

THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

APPLICATIONS

: DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

CLOSING DATE

: 18 July 2025

NOTE

: Follow 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 Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application 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 occur without successfully completing 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. Note: All shortlisted candidates will be required to undertake writing test. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all SMS DHET posts".

MANAGEMENT ECHELON**POST 22/22**

: **CHIEF DIRECTOR: INSTITUTIONAL GOVERNANCE AND MANAGEMENT SUPPORT (REF NO: DHET01/06/2025)**

Branch: University Education

Chief Directorate: Institutional Governance and Management Support

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

SALARY CENTRE

: R1 436 022 per annum (All-Inclusive remuneration package) (Level 14)
: Pretoria

REQUIREMENTS

: An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in Education/ Public Management or any related qualification. A minimum of five (5) years' relevant experience at the Senior Management level (salary level 13) in Institutional Governance and Management Support environment. This is position requires a dynamic individual with depth knowledge of the South African higher education landscape, and specifically the legislative frameworks, policies and regulations that govern the sector. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the leadership of universities, student bodies and various Higher Education Sector Boards and Councils, as well as various government departments. Further requirements are excellent project management, problem-solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFM), public sector budgeting will be added advantage. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: To provide governance and management support to Councils, Boards and management structures in public higher education institutions (Universities and higher education colleges), national institutes and relevant public entities;

Developing, implementing and monitoring financial and governance reporting requirements of higher education institutions; Providing governance and management support for the establishment of new institutes as required; Developing institutional and system-wide performance indicators for monitoring and evaluating the financial health, good governance and transformation of the HT system; Developing and implementing capacity building programmes for higher education governance structures including Councils, Boards, Student Representative Councils, and Financial Aid Scheme and National Institutes for Higher Education particularly in relation to their budgets and associated financial reporting. Managing all aspects related to the appointment of independent assessors, administrators, to higher education institutions, institutes and relevant public entities; managing the promulgation of statutes of universities and appointments of Ministerial Appointees to Councils, Board and other governance structures; Providing development support to student leadership structures, and student support services, including registration support and mediation with management as necessary; Developing and implementing policy to ensure equitable access to student funding through effective oversight of the National Student Finance Aid Scheme (NSFAS) and other student funding mechanisms; Managing of resources allocated to the Chief Directorate in line with the Senior Management Service in line with the CMC framework.

ENQUIRIES : MS E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/23 : **CHIEF DIRECTOR: POLICY DEVELOPMENT AND RESEARCH (REF NO: DHET02/06/2026)**

Branch: University Education

Chief Directorate: Higher Education Policy Development And Research

SALARY : R1 436 022 per annum (All-Inclusive remuneration package) (Level 14)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in Policy Development/ Social Science/ Development Studies/ Public Management or any related qualification. A minimum of five (5) years' work experience with at least five (5) years of relevant experience at the Senior Management level (salary level 13) in policy development and research environment. Extensive experience in research, policy, project planning and management. Excellent knowledge and understanding of the legislative and policy context; regulatory frameworks governing the higher education system in South Africa and broadly internationally are basic requirements. Understanding of the government's requirements in the policy development process with experience in the application of relevant theories, such as the theory of change; grounded theory and others. Demonstratable extensive use of both qualitative and quantitative research methods in the analysis of data. A full appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. Demonstrable experience in the use of monitoring and evaluation tools in the implementation of policies and projects. Knowledge and understanding of local and international trends in higher education and higher education policies. Ability and reputation to build relationships both individually and institutionally. Ability to interact effectively and clearly communicate with stakeholders in Higher Education and beyond. The appointee must be able to proactively identify and explore areas of synergy with other components of the Department, statutory bodies and other government departments entities. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting. Analytic; critical; strategic thinking; data is a critical skill required for the post. Understanding the role of each critical stakeholder in higher education is essential. Excellent communication both in writing and verbally including high-level report writing. Demonstrable experience in working with teams and working within short deadlines. A creative and innovative thinker. Ability to work excellently with MS Suites such as Word, Excel and PowerPoint. Writing skill is a crucial requirement and necessity. A willingness to work irregular hours and travel extensively. A valid driver's licence. Must have a pre-entry certificate into SMS within the public service.

DUTIES : To develop review and implementation of policies in various areas of higher education; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output policy on the Evaluation of Creative Outputs and Innovations Produced by Public Higher Education Institutions which require improvements from time-to-time. Both policies lead to the allocation of research subsidies to universities and the compilation of annual analytic sector and individual institutional reports. The incumbent will

		lead a team of professionals in the three Directorates within the Chief Directorate, as well as advise the University Branch, the Deputy Director-General of the branch, the Director-General and the ministry on matters relating to higher education policy and generally on pertinent higher education developments. The incumbent will be responsible for guiding research of and for higher policies and the development of relevant policies.
<u>ENQUIRIES</u>	:	MS E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/24</u>	:	<u>CHIEF DIRECTOR: UNIVERSITY PLANNING AND INSTITUTIONAL FUNDING (REF NO: DHET03/06/2026)</u> Branch: University Education Chief Directorate: Higher Education Policy Development and Research
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum (All-Inclusive remuneration package) (Level 14) Pretoria An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in Public Management/ Financial Management/ Education or any related qualification. A minimum of five (5) years' work experience with at least five (5) years of relevant experience at the Senior Management level (salary level 13) in institutional funding and planning environment. Expertise in the following areas is a requirement: institutional research and planning; infrastructure planning; academic programme development and enrolment planning; funding of universities; and higher education management information systems. Knowledge and understanding of the value chain of applications towards registration and admission to the institution would be added advantage. The incumbent must be a strong communicator with the ability to interact with high level academics and university managers, different branches in the Department of Higher Education and Training, other government departments, public entities, professional bodies and education and training institutions. Further requirements are excellent and proven project management capabilities; strategic thinking, problem solving and financial management skills; proposal and report writing, and computer skills. Good knowledge and understanding of the Higher Education Act, Funding Framework for Universities, Higher Education Qualification Sub-Framework, and White Paper for the post-school Education and Training (PSET) System. Knowledge of public sector budgeting and planning will be added advantage. The incumbent should be able to perform in a team environment and take responsibility for managing new developments in the higher education system. The incumbent must be able to innovatively identify and explore areas of synergy with other components of Higher Education organisations and entities. Willingness to travel domestically and internationally. A valid drivers licence.
<u>DUTIES</u>	:	To provide strategic leadership and management support to four Directorates to ensure; the growth of quality public higher education provisioning through enrolment planning processes, the management of programme applications and the development and maintenance of institutional PQMs on a national level, and the development of a Ministerial Enrolment Planning Statement; the development of new initiatives within the public higher education system; the development of the Central Application Service (CAS) for the PSET; determining funding allocations to public higher education institutions, and presenting an annual Ministerial Statement for University Funding; monitoring the use of earmarked funds by universities monitoring the use of infrastructure and efficiency funds in line with the Macro Infrastructure Framework for the public higher education sector; the implementation of the student housing infrastructure programme at universities; requests in terms of section 40 of the Higher Education Act; the maintenance and new developments of the higher education management information system for public institution; providing data support to both internal and external stakeholders of the DHET with a focus on reporting, system and technical requirements; and submissions and verification of HEMIS data to enable funding allocations and cohort studies.
<u>ENQUIRIES</u>	:	MS E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/25</u>	:	<u>CHIEF DIRECTOR: CORPORATE COMMUNICATION (REF NO: DHET04/06/2025)</u> Branch: Corporate Services Chief Directorate: Corporate Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum (All-Inclusive remuneration package) (Level 14) Pretoria An appropriate bachelor's degree/Advanced diploma (NQF Level 7) in Communication/ Journalism/ Public Relations or any related qualification. Pre-

