“A SKILLED AND CAPABLE WORKFORCE FOR AN INCLUSIVE GROWTH”
THESE POSTS ARE BASED IN PRETORIA

DEPUTY DIRECTOR-GENERAL: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING (REF NO DHET 62/02/2015)

SALARY: R1 201 713 per annum (All –Inclusive Remuneration Package) (Level 15)

The Department of Higher Education and Training is in the process of consolidating and strengthening a post-school education and training system in the country, with an intention of improving access and success to post-school opportunities. The Department seeks to appoint a suitable person to the high-level leadership position of Deputy Director-General: Vocational and Continuing Education and Training.

Minimum requirements: Applicants are invited from suitably qualified and skilled persons for this senior position in the Department of Higher Education and Training. Applicants should have a relevant postgraduate degree or equivalent qualification in the Social, Education or Management Sciences, in addition, have extensive professional and practical experience as a senior manager in the post-school sector.

Roles and responsibilities: The Deputy Director-General (Vocational and Continuing Education and Training, including TVET Colleges and Adult Education and Training) will provide effective and efficient leadership through: Strategic planning, monitoring and evaluation of the subsystem as part of the national post-school education and training system for youth and adults; provide strategic direction to the various quality councils towards the development of a coherent, responsive qualifications framework for the College sub-system, integrally linked to the qualifications frameworks for universities and skills development subsystems; Providing support to the management and governance structures of public Colleges; Leading quality improvements in teaching and learning, including the facilitation of the development of programmes to support College personnel and the assessment system; Developing responsive
support systems in Colleges; Regulating private TVET provisions through the registration of private Colleges. Work with and support NSFAS in the efficient execution of their duties. Oversee the examination system.

**Knowledge and attributes:** The successful candidate must possess and demonstrate the following:

- Demonstration of a thorough understanding of the challenges facing the Post School Education and Training system; and the Continuing Education and Training sector in particular;
- Demonstrate high-level conceptual understanding vocational and continuing education and training within the post-school education and training system at local and international level;
- Ability to lead and engage with stakeholders in the post-school education and training system and ability to provide leadership and vision;
- Practical experience as an effective senior manager and the ability to command respect within the education and training sector;
- Capability to provide leadership in the sector, especially within the various sub-sectors of the Post School Education and Training sphere;
- Effective communication and negotiation skills with the ability to define, develop and manage strategic tasks in the field of vocational and continuing education, and adult education training;
- Ability to create and lead an effective and efficient team that will be able to respond to the vocational skills needs in the post school education and training system; and
- Overall strategic leadership and management ability.
BRANCH: CHIEF FINANCIAL OFFICER (CFO)  
DIRECTORATE: SUPPLY CHAIN MANAGEMENT  
Deputy Director: Supply Chain Management (Demand, Acquisition and Logistics)  
(REF NO DHET 63/02/2015)  
Salary: All-inclusive remuneration package of R532 278 per annum (Level 11)  

Requirements: A recognized 3 years’ Bachelor’s degree/National Diploma/NQF level 6 in Purchasing Management/Public Administration/ Financial/Logistics Management (or equivalent qualification). A minimum of 6 years work experience in Supply Chain Management (demand, acquisition and logistics) of which 4 years supervisory experience. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Understanding of LOGIS and interpretation of the system generated management reports. Skills in management of three Bid Committees. Good interpersonal, verbal, writing communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning and organizing skills.  

Duties: Supervision and leading a team that renders demand, acquisition, logistics, contract, risk and performance management. Conducts needs analysis, develop Annual Procurement Plan, and submit to National Treasury, drive, and monitor projects as approved on the plan. Management of a supplier database, compile and update a bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, received bids and details of awards. Advise the department on SCM matters, develop, implement and maintain policies. Effective management of accruals (claims), commitments (outstanding orders), inventory, issues from the warehouse and transit. Prepare management reports and safe keeping of all supply chain management information and documents for audit purpose. Respond to audit enquiries. Management of Human Resources i.e. job descriptions, performance agreements, appraisals and development of staff. Liaise with Adult Education Training Centers (AET) & Community Colleges and other stakeholders on matters relating to Supply Chain Management.  

