DEPARTMENT OF HIGHER EDUCATION AND TRAINING

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

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

CLOSING DATE : 26 September 2014, applications received after the closing date or
faxed applications will not be considered.

NOTE : Applications must be submitted on form Z83 obtainable from any public
service department and must be accompanied by a comprehensive CV
and certified copies of qualifications. The successful candidate will be
subjected to a security clearance and verification of qualifications.
Interviewed candidates will be subjected to a competency assessment
where necessary. Correspondence will only be entered into with short-
listed applicant. Interviewed candidates will be subjected to a
competency assessment necessary
**POST** : Technical And Vocational Education and Training College Principal: Ingwe (DHET 88/09/2014), King Hintsa (DHET 89/09/2014) and Letaba (DHET 90/09/2014) Mthashana (DHET 91/09/204)

**SALARY** : All inclusive remuneration package R819 126 per annum

**CENTRE** : These posts are based in TVET Colleges

**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.

**POST**

Branch: Human Resource Development, Planning and Monitoring Coordination  
Director: Human Resource Development Council Secretariat  
(DHET 100/09/2014)

**SALARY**

All inclusive remuneration package R819 126 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

The Human Resource Development Council of South Africa requires a person in possession of the following: An appropriate three-year Bachelor’s degree or equivalent qualification, supplemented by at least four (4) year’s relevant managerial and leadership experience. A post
graduate qualification will be an added advantage. Eight (8) experience in the Human Resource Development, capacity building and Skills Development from a country perspective. Experience in overseeing the development, implementation, co-ordination and monitoring of the Human Resource Development Strategy (HRDSA) as well as the Integrated National Human Resource Development Plan (INHRDP) from a country perspective. Advanced strategic planning, project and people management. Analytic and strategic thinking skills. Excellent writing skills. Ability to provide sustainable solutions. Sound knowledge and understanding of the Education, Training and Development as well as the labour market, social partners and stakeholder environment in both supply and demand. Excellent communication skills (verbal and written). Excellent research and financial management skills. Management of contracts.

**DUTIES**

Assist the Head of HRDC Secretariat to coordinate, support, monitor, evaluate and report on the implementation of the Human Resource Development Strategy for South Africa 2010-2030 (HRDSA), the INHRDP and the work of the Human Resource Development Council of South Africa (HRDC). Manage and supervise the implementation of the HRDSA and the INHRDP in advancing the human resources development in the country. Manage and supervise planning, monitoring, evaluation and reporting processes of the HRD Plan. Supervise Programme Managers, so that effective strategic, technical and administrative support is provided to the Council and its committees and that programmes designated to the Secretariat are implemented in an effective manner. Manage the finances and the budget so that effective technical, strategic and administrative support is provided to Council and its committees. Supervise and actively contribute so that the Council’s decisions and programmes are implemented by implementers as well as by the Secretariat. Supervise and coordinate research, policy and information systems for the HRDC Secretariat to advance human resources development in the country. Manage, supervise and support communication and marketing of the HRDSA, the INHRDP and HRDC goals and objectives. Supervise the monitoring and evaluation as well as the impact of the Council’s interventions to society. Supervise and actively contribute to the research conducted, alignment, sharing of HRD imperatives and resolving of bottlenecks with provincial and local structures.
**DUTIES**

Manage the Decade of the Artisan Programme and other related outreach projects for Artisan Development. Manage the programmes, resources and projects for mass dissemination and promotion of career, qualifications and study information on Artisan Development. Development of and participation in knowledge transfer and capacitating programmes and projects. Special project administration.

**Post**

Deputy Director: Provincial Artisan Development Coordination (Contract Ends 31 MARCH 2016) (DHET 95/09/2014)
Chief Directorate: INDLELA

**SALARY**

All inclusive remuneration package R532 278 per annum

**CENTRE**

INDLELA

**REQUIREMENTS**


**DUTIES**

Establish, maintain and monitor between the DHET and all public TVET Colleges to implement national artisan development functions inclusive of NAMB statutory functions of performance monitoring and external moderation. Mentor and develop interns / senior admin clerks to become competent as Provincial Artisan Development Coordinators in all provinces. Support and assist and when necessary act...
as alternates for INDLELA Deputy Directors to implement relevant provincial artisan development process with the Colleges in each province. Conduct ad hoc audits and/or investigations as required by the Chief Director INDLELA on national artisan development quality assurance practices. Apply good governance and HR management principles.