DUTIES

entry certificate into SMS. A minimum of five (5) years 'relevant work experience at the Senior Management level (salary level 13). Knowledge of Ministerial protocol, communication legislatives, Website related software's, and understanding of stakeholder management, Media operations. Understanding of marketing and research acquired in theory and practice. Planning, policy development and information management. Understanding of government communication system services as an advantage. Good management and financial management skills, conflict management and decision-making skills, time and peoples management skills, good communication skills, presentation and facilitation skills. A valid driver's licence. Must have a pre-entry certificate into SMS within the public service.

: To ensure effective management of Strategic Communication, Media, Public Relations and Events support to all branches of the Department to promote collaborative partnerships, branding, public awareness and sustainable, achievable of Department objectives. Oversee the management, development, implementation of strategic communication and media policies. Oversee the management, planning and coordination of the effective flow of relevant information from the Department to external stakeholders and positioning Department of Higher Education and Training through marketing, communicating its policies and institutions programmes. Oversee the management, planning, coordination and management of DHET brand, identity and effective shared communication service including publications, layout and design, production of documents, language editing and proofreading, photographic services to promote Departmental coordination and stakeholder relations. Oversee the management, development and introduction of new systems and forums for Internal Communication between the department and its entities and institutions. Oversee the provision of efficient and effective Departmental Call Centre Services. Oversee the management, development and maintain a relevant, modern library and information resource centre for the Department and ensure compliance with the National Language Policy upon approval. Oversee Media monitoring analysis and research on public perceptions and opinion on the department's programmes, services and facilitate efficient and cost-effective events management and conferences services.

ENQUIRIES

: MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/26

: **DIRECTOR: DEVELOPMENT SUPPORT (REF NO: DHET05/06/2025)**

Branch: Office Of the Chief Financial Officer

Directorate: Development Support

SALARY CENTRE REQUIREMENTS

: R1 216 824 per annum (All-inclusive remuneration package) (Level 13)

: Pretoria

: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial/ project management or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in the public sector for national departments in the oversight of projects, and the development of plans/ business plans for the implementation of projects funded from Official Donors Assistance. Coordination of projects funded by donor or through grants both local or international. Experience in the public sector funding principles, experience in project management, Official Donor Assistance (ODA) programmes. Knowledge of the education and post school education sector, planning managing and oversight of project and programmes. Advanced level of computer literacy (especially Microsoft Word, Excel, Outlook), financial management skills, including proposal and report writing. The ability to work under pressure and to meet deadlines. Good communication, planning, analytical and change management skills. Must have sound interpersonal relations and conflict management skills. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.

DUTIES

: Coordinate, support, monitor spending and evaluate conditional grants and donor funded projects at a national level. Oversight on planning, management, and coordination of Official Donor Assistance (ODA) grants, donor-funded programmes/projects and partnerships with local donors. Ensure evaluation of business plans for grants and donor funded projects for approval, manage drawdown requests for funds to be submitted to National Treasury. Solicit and manage secured funds from local and international donors. Ensure the design of the expected database of projects/ programmes funded by donors. Manage the analysis and consolidation of quarterly reports for submission to Portfolio and National Treasury. Coordinate and provide support to the two conditional grants programmes in the Department. Effective management of funding and reporting of the grants and donor-funded programmes and projects. Monitoring and evaluation of projects/programmes reporting on grants (incoming

resources from international and local donors) and donor-funded programmes and projects. Setting up and coordination of structures, processes and systems for new budgetary support programmes funded by donors. Management of audit actions and risk management. Facilitate the development and implementation of projects plans for the post school education sector at a national level. Facilitate the development of grants proposals and secure supporting funds/ resources to address the short, medium and long-term requirements for these priorities. Provide support to project manager's branches in the development of proposals and implementation of projects. Report to the Chief Financial Officer on donor projects and Branch Heads as Programme Managers. Facilitate, solicit and manage donations with local donors and international companies and serve as contact point for partnership. Provide administrative support to grants and other donor funded project committees. Manage human resource in the directorate.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/27 : **DIRECTOR: LOGISTICS MANAGEMENT (REF NO.: DHET06/06/2025)**
Branch: Chief Financial Officer
Chief Directorate: Supply Chain and Asset Management

SALARY : R1 216 824 per annum (All-inclusive Remuneration Package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Transport/ Logistics/ Supply Chain Management or related qualification. A minimum of Five (5) years' relevant experience at the middle/senior management level in Logistics Management Services environment. Knowledge and understanding of the Higher Education sector, Supply Chain Management processes, LOGIS System and Logistics Management. Strategic capability and leadership skills, People Management and empowerment skills, programme and project management, change management skills and analysing with problem solving skills. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.

DUTIES : To manage logistics and disposal management. Provide and monitor of Logistics and Disposal. Render and manage systems controller (LOGIS). Render and manage orders and transit. Render and manage payment, inventory and warehouses. Manage and control the directorate. Provide guidance and adequate support for development of staff of the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorise expenditure. Monitor quality control of work and develop annual performance plan for the directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Monitor, analyse and evaluate the performance of the directorate.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/28 : **DIRECTOR: DEMAND ACQUISITION AND CONTRACT MANAGEMENT (REF NO.: DHET07/06/2025)**
Branch: Chief Financial Officer
Chief Directorate: Supply Chain and Asset Management

SALARY : R1 216 824 per annum (All-inclusive Remuneration Package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Logistics/ Supply Chain Management or related qualification. A minimum of Five (5) years' relevant experience at the middle/ senior management level in Supply Chain Management Services environment. Knowledge and understanding of the Higher Education sector, Supply Chain Management processes, demand management, acquisition management, contract management and Higher Education policies, processes and procedures. Strategic capability and leadership skills, People Management and empowerment skills, programme and project management, change management skills, service delivery innovation skills, project management skills and analysing with problem solving skills. Must be client service focus, committed with integrity, proactive and loyal. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.

