUNICATION SERVICES (DHET 147/08/2015)

SALARY: R243 747 per annum (Level 8)

REQUIREMENTS: Three years relevant tertiary qualification. At least three (3) year relevant work experience. Experience in providing effective administrative and logistical support for the provision administration, coordination and communication services. Competencies required: Office administration, communication skills, stakeholder management, general logistics and procurement skills event coordination, computer literacy. Excellent oral and written communication skills.

DUTIES: The Senior Administration Officer: Administration, Coordination and Communication Services will assist in the following duties: Prepare and manage correspondence, reports and documents; Organize and coordinate meetings, conferences, travel arrangements; To assist with day to day work of the Programme; Organize internal and external events; Handle incoming mail and other material; To keep accurate record of the correspondence; To process Subsistence & Transport claims and cell phone claims of behalf of the Programme officials. Communicate verbally and in writing to answer inquiries and provide information; Liaison with internal and external contacts; Operate office equipment and manage office space; To follow up on messages on behalf of the Director and make sure that people respond to them. To manage leave register of the Directorate; To copy and distribute documents; To ensure the smooth running of the Directorate.

SENIOR ADMINISTRATION OFFICER: POLICY, RESEARCH AND INFORMATION SYSTEMS (DHET 148/08/2015)

SALARY: R243 747 per annum (Level 8)
**REQUIREMENTS:** Three years relevant tertiary qualification. At least three (3) year relevant work experience. Experience in providing administrative support in executing policy, research and information systems. Competencies required: planning and organising, administrative skills, ability to conduct research and write reports, computer skills in MS software, and must have understanding and knowledge of research human resource issues and constraints in the country. Good oral and written communication skills.

**DUTIES:** The Senior Administration Officer: Policy, Research and Information Systems will assist in the following duties: To provide support in determination of HRD related research. Prepare and manage correspondence, report and documents. To participate in development of information and knowledge management; Organise and coordinate meetings, conferences, reports and documents; To perform administrative work such as S&T claims; To liaise with various institutions conducting HRD related research; To assist in providing inputs on HRD value chain including basic education, post education and work place learning; To manage leave register of the Directorate; To provide support in the development of reports for human resource and skills required in priority and emerging

**SENIOR ADMINISTRATION OFFICER: PLANNING, MONITORING, EVALUATION AND REPORTING (DHET 149/08/2015)**

**SALARY:** R243 747 per annum (level 8)

**REQUIREMENTS:** Three years relevant tertiary qualification. At least three (3) year relevant work experience. Experience in executing planning, monitoring, evaluation and reporting for the HRD Secretariat. Competencies required: planning and organisational skills, project management and report writing, ability to conduct a desktop research and write reports, good interpersonal skills, computer skills, and must have understanding and knowledge of monitoring and evaluation issues in the country, knowledge of public sector regulations, systems and processes and good communication skills and ability to interact professionally and work as a team. Good oral and written communication skills.
**DUTIES:** To provide support in determination of HRDC related monitoring and evaluation; To provide support in overlooking the work of HRDC and producing quarterly and annual reports; To participate in planning, reporting, monitoring and evaluation system; To liaise with various Technical Task Team on issues of planning, reporting, monitoring and evaluation; To perform administrative duties; To provide support in monitoring the works of the Technical Task Teams and other programmes within the HRDC Secretariat; To liaise with various institutions departments and other organisations dealing with monitoring and evaluation issues; To liaise in providing inputs on monitoring and reporting value chain including planning and reporting; To provide support in development of reports for human resources and skills required in priority and emerging sector.

**PLEASE NOTE THAT THE DEPUTY PRINCIPAL: ACADEMIC SERVICES (COLLEGE OF CAPE TOWN DHET 97/07/2015) POST HAS BEEN WITHDRAWN**

Note: Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

APPLICATIONS MUST BE SUBMITTED ON Z83 FORM OBTAINABLE FROM ANY PUBLIC SERVICE DEPARTMENT OR ON THE INTERNET AT WWW.GOV.ZA/DOCUMENTS AND MUST BE ACCOMPANIED BY A COMPREHENSIVE CV AS WELL AS CERTIFIED COPIES OF ALL QUALIFICATIONS, IDENTITY DOCUMENT (ID) AND DRIVERS LICENCE (WHERE IT IS REQUIRED). IT IS THE APPLICANT’S RESPONSIBILITY TO HAVE FOREIGN QUALIFICATIONS EVALUATED BY THE SOUTH AFRICAN QUALIFICATION AUTHORITY (SAQA). FAILURE TO SUBMIT THE REQUESTED DOCUMENTS WILL RESULT IN YOUR APPLICATION NOT BEING CONSIDERED. CANDIDATES WHOSE APPOINTMENT WILL PROMOTE REPRESENTATIVITY IN TERMS OF RACE, GENDER AND DISABILITY WILL RECEIVE PREFERENCE.

AS OF 1ST JULY 2006, ALL NEW APPOINTMENTS IN THE PUBLIC SERVICE HAVE TO BE PART OF THE GOVERNMENT EMPLOYEE MEDICAL SCHEME (GEMS) IN ORDER TO QUALIFY FOR A GOVERNMENT MEDICAL SUBSIDY.
PLEASE FORWARD YOUR APPLICATION, QUOTING THE REFERENCE NUMBER TO: THE DIRECTOR-GENERAL, DEPARTMENT OF HIGHER EDUCATION AND TRAINING, PRIVATE BAG X 174, PRETORIA, 0001 OR HAND DELIVER TO: 123 FRANCIS BAARD STREET (FORMER SCHOEMAN STR.) PRETORIA.

CORRESPONDENCE WILL ONLY BE ENTERED INTO WITH SHORT-LISTED APPLICANTS. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OR FAXED AND EMAILED APPLICATIONS WILL NOT BE CONSIDERED.

CLOSING DATE: 31 AUGUST 2015
ENQUIRIES: Mr D Sebela/ Ms D Pholo,
TEL NO: 012 312 5512/0123125027