Post

Directorate: Labour Relations
Deputy Director: Collective Bargaining, Policy Development And Training (DHET 98/09/2014)

SALARY

All inclusive remuneration package R532 278 per annum

CENTRE

Pretoria

REQUIREMENTS:

An appropriate three-year Bachelor’s degree/National Diploma in Computer Science/IT/IS coupled with recognised industry certifications such as MCSE/MCITP, A+, N+, Security+ and ITIL. At least five years proven experience as an infrastructure manager with two years of supervisory experience. Good communication, Problem Solving, ICT infrastructure Support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge of ITIL and IT Governance, information security and suitable Firewall is also required.

DUTIES:

Provide support in design, installation and maintenance of network infrastructure equipment and software. Provide desktops and notebooks including Apple Macs, mobile devices (iPads and tablets) support. Monitor and perform health checks on the network. Analyse and resolve technical problems on the network. Perform configuration management on the network. Administer the entire Microsoft Network Environment. Administer the Microsoft Active Directory of the Department and all related Systems and Services. Manage the Storage Area Network (SAN) of the Department and monitor and perform health checks and maintenance on all servers. Perform, monitor and test backups in line with the Departmental backup policy and disaster recovery plan. Perform configuration management on the Microsoft Environment.

DUTIES

Manage the Decade of the Artisan Programme and other related outreach projects for Artisan Development. Manage the programmes, resources and projects for mass
dissemination and promotion of career, qualifications and study information on Artisan Development. Development of and participation in knowledge transfer and capacitating programmes and projects. Special project administration.

Post: Deputy Director (DHET 101/09/2014)
Directorate: Africa and Middle East (International Relations)

SALARY: All inclusive remuneration package R532 278 per annum

CENTRE: Pretoria

REQUIREMENTS: Persons interested in this position must be in a possession of at least a bachelor’s degree (post graduate qualification will serve as a recommendation) coupled with at least 5 years working experience of which at least 3 years must have been in the conduct of international relations. The appointee should have a good understanding of South Africa’s higher education and training policies as well as its foreign policy. Experience in working on Africa and/or Middle East countries will be an advantage Skills: An individual with excellent written and spoken communication skills with a strong research focus; demonstrate great client orientation and interpersonal skills; a strategic thinker with good analytical capabilities; good computer skills: a team worker with good management and administrative skills having the ability to multi-task. The appointee will be expected to travel both locally and internationally, work under pressure and odd hours at times, and have a driver’s license.

DUTIES: The appointee will be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels. Develop and monitor agreements and implementation plans on bilateral cooperation. Provide strategic analysis of higher education and training developments in countries in order to assist in the formulation of cooperation strategies and policy development processes. Provide comprehensive status reports and synthesised political and education briefings on international collaboration programmes and projects. Liaise with the Department of International Relations and Cooperation and diplomatic missions both internally externally on matters concerning the promotions of bilateral and multilateral cooperation in higher education and training. Maintain relations with education and training institutions, specialized agencies and educational non-governmental
organizations working in the field of promoting South African’s educational objectives abroad. Contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates. To manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference, workshops, seminars and outgoing study visits and delegations.

**POST**
Senior Legal Administration Officer MR-6 (DHET 102/09/2014)
Directorate: Legal Services

**SALARY**
Salary commencing from R340 716 basic notch (plus service bonus, employer’s contribution to Pension and Medical Aid, housing allowance) – R828 138 (all inclusive remuneration package which already includes basic notch and employer's contribution to pension and a flexible portion, that can be structured within the prescripts) per annum depending on experience and qualification as per the OSD determination.