DUTIES : To provide advisory, interpretation service for the SCM with regards to statutory requirements. Drafting contracts and the management of supplier contracts. Provide advice on demand, acquisition and contract management. Render demand management services. Render acquisition and contract services.

		Manage and control the directorate. Provide guidance and adequate support for development of staff of the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorise expenditure. Monitor quality control of work and develop annual performance plan for the directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the directorate. Monitor the planning, organising and delegation of work. Monitor, analyse and evaluate the performance of the directorate.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/29</u>	:	<u>DIRECTOR: TVET COLLEGES MONITORING AND EVALUATION (REF NO: DHET08/06/2025)</u> Branch: Technical And Vocational Education and Training Chief Directorate: TVET Systems Planning and Institutional Support Directorate: TVET Colleges Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Monitoring and Evaluation, Education and Education Management or related qualification. A minimum of five (5) years' work experience at the middle/ senior management level in interpretation, development and implementation of policies. Experience in developing, managing monitoring and evaluation systems and data. Knowledge and understanding of the Higher Education sector, TVET administration and policies and governance environment of TVET colleges including annual reporting requirement by the Higher Education institutions. Must have strategic capability and leadership with people management and empowerment. Programme and project management skills, change management skills, client orientation skills, excellent verbal and written communication skills and problem-solving skills. Good planning and decision-making skills. Client service focus, integrity, committed, proactive and loyal attributes. Ability to work under pressure and to meet deadlines. Must be in a possession of a valid driver's license and willing to travel and a pre-entry certificate into SMS within the public service. Interviewees will be expected to undergo a practical test and/or make a presentation on the day of the interview.
<u>DUTIES</u>	:	To monitor, evaluate and support effective and efficient delivery by TVET colleges as part of a post-school education and training (PSET) system. Ensure monitoring and evaluation framework and applicable tools are developed and implemented. Monitor and evaluate performance of TVET colleges and provide requisite support. Ensure efficient monitoring and evaluation systems are implemented in public TVET colleges. Put systems in place to conduct whole college evaluations. Manage, support and monitor planning and policies in the TVET sub-system. Manage and coordinate processes of performance and annual reporting. Oversee processes relating to data and information management and reporting by TVET colleges, including verification of TVET college data. Coordinate the implementation of the maturity model for TVET colleges. Monitor student enrolment and registration processes to ensure standardisation and efficiently. Monitor and evaluate of college performance and within the branch as well as reporting thereon. Manage and control the directorate. Provide guidance and adequate support for personal and work related development of the staff of the directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Branch. Monitor, analyse and report on the performance of the directorate and its officials. Ensure PMDS processes are followed and conducted. Set budget levels and authorise expenditure. Monitor quality control of work and develop the operational plan for the directorate. Prepare quarterly reports as per annual performance plan and contribute to the compilation of the annual report and strategic plan of the Department and Branch. Monitor planning, organising and delegation of work.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/30</u>	:	<u>DIRECTOR: CET PROGRAMMES, CURRICULUM DEVELOPMENT AND ASSESSMENT (REF NO: DHET09/06/2025)</u> Branch: Community Education and Training Chief Directorate: Education, Training, Development and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/ Education Management/ Public Management. A minimum of five (5) years' relevant experience at the middle/ senior management level in

		teaching and learning, CET/TVET operations environment. This Senior Management position requires a dynamic individual with knowledge of the Community Education and Training landscape, particularly its legislative frameworks, policies and regulations on teaching, learning and assessment. The candidate must have proven curriculum and assessment capabilities. Further requirements are good project management, problem solving, report writing and communication skills. The incumbent should be able to perform in a team environment. Good computer skills are a requirement. A valid driver's license and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Providing strategic leadership for the development and maintenance of a range of responsive education, training and development programmes for CET Colleges. Develop curriculum and assessment policies and guidelines for CET Colleges. Co-ordinate the development of curriculum policy statements, subject guidelines and assessment guidelines for CET. Develop and support the implementation of appropriate qualifications, part-qualifications, skills programmes and non-formal programmes for adults and out-of-school youth in CET Colleges. Managing the delivery of the curriculum and administration of appropriate assessment regimes to support education, training and development. Provide support to CET Colleges to deliver curriculum through appropriate Open-Learning modalities. Developing and monitoring the implementation of national curriculum, assessment, exams and quality assurance policies and legislation. Developing and maintaining a nationally approved catalogue for learning and teaching support materials. Serving as a link between the CET Branch and the NQF structures such as the SAQA, Umalusi, QCTO and the HEQC of the CHE to ensure that CET colleges, where applicable, offer registered/accredited qualifications. Ensuring the establishment of functional academic boards. Manage and control the directorate. Provide guidance and adequate support for and development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS. Set budget levels and authorize expenditures. Monitor quality control of work and develop annual performance plan for the Directorate.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/31</u>	:	<u>DIRECTOR: CET CURRICULUM INSTITUTIONAL SUPPORT (REF NO: DHET10/06/2025)</u> Branch: Community Education and Training Component: KwaZulu-Natal Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive Remuneration Package) (Level 13) KwaZulu-Natal
	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A minimum of Five (5) years' relevant experience at the middle/ senior management level in Teaching and learning/ Research and Education Sector environment. Knowledge and understanding of National Qualification Framework, SAQA, CET act no 16 of 2006, CET policies, NSF and DORA. Sound knowledge of transformation issues and capacity building processes in education and relevant education legislation and policies. Excellent communication skills, planning and report writing skills, strategic capability and leadership skills, presentation skills, negotiating and conflict resolution skills. Must have integrity, be accountable and committed with proactive and honesty values. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	To implement, promote development, planning, monitoring processes and support in CET Institutions. Provide CET institutions planning support. Provide oversight functions on Governance and Management Area in CET Colleges. To promote the highest standards of teaching and learning within CET colleges. Oversee, support, monitor and verify CET colleges systems and sub-systems in relations to curriculum delivery, examinations and assessment services. Student admission and enrolment management as well as data reporting. Provision of lecture development and student support. To guide and support colleges strategic and business planning processes, CET college transformation and development in line with the CET Act no 16 of 2006 as amended. Conduct research into development and labour market needs to enhance responsiveness of and access to CET programmes. Monitor the maintenance of college infrastructure including the provisioning of quality classrooms and workshops to ensure effective student learning. Ensure the implementation of partnerships and skills development at CET colleges. Manage human, financial and other resources.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