Note: In addition to interview shortlisted candidates may be subjected to a written practical test on public SCM to assess understanding and knowledge. The latter will then be considered when the final appointment is made.
ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO DHET 64/02/2015)

Salary: R270 804 per annum (Level 9)

Requirements: A recognized 3 years' Bachelor’s degree/National Diploma/NQF level 6 in Purchasing Management/Public Administration/Financial/Logistics Management (or equivalent qualification). A minimum of 5 years work experience in Supply Chain Management (tenders and logistics management) of which 2 must be at supervisory level. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Sound knowledge of and practical working experience on LOGIS &BAS and interpretation of the system generated reports. Practical knowledge of managing three bid committees. Good interpersonal, verbal, writing communication skills. Customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

Duties: Lead a team and hands on when procurement of goods services and works is made. Administer price quotations and bids; attend bid evaluation and specification committees as a representative of SCM. Ensure compliance with SCM policy and procedures. Ensure that planned targets dates to obtain goods & services are met. Provide administrative support during bid committees. Safe keeping of SCM documents i.e. contract management and performance of suppliers. Capturing, verifying of requests and issuing of official orders, receiving and distribution of goods through LOGIS. Effective warehouse, inventory and transit operations. Payments of suppliers on time. Provide constant feedback to customers and stakeholders. Compile and submit reports as may be required and Management of Human Resources i.e. job descriptions, performance appraisals and development.

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (REF NO DHET 65/02/2015)

Salary: R270 804 per annum (Level 9)

Requirements: A recognized 3 years’ Bachelor’s degree/National Diploma/NQF level 6 in Purchasing Management/Public Administration/Financial/Logistics Management (or equivalent qualification). A minimum of 5 years work experience in Supply Chain Management (price quotations, tenders and database management) of which 2 years must be at supervisory level. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Practical knowledge of managing three bid committees. Good interpersonal, verbal, writing communication skills. Analytical,
customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

**Duties:** Coordinate demands relating to SCM needs, conduct needs analysis and ensure that the industry has been analyzed (benchmarking) to ensure value for money; Consolidate procurement inputs from line managers, compile and maintain an Annual Procurement Plan (APP) based on strategic objectives of the Department; Link APP with budget, Compile bid documents & specifications with end-users and acquisition management; Standardize and simplify the Terms of Reference process to expedite the overall process; Liaise, correspond, advise and meet with Directorates with regard to demand requirements, Lead a team and hands on when procurement of goods services and works is made. Administer price quotations and bids; provide secretariat (administrative) support to Bid committees as a representative of SCM. Ensure compliance with SCM policy and procedures. Ensure that planned target dates to obtain goods & services and works are met. Safe keeping of SCM documents and updating of a bid register with the status of the project. Provide constant feedback to customers and stakeholders. Compile and submit reports as may be required and Management of Human Resources i.e. job descriptions, performance appraisals and development.

**SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION MANAGEMENT) (REF NO DHET 66/02/2015)**

**SALARY:** R227 802 per annum (Level 8)

**REQUIREMENTS:** A recognized three-year Bachelors’ degree/National Diploma/NQF level 6 (or equivalent qualification) with 3 years’ relevant experience in Demand and Acquisition Management. Knowledge of the public sector procurement processes, rules and regulations. Understanding of the PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication skills, interpersonal relations, time management, office management and administration skills. Knowledge of the LOGIS, BAS transversal systems will be an added advantage and IQUAL. Good computer literacy in Microsoft Office Suite and accounting systems. Ability to work under pressure and deliver to tight deadlines. A Valid code 8 driver’s license.