**CENTRE**
Pretoria

**REQUIREMENTS**
An LLB or 4 year recognized legal qualification; At least 8 years appropriate legal experience post obtaining legal qualification; Admission as an Attorney or Advocate (recommended); Knowledge of the South African legal system; Knowledge of Government and Departmental Policies and Strategies would be an added advantage; Knowledge of the Public Finance Management Act and Regulations, Higher Education and Training legislation and budgetary/financial management will also be an advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting skills (legislation; sub-ordinate legislation, legal opinions; agreements); Planning and decision making skills; Strategic capability and leadership skills; Interpersonal skills; Problem solving and dispute resolution skills; Time management skills; Report writing skills; Computer literacy (MS Office); Communication skills (written and verbal).

**DUTIES**
The person appointed to this challenging position in the Legal and Legislative Services Directorate for Education Institutions will be fully involved in all key performance areas Litigation; Legislation; Legal Advice; Agreements. Develop plans and strategic interventions related to the implementation of relevant legislation; Coordinate and liaise
with relevant stakeholders/role players on the effective implementation of the legal framework related to higher education and training legislation; Draft, develop and compile legal documents, memoranda, reports and Government Notices; Monitor and evaluate reports related to the implementation of the legislation; Monitor and analyse legislation, provide legal advice on the impact of current legislation and Bills of other departments on the Department and recommend appropriate interventions; Conduct legal research and provide legal advice; Draft legal opinions and guidelines or any other policies to facilitate the implementation of the relevant legislation; Compile Human Rights reports. Respond to requests for legal opinions; parliamentary questions and information in terms of PAIA; Draft and vet domestic and international agreements; and handle ad hoc tasks in line with instructions.

**POST**

Assistant Director: Registration and Information Management (DHET 92/09/2014)
Branch: Vocational and Continuing Education and Training
Chief Directorate: Institutional Planning, Development and Support
Directorate: Private TVET Colleges

**SALARY**

R270 804 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised Bachelor’s Degree in Education or Public Administration coupled with 5 years work experience in the education or similar environment, with a minimum of 2 years at a supervisory experience. Knowledge of education laws and their interpretation and implementation. Familiarity with the TVET Colleges Act and related Regulations for the registration of private TVET colleges. Good presentation, organisation, problem-solving, analytical and project execution skills. Information processing and evaluation skills. Document management skills. Written and verbal communication skills. Research and professional report writing skills.

**DUTIES**

Evaluate applications for registration as private TVET colleges. Prepare submissions for registration and certification of private institutions for the Registrar of Private TVET Colleges. Process applications for amendment of registration and prepare submissions thereon. Manage
conversion of provisionally registered private TVET colleges to full registration. Maintain and update the National Register of Private TVET Colleges. Facilitate publication of the names of registered private colleges in the Government Gazette. Schedule and conduct site monitoring visits on registered private TVET colleges. Determine the level of compliance of registered private colleges with the registration legislation and other relevant prescripts through analysis of annual reports. Draft letters of cancellation of registration of defaulting registered private TVET colleges for the Registrar of Private TVET Colleges. Provide an efficient and effective information management system for the Directorate. Ensure easy storage and retrieval of box files of registered private TVET colleges. Undertake research as may be required from time to time.

**POST**

Assistant Director: Monitoring and Evaluation  
(DHET 93/09/2014  
Directorate: Private TVET Colleges)

**SALARY**

R270 804 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A recognised Bachelor’s Degree in Education or Public Administration coupled with 5 years working experience in education or related field, with a minimum of 2 years at a supervisory experience. Knowledge of education laws and their interpretation and implementation. Familiarity with monitoring and evaluation frameworks. Good presentation, organisation, problem-solving, analytical and project execution skills. Information processing and evaluation skills. Written and verbal communication skills. Research skills. Professional report writing skills. Document management skills.

**DUTIES**

Implement policy and procedures for monitoring and evaluation of registered private TVET colleges. Develop and regularly update site monitoring instruments. Plan and execute monitoring and evaluation activities that include distribution and receipt of annual reporting forms. Schedule and conduct site monitoring visits on registered private TVET colleges. Analyse and integrate data from annual reporting forms and site monitoring visits reports to compile a
comprehensive report on the compliance and performance of registered private TVET colleges. Draft letters of cancellation of registration of defaulting registered private TVET colleges for the Registrar of Private TVET Colleges. Handle enquiries relating to monitoring and evaluation of registered private TVET colleges. Prepare for and participate in the Directorate’s empowerment sessions with registered private TVET colleges. Undertake research as may be required from time to time.