<u>POST 22/32</u>	:	<u>DIRECTOR: INSTITUTIONAL FUNDING (REF NO: DHET11/06/2025)</u> Branch: University Education Directorate: Institutional Funding
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in a Financial Management/ Public Management/ Education or related qualification. A minimum of Five (5) years relevant experience at a middle/senior management level in Institutional Funding environment. The candidate must have a good understanding of national treasury regulations and frameworks governing the financing of the Higher Education Sector. High level financial and analytical skills, management skills, and strategic thinking and communication skills are a requirement, together with a sound knowledge of the South African higher education sector. Computer literacy and the ability to work with large data sets is a key requirement. Policy development skills and a relevant post graduate qualification would be an added advantage. A valid driver's license and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Oversee the annual calculation of university budgets and manage the development of the Ministerial statement on university funding. Manage, maintain and review the funding framework and its implementation. Oversee the development of annual state budget and performance reports. Participate in the quarterly Financial Executive Forum of universities. Provide inputs and attend Treasury MTEF/Budget meetings. Manage the analysis financial and audit reports submitted by institutions for different earmarked grants. Monitor and ensure the effective utilisation of various earmarked grants, including the Clinical Training Grant, Veterinary Sciences Grant, Foundation Provisioning Grant, and the Historically Disadvantaged Institutions Development Grant, and manage the development of submissions for the approval of the release of funds. Manage the Department's participation in the Joint Health Sciences Education Committee (JHSEC). Develop and review policies and guidelines for the utilisation of earmarked grants. Other duties include but are not limited to: drafting speeches, briefing notes, and replies to parliamentary and media questions; presentations to different stakeholders; travelling and meetings with universities for various purposes; management of staff members in the Directorate; management of the Directorate budget; and inputs into budgets, the strategic plan and quarterly and annual reports of the Branch.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/33</u>	:	<u>DIRECTOR: HIGHER EDUCATION MANAGEMENT INFORMATION SYSTEMS (REF NO: DHET12/06/2025)</u> Branch: University Education Directorate: Higher Education Management Information Systems (HEMIS)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Information Management/ Data Management or a related qualification. A minimum of five (5) years relevant experience at middle/ senior management level in Data Management/ TVET MIS environment. Knowledge and understanding of policies and regulatory frameworks governing the higher education sector. Advanced experience in interpretation, development, and implementation of policies in the higher education sector. Good knowledge and experience in information management, Data Management/ /Higher Education Information Systems (HEMIS) or any other relevant environment. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management, and project management is essential. High level of accuracy and analytical capability, including presentation and report writing skills. Good problem-solving skills; client orientation and customer focus. Excellent communication both in writing and verbal and good computer skills. A valid driver's license and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Manage, maintain, and review the Higher Education Information Systems (HEMIS); Manage the ongoing development, enhancement, and maintenance of the HEMIS software. Develop specifications of the software developers for enhancements to the system based on policy changes and needs for reporting. Monitor the quality of the software product delivered by the software developers. Quality assures the data submissions received from universities and ensure they conform to the audit guidelines and HEMIS documentation. Analyse the audit reports submitted by institutions as part of their HEMIS submission. Participate in the annual HEMIS Institute; Monitor the quality of

data compiled by the directorate for dissemination; Manage the annual cohort studies; Engage with the staff of the Auditor-General during the annual IT audit HEMIS and on the annual performance plan targets of the Branch. Participate in meetings of the Department, such as but not limited to Data Forum, the Information Standards Committee; Develop and review policies, documentation, and guidelines for the Higher Education Management Information System; Draft speeches, briefing notes and replies to parliamentary and media questions; collating the inputs for Medium Term Strategic Framework inputs for the University Education Branch. Conduct presentations to different stakeholders. Constant engagements with universities on various matters of interest in the sector. Manage and monitor the Directorate budget and the HEMIS project budget expenditure. Prepare quarterly reports as per annual performance plan and ensure the compilation of annual report and strategic plan of the Directorate.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/34 : **DIRECTOR: SECTOR RESEARCH AND SUPPORT (REF NO: DHET13/06/2025)**

Branch: University Education

Directorate: Sector Research and Support

SALARY : R1 216 824 per annum (All-inclusive remuneration package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development /Social Science/ Development Studies /Public Management or related qualification. A minimum of Five (5) years relevant experience at the middle/ senior management level in policy development and/or research environment. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of Higher Education sector. Skills in Strategic capability and leadership, people management and empowerment, Programme and project management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysing, Client orientation, Excellent verbal and written communication. Willingness to travel frequently and work long and irregular hours. Valid driver's license and a pre-entry certificate into SMS within the public service.

DUTIES : Oversee transformation of the higher education sector. Conduct higher education sector research. Manage and control the Directorate i.e. Provide guidance and adequate support for and development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorize expenditure. Monitor quality control of work and develop annual performance plan for the Directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the Directorate. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of the Directorate.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/35 : **DIRECTOR: GOVERNANCE AND SUPPORT (REF NO: DHET14/06/2025)**

Branch: University Education

Directorate: Governance And Support

SALARY : R1 216 824 per annum (All-inclusive remuneration package) (Level 13)
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree (NQF level 7) in Education/ Public Management or related qualification. A minimum of Five (5) years relevant experience at the middle/ senior management level in Governance Support environment. Experience in higher education environment and in developing regulatory policies and frameworks. Knowledge and understanding of policy and regulatory frameworks governing higher education. Regulatory policies and framework. Understanding of key stakeholders in the higher education sector. Knowledge of King Reports and codes on good governance principles. Knowledge and understanding of the Public Finance Management Act (PFMA). Excellent verbal and written communication. Willingness to travel frequently and work long and irregular hours. Valid driver's license and a pre-entry certificate into SMS within the public service.