**DUTIES:** Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Consolidate relevant reports and review demand management Plans. Conduct market and variance analysis, commodities. Procurement of goods, services and works within the department by means of quotations and bids. Maintenance of effective systems and procedures for the
procurement of goods and services. Compilation of bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Coordination and attendance of briefing sessions, Evaluation sessions, Take minutes, Interpret and analyse comparative schedules. Prepare submissions and reports to Bid Committees. Provision of support to clients, Bid Committees and supervisors. Coordination of bid related matters with end users. Ensure that internal control measures are adhered to. Ensure compliance with Policies and procedures of the Department. Work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete. Support the management and monitoring of the procurement function of the Department. Prepare management information, reports, statistics and reporting on procurement to management. Supervision of staff.

SUPPLY CHAIN PRACTITIONER (OFFICER) (REF NO DHET 67/02/2015)

Salary: R183 438 per annum (Level 7)

Requirements: Grade 12/ Senior Certificate or equivalent qualification at NQF level 4 with 3 years work experience in Supply Chain Management (Acquisition Management). Knowledge and understanding of the PFMA, PPPFA and its Regulations, Treasury Regulations and BBBEEA. Competencies needed: Computer skills, communication (verbal and written) skills. Customer care, ability to work in a team and independently.

Duties: Administer bid invitations, closing, evaluation and adjudication of proposals. Publication of awards. Provide administrative support to managers in particular at bid committees. Maintain a filing system for awarded contracts, capture all awarded contracts on a contract register and update bid register (tender register). Administer validity of bids and contracts periods.

SENIOR ADMINISTRATION CLERKS (3 posts) (REF NO DHET 68/02/2015)

Salary: R123 738 per annum (Level 5)

Requirements: Grade 12 or equivalent qualifications and minimum of one experience in Supply Chain Management. Knowledge of supply chain environment as well as the ability to capture data and operate a computer. Good communication and interpersonal relations skills (verbal and written). Good customer care attitude. Must be able to work in a team, planning and organizing skills, time management, knowledge (understanding) of the PFMA and Treasury Regulations.

Duties: Key responsibilities: Capturing of data on supplier database (IQUAL) and requisitions on LOGIS. Register received application forms to register on the database, register requests, source quotations from the suppliers as per specifications, ensure that standard bidding documents are obtained & fully completed by the suppliers and
attached to transactions before capturing requests. Verify details of suppliers against database of restricted companies maintained by National Treasury. Timeous payments to the suppliers.

DIRECTORATE: GITO

DEPUTY DIRECTOR: INFORMATION SYSTEM (REF NO DHET 69/02/2015)

Salary: All-inclusive remuneration package of R532 278 per annum (Level 11)

Requirements: An appropriate 3 years’ Bachelor degree/ National Diploma/NQF level 6 or equivalent qualification. A minimum of 6 years relevant work experience of which 4 years at supervisory experience. Sound Knowledge of Minimum Information Security Standards (MISS); Sound knowledge of ISO27000 Security Standards; Protection of Information Act, Minimum Interoperability Standards (MIOS) and other relevant legislations, guidelines e.g. King III, and policies regulating information security within the Public Service. Good leadership and management skills. Experience in managing IT projects. Liaise with other law enforcement agencies.

Duties: Develop and maintain an IT security policy. Provide support and advice to the Department in compliance with information security according to the relevant acts, guidelines and policies and information security trends. Initiate and facilitate information security awareness programmes within the Department. Establish a process for identifying, tracking and reporting on information security vulnerabilities. Perform information security Threats and Risk Assessment. Ensure that network and system warning banners communicate that there is no expectation of privacy in the authorised or unauthorised use of IT systems. Manage the Department’s cryptography environment. Manage all IT security audits to ensure compliance. Ensure that IT security is addressed in the development and acquisition of information systems and security-related products.

TECHNICIAN: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS (REF NO DHET 70/02/2015)

Salary: R148 584 per annum (Level 6)

Requirements: Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. A recognized industry certifications MCSE/MCITP, A+, N+, Security+ and ITIL will be an added advantage. At least two years of relevant and proven experience in the infrastructure support environment. Good communication, Problem Solving, ICT
infrastructure Support and Customer relationship skills. Network Administration, IT Service Management.