Post: Assistant Director: Career Development: Decade Of The Artisan Programme and Special Projects: Artisan Development (CONTRACT ENDS 31 MARCH 2016) (DHET 96/09/2014)

SALARY: R270 804 per annum

CENTRE: INDLELA

REQUIREMENTS: A minimum of a NQF 6 level qualification in project management. Two (2) years working experience with one (1)year supervisory experience in communication related environment is required. Experience in the TVET College sector will be an added advantage. A valid driver’s license. Knowledge of: Project Management skills inclusive of Systems Development Planning. Good knowledge of the Skills Development Act. **Skills and Knowledge required are:** Project management skills, negotiating and good interpersonal skills. The Skills Development Act, the National Skills Development Strategy and career development for artisans is essential. Must be fully computer and Internet literate, Able to comfortably work in remote settings. Excellent written communication and report writing skills, presentation and verbal communication skills. Ability to network and build good interpersonal relations, Finance management skills. Planning and organizing skills. Good networking skills with social and print media. Ability to work under pressure. Good Management and leadership skills. Client orientated, have attention to detail and to be analytical. Must be willing to travel extensively around South Africa.

DUTIES: Manage the Decade of the Artisan Programme and other related outreach projects for Artisan Development. Manage the programmes, resources and projects for mass dissemination and promotion of career, qualifications and
study information on Artisan Development. Development of
and participation in knowledge transfer and capacitating
programmes and projects. Special project administration

POST: ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY INFRASTRUCTURE
SUPPORT AND OPERATIONS (DHET 97/09/2014)
BRANCH: CORPORATE SERVICES
DIRECTORATE: GITO

SALARY: R270 804 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate three-year Bachelor’s degree/National Diploma in Computer Science/IT/IS coupled with recognised industry certifications such as MCSE/MCITP, A+, N+, Security+ and ITIL. At least five years proven experience as an infrastructure manager with two years of supervisory experience. Good communication, Problem Solving, ICT infrastructure Support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge of ITIL and IT Governance, information security and suitable Firewall is also required.

DUTIES: Provide support in design, installation and maintenance of network infrastructure equipment and software. Provide desktops and notebooks including Apple Macs, mobile devices (iPads and tablets) support. Monitor and perform health checks on the network. Analyse and resolve technical problems on the network. Perform configuration management on the network. Administer the entire Microsoft Network Environment. Administer the Microsoft Active Directory of the Department and all related Systems and Services. Manage the Storage Area Network (SAN) of the Department and monitor and perform health checks and maintenance on all servers. Perform, monitor and test backups in line with the Departmental backup policy and disaster recovery plan. Perform configuration management on the Microsoft Environment.

DUTIES: Manage the Decade of the Artisan Programme and other related outreach projects for Artisan Development. Manage the programmes, resources and projects for mass dissemination and promotion of career, qualifications and study information on Artisan Development. Development of
and participation in knowledge transfer and capacitating programmes and projects. Special project administration

**POST**: Assistant Director: Labour Relations (DHET 99/09/2014)

**SALARY**: R270 804 per annum

**CENTRE**: Pretoria

**NOTE**: This position requires someone with vision, a mature sense of leadership and proven management ability to ensure the effective management of the activities in labour relations across the Post School Education System

**REQUIREMENTS**: Applicants must be in possession of a recognized and relevant three-year qualification in Labour Relations/Human Resource Management/NQF level 6 or its equivalent. Five years appropriate experience within Labour Relations, with 2 years supervisory experience. Knowledge in Labour Relations policies and processes. Two years supervisory experience in the Labour Relations environment. Knowledge and experience of the Public Sector Labour Relations and Human Resource Management environment. Investigation and conflict management skills, Planning and Organizing, interpersonal skills Good verbal and written communication (report writing) skills are essential. Advance Computer literacy.