DUTIES : Review institutional statutes to ensure compliance with the Higher Education Act. Appoint Ministerial representatives on statutory governance structures. Provide support to governance and statutory structures, including capacity enhancement. Monitor and evaluate governance within higher education. Manage appointment of independent assessors and administrators. Manage and control the Directorate. Provide guidance and adequate support for and

		development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorize expenditure. Monitor quality control of work and develop annual performance plan for the Directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the Directorate. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of the Directorate.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/36</u>	:	<u>DIRECTOR: MANAGEMENT SUPPORT AND TRANSFERS (REF NO: DHET15/06/2025)</u> Branch: University Education Directorate: Management Support and Transfers
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/ Public Management or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in Management Support and Transfer environment. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of Management Support and Transfers environment. Knowledge and understanding of Higher Education sector, strategic capability and leadership, people management and empowerment, programme and project management, change management etc. Excellent communication both in writing and verbally and good computer skills. Willingness to travel frequently and work long and irregular hours. A valid driver's licence and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Facilitate and monitor compliance with regulations and reporting systems. Monitor the compliance of public higher education institution with the reporting regulations. Analyse annual reports of public higher education institutions and evaluate the financial health of the sector. Monitor and provide management support to public higher education institutions, institutes and public entities. Transfer funds to public higher education institutions, institutes and public entities. Transfer of funding to public higher education institutions, institutes, and public entities. Provide administrative support to public higher education institutions, institutes and public entities to ensure compliance with the Higher Education Act. Manage and control the Directorate. Provide guidance and adequate support for and development of the staff of the Directorate. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorize expenditure. Monitor quality control of work and develop annual performance plan for the Directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the Directorate. Monitor the planning, organising and delegation of work. Monitor, analyse & evaluate the performance of the Directorate.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/37</u>	:	<u>DIRECTOR: AFRICA MIDDLE EASTERN PARTNERSHIP (REF NO.: DHET16/06/2025)</u> Branch: Planning Policy and Strategy Directorate: Africa Middle Eastern Partnerships
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (All-inclusive Remuneration Package) (Level 13) Pretoria An appropriate bachelor's degree/advanced diploma (NQF Level 7) in International Relations or related qualification. A minimum of five (5) years' relevant experience at the middle/ senior management level in international relations environment. Knowledge and understanding of the Higher Education sector and international relations legislations, strategies and policies. Programme and project management skills. People management and empowerment. Project management and interpersonal skills. Excellent communication both verbal and written and good computer skills. Must have committed, proactive, loyal and client service focus. Willingness to travel frequently and work long and irregular hours. A valid driver's license and willingness to travel and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	Manage African Partnerships. Provide advice and guidance on African Partnership. Strengthen partnership with international agencies and foreign governments. Manage Middle Eastern Partnership. Manage Middle Eastern

Partnerships. Provide advice and guidance on Middle Eastern partnership. Promote the issues of international relations concerning education and training Matter between South Africa and the continued the Middle East. Service all bilateral and multilateral agreements and manage the overall cooperation programmes. Service all bilateral and multilateral agreements and manage the overall cooperation programmes. Develop relevant policies and programmes to achieve the implementation of the international programmes. Manage the outreach partnership with developing countries. Manage and control the Directorate. Provide guidance and adequate support for and development of the staff of the develop relevant policies and programmes to achieve the implementation of the international programmes. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the branch. Ensure development of PMDS of staff. Set budget levels and authorise. Monitor quality control of work and develop annual performance plan for the Directorate. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the Directorate. Monitor the planning, organising and delegation of work. Monitor, analyse and evaluate the performance of the Directorate. Manage the outreach partnership with developing countries. Manage the MTEF budget and monthly cash flow statement and provide strategic leadership to staff. Perform delegated duties and responsibilities under the public Finance Management Act.

<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POSTS 22/38</u>	:	<u>PRINCIPAL (3 POSTS)</u> Branch: Technical and Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 216 824 per annum (All-inclusive remuneration package) (Level 13) These posts are based in Technical and Vocational Education and Training (TVET) Colleges Ingwe TVET College (Ref No: DHET17/06/2025) Tshwane South TVET College (Ref No: DHET18/06/2025) Central Johannesburg TVET College (Ref No: 19/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of five (5) years' relevant experience at the middle/ senior management level in college or post-school institutional managerial level. Experience at Deputy Director level at College or Post-School institutional level will be an added advantage. Extensive experience in any or all 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 management plans and project. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organisational governance, financial management, and control. 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, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's licence and a pre-entry certificate into SMS within the public service.
<u>DUTIES</u>	:	To strategically manage the College and to support the College Council and Department of Higher Education and Training in accordance with the Further Education and Training Colleges Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the 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 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 a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/39 : **PRINCIPAL (1 POST)**
Branch: Community Education and Training

SALARY CENTRE : R1 216 824 per annum (All-inclusive remuneration package) (Level 13)
: These posts are based in Community Education and Training (CET) Colleges
: Gauteng Cet College (Ref No: DHET20/06/2025)
: Eastern Cape Cet College (Ref No: DHET21/06/2025)

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of five (5) years' relevant experience at the middle/ senior management level in college or post-school institutional managerial level. Experience at Deputy Director level at College or Post-School institutional level will be an added advantage. Extensive experience in any or all 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 management plans and project. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Ability to design internal systems and controls to ensure sound organisational governance, financial management, and control. 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, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's licence and a pre-entry certificate into SMS within the public service.

DUTIES : To strategically manage the College and to support the College Council and Department of Higher Education and Training in accordance with the Continuing Education and Training Act (2006) and all other relevant legislation. To drive the efficient and effective implementation of college governance frameworks and systems; and the 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 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 academic 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 and community support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

OTHER POSTS

POST 22/40 : **DEPUTY PRINCIPAL: FINANCE (7 POSTS)**
Branch: Technical And Vocational Education and Training

SALARY CENTRE : R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
: These posts are based on Technical and Vocational Education and Training (TVET) Colleges
Motheo TVET College (Ref No: DHET22/06/2025)
Esayidi TVET College (Ref No: DHET23/06/2025)
Elangeni TVET College (Ref No: DHET24/06/2025)
Ikhala TVET College (Ref No: DHET25/06/2025)
Taletso TVET College (Ref No: DHET26/06/2025)
Gert Sibande TVET College (Ref No: DHET27/06/2025)
West Coast TVET College (Ref No: DHET28/06/2025)

REQUIREMENTS : An appropriate bachelor's degree (NQF Level 7) in Commerce Accounting/ Accounting or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Finance or Budgeting environment. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing as well as the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills. This management position requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET staff, College management and Council as well as problem-solving and report-writing and communication skills are mandatory. The incumbent should be able to perform in a team environment. Willingness to travel and be in possession of valid driver's licence.

