

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

<b><u>APPLICATIONS</u></b>	:	The adverts can be accessed on DHET Website at <a href="http://www.dhet.gov.za">www.dhet.gov.za</a> or <a href="https://www.dhet.gov.za/sitepages/careers.aspx">https://www.dhet.gov.za/sitepages/careers.aspx</a> and Will Be Placed on the DPSA Circular a Skilled and Capable Workforce for An Inclusive Growth” The Full Details for T Please register or if you are already registered, sign in and apply for this position on the GTAC recruitment website <a href="https://erecruitment.gtac.gov.za/erecruitment/">https://erecruitment.gtac.gov.za/erecruitment/</a>
<b><u>CLOSING DATE</u></b>	:	20 June 2025
<b><u>NOTE</u></b>	:	DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click 'apply now' button) or <a href="http://z83.ngnscan.co.za/apply">http://z83.ngnscan.co.za/apply</a> 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . 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”.

## OTHER POSTS

<b><u>POST 18/15</u></b>	:	<b><u>DEPUTY DIRECTOR: BURSARIES MONITORING REF NO: NSF03/05/2025</u></b> Branch: Skills Development Component: National Skills Fund Directorate: Bursaries This post is being re-advertised and candidates who had previously applied may re-apply
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence is a requirement. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.
<b><u>DUTIES</u></b>	:	Managing and monitoring bursaries within NSF. Managing the co-ordination of site visits by Assistant Director within directorate. Assigning bursar recipients to Assistant Director: Bursaries Monitoring and Managing the collection of information by Assistant Director: Bursary monitoring for monitoring and reporting purposes. Managing the implementation of the monitoring and evaluation log frame within NSF. Managing the monitoring of bursary agency sites and student performance against the monitoring and evaluation log frame. Defining directorate performance indicators. Updating the monitoring and evaluation framework with monthly indicators. Managing bursary monitoring reporting within NSF. Reviewing monthly reports from monitoring officers to monitor and report on the status and progress of bursaries funded by NSF and adherence to agreements by bursary agencies. Developing lessons learned based on information collected from Assistant Director within the directorate. Ensuring that all documents

related to bursary monitoring are submitted for knowledge management purposes and in accordance with knowledge management policy and process. Managing stakeholders within NSF. Engaging and maintaining relationship with institutions and bursary agency sites. Engaging with internal stakeholders within NSF on the progress and impact of bursaries funded by the NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in line with PMDS Policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Adhere at all times to the values of NSF. Prepare monthly reports and make presentations as required. Participating as an active member of the NSF.

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

**POST 18/16** : **DEPUTY DIRECTOR: BURSARIES INITIATION AND EVALUATION REF NO: NSF04/05/2025**

Branch: Skills Development

Component: National Skills Fund

Directorate: Bursaries

This post is being re-advertised and candidates who had previously applied may re-apply

**SALARY** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate bachelor's degree/Advanced Diploma (NQF Level 7) in Public Administration, Human Resources Management or related qualification. A minimum of five (5) years' work experience in Project Management and managing resources with at least three (3) to five (5) years' proven work experience at an Assistant Director level. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. A valid driver's license. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.

**DUTIES** : Managing the bursaries initiation process within NSF. Developing the marketing and sourcing strategy for the Outreach Programme within NSF. Developing a monitoring and evaluation log frame for bursaries funded by the NSF. overseeing the handover of bursary recipient names as a Deputy Director. Developing stakeholders' agreements with bursary agencies and community partners within NSF. Managing the bursaries evaluation process. Managing activities related to the evaluation of bursary agencies and students through the outreach programme. Managing the performance of bursary agencies and the output of the outreach programme. Managing bursary agency's performance reporting and outputs of the outreach programme. Review the results of impact assessments conducted on bursary recipients. Facilitating lessons learned consolidation for bursary agencies and the outreach programme. Engaging with stakeholders within NSF. Initiating and maintaining community partnerships. Maintaining relationships with bursary agencies and strategic partners within NSF. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in line with PMDS Policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Always adhere to the values of NSF. Managing employees related matters within the directorate. Participating as an active member of the NSF.

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

**POST 18/17** : **ADMINISTRATIVE ASSISTANT REF NO: NSF05/05/2025**

Branch: Skills Development

Component: National Skills Fund

Directorate: Human Resources Management and Development

This post is being re-advertised and candidates who had previously applied may re-apply

**SALARY** : R325 101 per annum per annum (Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate National diploma (NQF Level 6) in office management or Human Resources Management/Public Administration/ Management and or related qualification. A minimum of one (1) to 2 (two) years of relevant experience in office management and administration within a Human Resource Management and Development environment. Knowledge and understanding of applicable HR legislation and procedures. Good planning and organising skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel).

## **DUTIES**

: The successful candidate will perform the following duties: Schedule appointments and maintain an electronic diary. Ensure that legislative and/ or other important dates are documented in the diary and that constant reminders are sent out to ensure compliance with due dates. Coordinate business travel and accommodation as required. Plan, prepare, timeously relevant documentation for meetings and arrange venues and refreshments as required and record proceedings of meetings. Record messages in detail and convey them promptly to the Human Resources Directorate. Prioritise work received from the Human Resources Directorate. Type correspondence, reports, minutes, presentations spreadsheets and related material from proceedings or handwritten notes. This involves working on Word, Excel, and PowerPoint. Plan, prepare for and proceed with meetings. Prepare documents and distribute information/ documents as requested by the Human Resources Directorate in hard copy or electronically e.g., prepare distribution packs for meetings. Source information as requested by the Human Resources Directorate. Receive and register incoming mail and documents and distribute them within the Human Resources Directorate as required. Stock control of office stationery. Perform administrative tasks related to expense claims. Make photocopies, scan, documents, and file documents electronically in a logical order. Maintain an appropriate filing system (manual and computerised) for the Directorate. Ensure all files are always readily accessible and retrievable. Maintain a pending system to diarise documents for future action. Register the movement and file all documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that are entering or leaving the offices of the Directorate. Track and follow up on documents that were sent from the Directorate that require action or approval. Perform other administrative support functions.

## **ENQUIRIES**

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