**DUTIES**: Assist in maintaining a labour relations framework securing labour peace and total staff productivity. Support the DHET with Collective Bargaining. Assist with misconduct cases, policy development and Labour Relations training. Respond to enquiries. Training and Development of College Labour Relations Practitioners. Administering support services on the labour relation’s matters for TVET institutions. Assist the Director with its budget and functions strategies, projects activities and programmes’.
| **POST** | Assistant Director: Scholarship Management (DHET104/09/2014)  
Branch: University Education  
Directorate: Higher Education Scholarships |
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<td><strong>SALARY</strong></td>
<td>R270 804 per annum</td>
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<td><strong>CENTRE</strong></td>
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<td><strong>REQUIREMENTS</strong></td>
<td>A relevant university degree or equivalent professional qualification (a post-graduate qualification will be an advantage) at least 5 years’ experience in project management and/or support a good understanding of higher education and of contemporary needs and challenges in higher education and the world of work excellent English written and spoken skills (in addition, proficiency in other official languages would be advantageous) a good knowledge of administrative systems and procedures in large organizations experience and knowledge of database design and management. Prior experience of managing a scholarship programme in the higher education environment will be an advantage.</td>
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<td><strong>DUTIES</strong></td>
<td>Facilitate the integrated coordination of all higher education scholarship programmes and related initiatives across government departments, entities, and NGOs. Implement standard operating procedure for the evaluation of all incoming scholarship offers. Work with government departments, agencies, parastatals and the private sector to link scholarship recipients with employment or internship opportunities develop and maintain a database of available scholarships, applicants, recipients, alumni assist with the administration and management of scholarship processes such as fielding queries, processing applications, making selections assist with the implementation and monitoring of support systems for awardees before, during and after completing their studies act as secretariat to the DHET Scholarships Committee and any related sub-committees or Working Groups as may be established assist in the monitoring and evaluation of the effectiveness of the Programme.</td>
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POST : Personal Assistant to Director: Planning, Monitoring and Evaluation Coordination (DHET 103/09/2014)

SALARY : R183 438 per annum

CENTRE : Pretoria

REQUIREMENTS : Individuals who are in possession of a National Senior Certificate or NCV Certificate, Office management equivalent qualification; A minimum of three (3) years employment experience in rendering administrative and secretarial support; Knowledge of filing systems, document tracking, storage and retrieval. SKILLS/COMPETENCIES: 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; MS Office; excellent telephone etiquette; ATTRIBUTES: Confident, Accurate, Independent, takes initiatives; Ability to work under pressure and be able to cope with a high workload. Be able to work long hours when required.

DUTIES : Provide secretarial support to the Manager; Answering and screening calls; Receive clients or visitors; Arrange meetings, workshops and appointments and provide administrative support. Manage the diary; Arrange travelling and accommodation for the Manager; Compile and submit travel claims, cell phone claims, subsistence and travel claims; 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 and retrieval of documents as and when required; Render general support to the Directorate.

POST : Senior Administration Clerk: Registration and Certification (DHET 94/09/2014)

SALARY : R123 738 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must have an appropriate post matric certificate/National Certificate Vocational (NCV) or qualification coupled with one (1) year working experience in
administrative support or similar environment. Familiarity with the TVET Colleges Act and related Regulations. Good administrative skills. Computer literacy skills (Ms word, Ms Excel, etc). Written and verbal communication skills. Good analytical skills. Client-service-oriented personality. Good interpersonal skills. Ability to work under pressure

**DUTIES**

Provide administrative support to the Directorate. Draft letters of acknowledgement of receipt of applications for registration and amendment. Screen applications for registration and amendment. Facilitate payment of fees for registration and amendment by applicants. Issue application forms for registration and amendment of registration to prospective applicants. Prepare and print demo certificates of registration for approval. Trace submissions for registration and amendment of registration. Respond to telephone and written enquiries pertaining to registration as private TVET colleges. Update the National Register of Private TVET Colleges. Capture registration information into the relevant database. File registration correspondence electronically and manually. Receive and acknowledge receipt of annual reports from registered private TVET colleges. Work with Registry to mail correspondence and keep records of all mailed correspondence. Perform any other related tasks as may be required from time to time.