DUTIES : To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal/ Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognised Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the

		college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimise the utilisation of electronic financial, logistics and management information systems. Manage the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/41</u>	:	<u>DEPUTY PRINCIPAL: CORPORATE SERVICE (2 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges False Bay TVET College (Ref No: DHET29/06/2025) West Coast TVET College (Ref No: DHET30/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in corporate services environment. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Service in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (Ms Word, Ms PowerPoint, Ms Excel, Ms Excess and Ms Outlook). A valid driver's license.
<u>DUTIES</u>	:	Provide strategic leadership in the areas of Human Resource, IT, Marketing, Facilities Management, Records Management, Labour Relations and Governance. Oversee the entire day to day operational requirement of the HR, Marketing and IT functions including those activities in the campus. Render communication and information technology services to meet the specific needs of the college. Accountable for the effective delivery of service in each of these areas. Facilitate and drive the timely and accurate preparation of the college's annual budget in line with Strategic priorities. Coordinate and driver the preparation for the annual review of the college's strategic plan. Prepare quarterly reports as per annual performance plan and ensure the compilation of the annual report and strategic plan of the college. Encourage and builds an organisational climate conducive to optimal performance through implementing change management. Develop and implement best practice policies, procedure, and internal control systems to ensure effective corporate governance. Ensure the provision of appropriate and cost-effective service. Oversee the proper and effective management of the college's assets and facilities. Ensure the provision of appropriate and cost-effective services. Manage human resources and corporate management service affairs in the college. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and regulations pertaining to Corporate Services. Responsible for IT and information management solutions to meet the specific needs of the Region. Responsible for communication and marketing for the Regional Office. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organisation and delegation of work.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/42</u>	:	<u>DEPUTY PRINCIPAL: REGISTRATION SERVICES (3 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges Ikhala TVET College (Ref No: DHET31/06/2025) Esayidi TVET College (Ref No: DHET32/06/2025) Ekurhuleni West TVET College (Ref No: DHET33/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Education/ Teaching/ Human Resource Management/ Commerce Accounting/ Financial Accounting/

		Business Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in education or teaching environment. Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's licence.
<u>DUTIES</u>	:	Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff. Analyse enrolment trends to forecast staffing needs. Develop and implement enrolment strategies aligned with institutional goals. Collaborate with academic department to balance enrolment capacity and resource allocation. Responsible for the management of the student registration at the college. Oversee the design and operation of the registration system. Monitor the registration schedule and address any challenges promptly. Provide training and support to staff involved in the registration process. Manage and coordinate the compilation and implementation of all student administration policies and procedures at the college. Regularly review and update student administration policies to ensure compliance with regulatory requirements. Organise workshops and training sessions to familiarize staff with new or updated policies. Establish feedback mechanism for continual improvement of administrative processes. Verify the validity and reliability of registration documentation and all EMIS data and reports. Conduct audits of registration records. Supervise the preparation and submission of EMIS data and reports. Address discrepancies in documentation and implement corrective measures. Coordinate the preparation of examination for all programmes involving assessment. Develop examination schedules and oversee logistical arrangement. Liaise with academic staff to confirm assessment requirements. Ensure the secure handling and storage of examination materials. Ensure current examination regulations and conventions are adhered to. Monitor compliance with examination rules and regulations. Facilitate training for staff and students on examination protocols. Address breaches of examination regulations in collaboration with disciplinary committees. Manage human resource and registrar affairs in the college. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organising and delegation of work.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/43</u>	:	<u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (4 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges Maluti TVET college (Ref No: DHET34/06/2025) Northlink TVET college (Ref No: DHET35/06/2025) Central Johannesburg TVET college (Ref No: DHET36/06/2025) Ikhala TVET college (Ref No: DHET37/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Education/ Teaching or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Education or teaching environment. Proven ability to establish professional credibility and confidence with a diverse customer base. A sound and thorough knowledge of all the transformational issues, capability-building processes and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. 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. Thorough knowledge of all policies and legislative Framework governing TVET College in South Africa. Knowledge of the student/ information management system concerning vocational education and training. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	To provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. To support the principal as the accounting officer and co-ordinate the provision of academic services. Guide, inform and develop the programs and qualifications Mix (PQM) of the college for executive protocol. Ensure that modalities of curriculum delivery other than full-time and

		special needs learners are catered for. Support and provide advice on the work of the academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of work integrated learning (WIL) for students and lecturers. Monitor student performance and develop academic support interventions where necessary. Ensure that the targets for students' success as set by the DHET/ college academic Board are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance and certificate. Ensure that all the requirements for quality teaching and learning are in place, policy to implement teaching and learning. Lecture training and professional development. Student continuous assessment. Ensure the provision of appropriate and cost-effective services. Manage human resource and academic management service affairs in the college. Provide guidance and adequate support for and development of the staff. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organising and delegation of work.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/44</u>	:	<u>DEPUTY PRINCIPAL: PARTNERSHIPS, INNOVATION AND DEVELOPMENT (3 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	This post is based on Technical and Vocational Education and Training (TVET) Colleges Taletso TVET College (Ref No: DHET38/06/2025) Maluti TVET College (Ref No: DHET39/06/2025) West Coast TVET College (Ref No: DHET40/06/2025)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree (NQF Level 7) in Business Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in stakeholder liaison, business management and partnership environment. Knowledge of Research and Statistics Analysis, Monitoring, Evaluation and Reporting, policies and legislation applicable within the Education sector, Academic Framework and thorough understanding Education sector. Strategic capability and leadership skills, people management and empowerment skills, programme and project management skills, change management skills and problem-solving skills. Proactive, committed, loyal and client service focus values. A valid driver's licence.
<u>DUTIES</u>	:	To strategically director, develop, implement and maintain the college business as per TVET college mandate in the field of Quality Assurance, Student Support Services, Communication, Marketing and Advancement, International Partnership and the facilitation of the Operation and Strategic Planning for TVET colleges. Ensure that the Quality Assurance System are developed and maintained to achieve continual improvement and customer satisfaction. Ensure that the holistic Student Support Service strategy are developed, implemented and maintained for the enhancement of student wellbeing and ultimately student performance. Ensure that the Communication, Marketing and Advancement strategy align with the college mandate. Strategically direct, development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of International Partnership, international liaison and services to foreign students and other international related activities. Coordinate and facilitate the Operation and Strategic Planning. Manage human resource and Partnership Innovation and Development affairs in the College. Provide guidance and adequate support and development of the staff. Ensure compliance with all administrative requirements, regulations, rules and introductions pertaining to Partnership Innovation and Development. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organizing and delegation of work.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/45</u>	:	<u>DEPUTY DIRECTOR: TVET COLLEGES MONITORING AND EVALUATION (REF NO: DHET41/06/2025)</u> Branch: Technical And Vocational Education and Training Chief Directorate: TVET System Planning and Institutional Support Directorate: TVET College Monitoring and Evaluation
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12)
	:	Pretoria