**Duties:** Desktops, notebooks (including Apple Mac) mobile devices (iPads and tablets) support services, regarding the installation and maintenance of network infrastructure and software. Assist with the monitoring and performing ICT security checks on the network. Analyse and resolve user technical problems. Assist in performing configuration management on the network. Assist in performing, and monitoring, backups in line with the Departmental backup policy and disaster recovery plan.

**SENIOR TECHNICIAN: INFORMATION TECHNOLOGY INFRASTRUCTURE SUPPORT AND OPERATIONS (4 posts) (REF NO DHET 71/02/2015)**

**Salary:** R183 438 per annum (Level 7)

**Requirements:** Grade 12/ Senior Certificate or equivalent qualification at NQF level 4. At least three years relevant and proven experience in the infrastructure support environment. Good communication, Problem Solving, ICT infrastructure Support and Customer relationship skills. Network Administration, IT Service Management.

**Duties:** Provide ICT support in the Department including the Regional offices and/or TVET and Community colleges. Desktops, notebooks (including Apple Mac) mobile devices (iPads and tablets) support services, regarding the installation and maintenance of network infrastructure and software. Assist with the monitoring and performing health checks on the network. Analyse and resolve user technical problems. Assist in performing configuration management on the network. Assist in the administration of the entire Microsoft Network Environment. Provide Transversal systems (BAS, PERSAL & LOGIS) support. Assist in performing, and monitoring, backups in line with the Departmental backup policy and disaster recovery plan. Assist in the management of service level agreements across branches in the Department.

**CHIEF DIRECTORATE: SETA CO-ORDINATION**

**ASSISTANT MANAGER: (Cluster 5) (REF NO DHET 72/02/2015)**

**SETA PERFORMANCE MANAGEMENT**

**Salary:** R337 998 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 of which 2 should be at supervisory experience. 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.

**ASSISTANT DIRECTOR: SETA PERFORMANCE MANAGEMENT, MONITORING AND REPORTING (REF NO DHET 73/02/2015)**

**DIRECTORATE: SETA PERFORMANCE MANAGEMENT**

**Salary:** R337 998 per annum (level 10)

**Requirements:** A three years relevant tertiary qualification, at least five (5) years relevant work experience of which two (2) should be at supervisory level. Drivers license code 8. **Skills and Competencies:** Knowledge of Departmental policies and procedures, public service processes and procedures, Monitoring and Evaluation, Presentation skills Report writing skills and Project management skills. Computer skills,
Knowledge of the following legislations:- Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levies Act (NSDS), Skills Accord, Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA) and Batho Pele Principles.

Duties: Develop a SETA Performance Management, monitoring and evaluations tools and mechanisms, Prepare quarterly monitoring reports on the implementation of National Skills Development Strategy (NSDS), Coordinate written responses to Parliamentary, Presidential hotline and Public queries and complaints within the Chief Directorate SETA Co-ordination, Provide coordination and secretariat support to performance strategy development and implementation. To analyze and recommend approval of SETA Strategic plans and Service Level Agreements. Support SETAs to deliver their obligations in terms of National Skills Development Strategy. Scrutinize/analyze incoming correspondence, management of staff within the Chief Directorate, management of the office budget.

