

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

<u>APPLICATIONS</u>	:	"A Skilled and Capable Workforce for An Inclusive Growth" The full details for the adverts can be accessed on DHET Website at WWW.DHET.GOV.ZA Or HTTPS://WWW.DHET.GOV.ZA/SITEPAGES/CAREERS.ASPX and will be placed on the DPSA circular
<u>CLOSING DATE</u>	:	30 May 2025
<u>NOTE</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or http://z83.ngnscan.co.za/apply and following the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required). A fully completed and signed (electronic signature) Z83 form will be considered. A user guide and 'how to' videos will assist in how to complete the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all NSF posts". ERRATUM: Kindly note that the following post which was advertised in the DPSA Vacancy Circular dated 25 April 2025 (a) Deputy Director: Information Officer with Ref No: NSF 20/04/2025, the post is on a Twelve (12) months contract. Enquiries: Mr D Moyane Tel No: (012) 943 3105 /Ms C Els, Tel No: (012) 943 3250/ Ms B Setuki, Tel No: (012) 943 3161, closing date is 16 May 2025.

OTHER POST

<u>POST 16/244</u>	:	<u>SENIOR ADMINISTRATION CLERK: SECRETARIAT REF NO: DHET 02/05/2025 (X1 POST)</u> Branch: Skills Development Component: national skills fund Directorate: Legal, Governance, Risk and Compliance Twelve (12) Months Contract This post is being re-advertised and candidates who previously applied may re-apply
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Grade 12 Certificate or NCV Certificate (level 4). A bachelor's degree or national diploma in public management. The incumbent must have at least 2 (two) years relevant experience. The incumbent should be creative, proactive and highly motivated individual with good time-management and organisational skills. Excellent interpersonal and communication skills are

required to deal with people at all levels in the Department and the incumbent must have experience in the use of computer applications such as MS Word, Excel, Outlook, and PowerPoint.

DUTIES

: The scope of the work of the successful candidate will include, but not be limited to: preparing committee packs; distribute the meeting packs timeously; attending committee meetings; taking minutes and decision matrix; distribute the minutes and the decision matrix timeously; Receive, print and save documents for filing. Maintain correct and complete receipt of agenda items, minutes and decision matrix for all meetings. Create and maintain files for hardcopy documents in central e-filing. Correct printing, numbering, and indexing of all incoming documents received for meetings and filing. Create and maintain files for electronic documents in central e-filing system. Prepare reports. Prepare S&T and cell phones claims. Prepare travel documents.

ENQUIRIES

: Ms B Setuki Tel No: (012) 943 3161/ Ms C Els Tel No: (012) 943 3250/ Mr D Moyane Tel No: (012) 943 3105