<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training/ Administration and Planning/ Monitoring and Evaluation or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Manager in the TVET college sector, especially in a monitoring and evaluation environment. Sound knowledge and practice in policy development is required. Knowledge and understanding applicable legislation and policies of higher education and training. In-depth knowledge of standard student enrolment practices and processes and in-depth knowledge of planning, monitoring and evaluation systems and processes is essential. Skills required include strategic and initiative skills; planning skills; decision making skills; data analytical skills; communication skills (verbal and writing); report writing skills and computer literacy skills. Candidate must have human relations skills and ability to interact with people with time management and organizational skills. A valid driver's licence.
<u>DUTIES</u>	:	To steer and coordinate monitoring and evaluation activities in relation to TVET college enrolment and performance. Render management and support of monitoring and evaluation systems and processes in TVET Colleges. Monitor and evaluate the performance of TVET Colleges and to provide support to underperforming colleges. Steer support of student enrolment at colleges to establish efficient and standardised processes in relation to student registration and enrolment management. Support implementation of the maturity model and standard operating procedures. Coordinate monitoring and evaluation of college performance as well as reporting thereon. Coordinate monitoring and support of implementation of the SOP on student enrolment to ensure standardisation and efficiency. Support the implementation of the maturity model for TVET colleges. Support other functions of the directorate such as analysis of data verification. Provide support for the functions of TVET branch oversight committee.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/46</u>	:	<u>DEPUTY DIRECTOR: TVET COLLEGES BUDGET ANALYSIS, MONITORING AND REPORTING (REF NO: DHET42/06/2025)</u> Branch: Technical And Vocational Education and Training Directorate: TVET College Budget Analysis, Monitoring and Reporting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12) Pretoria
	:	Appropriate Bachelor's degree or Advanced Diploma (NQF Level 7) in Financial Management/ Accounting or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at junior management level in the Accounting, Budget analysis, Monitoring and Reporting environment. Experience in the Post School Education and Training system (PSET) will be an added advantage. Knowledge of the PSET legislative requirements, policies, and regulations. Experience in Business Management Systems and Dashboard reporting. Extensive experience in development and implementation of costing models. Advanced Excel (Proficient in Microsoft office products), Excellent project management and communication skills, including analytical capability and report writing, the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment. A valid driver's license.
<u>DUTIES</u>	:	Support the processes of the Estimates of National Expenditure (ENE) and the Medium-Term Expenditure Framework (MTEF) allocations to the Department. Determination and distribution of credible and equitable budgets to TVET Colleges including the transfer of funds to these institutions; Providing financial management support and advice to the TVET Branch and TVET Colleges; Analysis and reporting on the expenditure trends of the TVET College budgets; Coordinate the submission of ENE and AENE inputs for the Branch. Coordinate and consolidate Budget Bids for the TVET Branch for submission to the CFO. Comprehensive analysis of TVET institutions budget allocations to support financial planning process. Analysis of monthly expenditure trends for TVET institutions and regular reporting on expenditure trends and financial position thereon. For efficient budget management, working together with the Deputy Director: Research, Costing and Financial Management Systems on the continuous update of costing models; Review and refinement of Standard Chart of Accounts to enable improved reporting; Dashboard Reporting on TVET Colleges (As well as National) budgets and expenditure. Assists with the preparation of the MTEF Bidding processes for the TVET Branch. Ensure TVET Colleges implement minimum standards of the Public Finance Management Act PFMA, Treasury Regulations (TRs), Continuing Education and Training (CET) Act, and other Departmental policies.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

<u>POST 22/47</u>	:	<u>DEPUTY DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET43/06/2025)</u> Branch: Technical And Vocational Education and Training Component: Gauteng And Free State Regional Office Directorate: Curriculum And Institutional Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-inclusive remuneration package) (Level 12) Gauteng and Free State An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or a related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Education. Advance experience in interpretation, development and implementation of policies. Knowledge of PSET and CET Act, teaching and learning. Knowledge of Skills Development Act, Public Service regulations, Labour Relation Act and Public Service Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Understanding of Higher Education sector and Education Act. Planning and organising skills, report writing skills, problem solving skills, and financial management skills. A valid driver's licence.
<u>DUTIES</u>	:	To provide the TVET College with curriculum and institutional support in line with the strategic objectives of the Department of Higher Education and Training. Manage, support, monitor and verify colleges systems and sub-systems in relation to curriculum delivery. Manage the highest standard of teaching and learning with TVET College. Manage, support, monitor and verify college system and sub-system in relations to student administration and enrolment management as well as data reporting. Manage TVET Institution strategic and operation planning. Manage oversight functions on government and management areas in TVET colleges. Manage the implementation of partnerships (Including SETA coordination) and skills development at TVET colleges.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/48</u>	:	<u>DEPUTY PRINCIPAL: FINANCE (2 POSTS)</u> Branch: Community Education and Training
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-inclusive remuneration package) (Level 12) These posts are based in Community Education and Training (CET) Colleges. Gauteng Cet College (Ref No: DHET44/06/2025) Western Cape Cet College (Ref No: DHET45/06/2025) An appropriate bachelor's degree (NQF Level 7) in Commerce Accounting/ Accounting or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Finance or Budgeting environment. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing as well as the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills. This management position requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET staff, College management and Council as well as problem-solving and report-writing and communication skills are mandatory. The incumbent should be able to perform in a team environment. Willingness to travel and be in possession of valid driver's licence.
<u>DUTIES</u>	:	To support the principal as the accounting officer and other senior management in the execution of their functions in compliance with applicable financial legislation, regulations and college prescripts. Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintain financial management structures. Establish, implement, and monitor the financial management and internal control systems. Establish and manage the college financial accounting system ensuring compliance with all prescripts and the maintenance of the general ledger accordance with applicable policy, prescripts and accounting frameworks. Contribute to the development of

strategic, corporate, annual performance and operational plans, whichever is applicable, including coordinating, analysing and advising overseeing the budget preparation process, providing advice and support to stakeholders. Produce compliant Annual Financial Statement for approval by the Accounting Officer and council Chair as required by the Department of Higher Education and Training in team of Generally Recognised Accounting Practice (GRAP). Review the budget proposals prior to submission to the relevant approval authority; oversee and manage the budget monitoring process, including the production of monthly, quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries as to how to address significant variances; coordinate, manage and monitor the college budget and expenditure management process and delivery within deadlines. Report the budget and expenditure analysis in the required format and present it to the management team and the college. Report the budget and expenditure analysis in the required format and present it to the management team and the college council. Regularly monitor the institution's controls over financial and logistical systems, supply chain management and their procedures in order to protect the integrity of financial information; oversee and optimise the utilisation of electronic financial, logistics and management information systems. Manage the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof and manage engagements with assurance providers (i.e. Auditor General). Ensure that the asset management function is effective and operational. Manage human resource and budget in the college.