DIRECTORATE: INTERNAL AUDITOR

ASSISTANT DIRECTOR: INTERNAL AUDIT (REF NO DHET 74/02/2015)

R270 804 per annum (Level 9)

Requirements: An appropriate 3-year Bachelor’s degree/National Diploma/NQF level 6 (or equivalent qualification) with majors in Auditing/Internal Auditing and Accounting. A minimum of 5 years work experience in internal audit of which 2 should be at supervisory experience. The candidate will furthermore be required to comply with the Standards for Professional Practice of Internal Auditing. Sound knowledge of accounting standards and the standards of the Institute of Internal Auditors. Knowledge of legislative requirements in the Public Sector, e.g. Public Finance Management Act, Treasury Regulations, etc. Knowledge of risk based auditing in the financial, compliance and performance information audit areas. Excellent written and verbal communication and interviewing skills. Analytical and problem solving abilities. Good staff and project management skills. Good interpersonal relations. Good Computer skills

Duties: The successful candidate will report to the Deputy Director: Internal Audit and will be responsible to; Assist to develop and implement the annual risk based internal audit plan. Plan and execute financial, compliance and performance information audit engagements at the Department. Prepare appropriate audit programmes, identify audit objectives, performed audit procedures for each audit. Ensure that all audit findings are supported by the required audit evidence. Prepare draft audit reports. Obtain and evaluate management response on audit reports. Manage and monitor execution of
audit projects and ad-hoc investigations. Supervise and develop audit staff. Review working papers. Review risk management in the department. Performing advanced ad-hoc audits projects. Performed follow up audits

**BRANCH: VOCATIONAL AND CONTINUING EDUCATION AND TRAINING**

**SUB-DIRECTORATE: RESULTING**

**SENIOR ADMINISTRATIVE OFFICER: ENGINEERING STUDIES (REF NO DHET 75/02/2015)**

**SALARY: R227 802 per annum (Level 8)**

**REQUIREMENTS:** An appropriate 3 years’ Bachelor’s degree/National Diploma/NQF level 6 (or equivalent qualification). A minimum of 3 years’ administrative experience in an examinations environment. The candidate must possess extensive knowledge and experience of examination administration and IT systems and intermediate competence in MS office suite (e.g. MS Word, MS Excel and MS Access). The successful candidate must be adaptable, disciplined, self-confident, 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 examination administration. The incumbent will be expected to work overtime when necessary.

**DUTIES:** Service Delivery to TVET Colleges, PED and other stakeholders. To render a professional administrative examination service. Create and manage an efficient filling and tracking system. Attend to queries and customer complaints promptly. Conduct of Examinations: Examination entries, receipt of mark sheets publication of results, certification. Personnel matters - Supervise 11 subordinates. Statistics - Compile daily/weekly/Monthly statistics. Manage all examinations-related enquiries received by sub-directorate.

**DIRECTORATE: EXAMINATION MANAGEMENT AND MONITORING**

**SUB-DIRECTORATE: PRODUCTION**

**SENIOR ADMINISTRATIVE OFFICER: PACKING AND DELIVERY OF TVET COLLEGES QUESTION PAPERS (REF NO DHET 76/02/2015)**

**SALARY: R227 802 per annum (Level 8)**

**REQUIREMENTS:** A recognized 3-year Bachelors’ degree/National Diploma/NQF level 6 (or equivalent qualification). A minimum of 3 years’ administrative experience. The candidate will need to be resourceful, self-motivated, pro-active and operate independently with minimal supervision in a high security environment. The incumbent
will be expected to work overtime when necessary. An understanding of legislation applicable to the DHET, with the following skills requirement: Report writing skills, Computer Literacy; Interpersonal relations, Problem Solving skills, Project Management, Financial Management, Planning and organizing of work, Communication skills, Administration skills. Driver’s license required.

**DUTIES:** Manage stock levels for all consumables utilized in the production line for high volume printing machines and staff. Attend to examination and delivery queries from TVET colleges and campuses. Manage the delivery process by working closely with the courier company to ensure timely and correct delivery of all consignments. Maintain security of all question papers during the plastic sealing and packing phases. Compile weekly reports and recording prints completed of each printing machine on a daily basis. Verification and controlling of invoices for payment of service providers. Supervision of a unit comprising 10-15 administrative staff per examination cycle

**CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT**

**OFFICE OF THE CHIEF DIRECTOR**

**SENIOR ADMINISTRATIVE OFFICER (REF NO DHET 77/02/2015)**

**SALARY:** R227 802 per annum (Level 8)

**REQUIREMENTS:** A recognized 3 year Bachelors’ degree/National Diploma/NQF level 6 or equivalent qualification. A minimum of 3 years’ administrative experience and be fully computer literate in all MS Office programs. The successful candidate must be adaptable, disciplined, self-confident, able to work independently and under pressure, and work within a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in the compilation of reports. Extensive knowledge and experience in dealing with queries from the receipt and logging thereof, routing to relevant sections, tracking and follow-ups, resolution and report writing on the outcome is essential. He/she must possess good interpersonal and communication skills and be able to work on confidential documentation in a high security environment. He/she should have excellent organizational skills, experience in record keeping and the management of queries. He/she must be able to work under pressure for extended periods of time with minimal supervision. The incumbent will be expected to work overtime when necessary.

**DUTIES:** Coordinate the compilation of reports and finances for the chief directorate and manage examination-related enquiries on behalf of the senior managers in the chief directorate. Manage all examination-related enquiries received by senior managers in the chief directorate. Draft status reports, responses and submissions relating to enquiries. Collate reports and financial documentation for the chief directorate. Compile
and/or edit reports relevant to queries, departmental reporting cycles and finances for the chief directorate. Provide administrative support to the office of the chief director when necessary.

NATIONAL HUMAN RESOURCE DEVELOPMENT COUNCIL SECRETARIAT

SENIOR ADMINISTRATIVE CLERK: HRD C SECRETARIAT (REF NO DHET 78/02/2015)

Salary: R 123 738 per annum (Level 5)

REQUIREMENTS: Grade 12/ Senior Certificate or equivalent qualification at NQF level 4 with a minimum of one year experience. The successful candidate must be adaptable, disciplined, self-confident, 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 filling 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.
THESE POSTS ARE BASED IN TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGES

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES
PRINCIPAL: PORT ELIZABETH (REF NO DHET 79/02/2015), KING SABATA DALINDYEBO (REF NO 80/02/2015)

SALARY: All inclusive remuneration package R819 126 per annum

REQUIREMENTS: A minimum of an appropriate B Degree or an 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 education sector with a minimum of 4 years at a management level. 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 Code EB drivers’ licence. Knowledge of and/or experience of the private sector/industry will be an added advantage.

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

DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING COLLEGES: EAST CAPE MIDLANDS (REF NO DHET 81/02/2015), SOUTH CAPE (REF NO DHET 82/02/2015), GERT SIBANDE (REF NO DHET 83/02/2015)

SALARY: All inclusive remuneration package R532 278 per annum (Level 11)

REQUIREMENTS: A Recognized Bachelor’s degree or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Six 6 years work experience and minimum of 4 years at management level. 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). A valid drivers’ license. An understanding of the Department of Higher Education and Training’s strategic vision and priorities.

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 COLLEGE: NORTHERN CAPE URBAN (REF NO DHET 84/02/2015)

SALARY: All inclusive remuneration package R532 278 per annum (Level 11)

REQUIREMENTS: A recognized Bachelor’s degree or equivalent qualification. A post-graduate degree/qualification will be an added advantage. Six (6) years work experience and minimum of 4 years at management level. Experience in working at an 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). A valid driver’s license. 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.

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.
ERRATA

DIRECTORATE: FACILITIES MANAGEMENT

SENIOR REGISTRY CLERK GRADE I (REF NO DHET 24/01/2015)

Please be advised that the above post advertised on the 25 January 2015 is (4 posts) not one post as indicated.

SALARY: R 123 738 per annum (Level 5)

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 AND MUST BE ACCOMPANIED BY A COMPREHENSIVE CV AND A CERTIFIED COPY OF ID AND QUALIFICATIONS.

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, 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: 13 February 2015

ENQUIRIES: Mr D Sebela/ Ms D Pholo

TEL NO: 012 312 5512/012 312 5027