ENQUIRIES

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MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/49

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DEPUTY PRINCIPAL: ACADEMIC SERVICES) (REF NO: DHET46/06/2025)

Branch: Community Education and Training

Component: KwaZulu Natal Cet College

**SALARY
CENTRE**

:

R1 059 105 per annum (All-inclusive remuneration package) (Level 12)

:

KwaZulu Natal CET College (This post is based in Community Education and Training (CET) Colleges)

REQUIREMENTS

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An appropriate bachelor's degree (NQF Level 7) in Education/ Teaching or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in Education or teaching environment. Proven ability to establish professional credibility and confidence with a diverse customer base. A sound and thorough knowledge of all the transformational issues, capability-building processes and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (Ms Word, Ms Power-point, Ms Excel, Ms Access and Ms Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Framework governing TVET College in South Africa. Knowledge of the student/ information management system concerning vocational education and training. Willingness to travel and a valid driver's licence.

DUTIES

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To provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. To support the principal as the accounting officer and co-ordinate the provision of academic services. Guide, inform and develop the programs and qualifications Mix (PQM) of the college for executive protocol. Ensure that modalities of curriculum delivery other than full-time and special needs learners are catered for. Support and provide advice on the work of the academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of work integrated learning (WIL) for students and lecturers. Monitor student performance and develop academic support interventions where necessary. Ensure that the targets for students' success as set by the DHET/ college academic Board are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance and certificate. Ensure that all the requirements for quality teaching and learning are in place, policy to implement teaching and learning. Lecture training and professional development. Student continuous assessment. Ensure the provision of appropriate and cost-effective services. Manage human resource and academic management service affairs in the college. Provide guidance and adequate support for and development of the staff. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor the planning, organising and delegation of work.

ENQUIRIES

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MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

<u>POST 22/50</u>	:	<u>DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (REF NO: DHET47/06/2025)</u> Branch: Community Education and Training Colleges Component: Limpopo Regional Office Directorate: Cet Curriculum and Institutional Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-inclusive remuneration package) (Level 12) Polokwane An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Administration/ Education/ Social Science Research Methods/ Monitoring and Evaluation or a related qualification. A Higher degree/ diploma in Monitoring and Evaluation/ Research will be an added advantage. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Community Education and Training or PSET Sector environment. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Facilitate the development, monitoring and evaluation of the frameworks for Community Education and Training colleges. Implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Determine the annual system performance targets for community colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Develop standard operating procedures for conducting M&E. Be a member of the National Coordinating Curriculum Committee. Communicate targets and indicators to relevant internal and external stakeholders. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/51</u>	:	<u>DEPUTY DIRECTOR: ELECTRICAL PRE-TRADE AND TEST ASSESSMENT (REF NO: DHET48/06/2025)</u> Branch: Skills Development Chief Directorate: National Artisan Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12) Olifantsfontein An appropriate Bachelor degree/ Advanced Diploma (NQF Level 7) in Electrical engineering or related qualification, Recognized South African Trade Qualification in an Electrical -related trades (Electrician, Millwright, Instrumentation, Electronics) Assessor as well as a Moderator Certificate. Registration with the National Artisan Moderation Body as an assessor/moderator will be an advantage. A minimum of 5 years of industry-related workplace experience as an Artisan after qualifying as an artisan and three (3) years' management experience in Artisan Development (Training, ARPL and Trade Testing). Knowledge: Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the Electrical environment.

		Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of the Quality Council for Trades and Occupations and the National Artisan Moderation Body. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.
<u>DUTIES</u>	:	Maintain and manage accreditation status for trade testing, ARPL in Electrical and liaise with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in Electrical environment, implement, and maintain internal quality assurance. Monitor and conduct internal and external moderation, effective management and utilization of resources as well as supervising and development of staff within the unit. Effective planning, control of finances, budgeting and procurement of testing resources in Electrical workshops. Manage and maintain assets tools that used for electrical assessment. Provide administrative support services. Undertake any other support and administrative work to ensure efficiency and effectiveness in the sub-directorate Electrical Pre-Trade and Test Assessment. Compile the reports to the Director: Indlela Artisan Training Assessment Centre. Ensure workshop area is safe and conducive to quality trade testing and ARPL services in Electrical trades. Identify and manage risk within the unit.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/52</u>	:	<u>DEPUTY DIRECTOR: AUTOMOTIVE PRE-TRADE AND TEST ASSESSMENT (REF NO: DHET49/06/2025)</u> Branch: Skills Development Chief Directorate: National Artisan Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12) Olifantsfontein An appropriate Bachelor degree/ Advanced Diploma (NQF Level 7) in Automotive Engineering or equivalent qualification. A B-Tech Degree in Technical or Engineering Studies will be an advantage. Qualified as Construction Plant Mechanic / Diesel Mechanic/Motor Mechanic/Earth Moving Equipment. Be in possession of trade test certificate/Assessor certificate/Moderator certificate. A minimum of Five (5) years relevant experience of which three (3) years at supervisory and technical training experience after qualifying as an artisan. A valid driver's license. Willingness to travel. Knowledge: Good knowledge of Public Financial Management Act (PFMA), Treasury Regulations and related act. Good knowledge of Skills Development Act, Manpower Training Act, National Qualification Framework, Occupational, Occupational Health and Safety Act. Good knowledge of auditing for accreditation, trade test regulations, criteria and guidelines for accreditation of training and trade testing centres, theoretical and practical knowledge in relevant trade. Skills: Ability to communicate ideas and issues to an audience in a tactful, influential manner, verbal and in writing formally and informally. Ability to work collaboratively with a range of stakeholders in facilitating, advisory or informative capacity. Good communication and interpersonal skills. Good problem-solving skills. Good planning and organizing skills. Good computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	To provide advice and guidance on Automotive Pre-Trade and Test Assessment administration. Manage trade tests of candidates in relevant trades (Automotive fields). Manage moderation of trade tests in the automotive related trades to ensure fair results. Conduct moderation of assessment for internal and external candidates. Manage and oversee the development of trade test instruction sheets, mark sheets and trade test aids. Develop and implement procedure manuals in the division. Perform audits at the decentralised assessment centres. Manage performance training and development of staff. Manage the budget and procurement process of the automotive division. Manage and maintain assets tools that used for automotive assessment. Manage the maintenance and servicing of assets and equipment in the division. Ensure that workshops comply with the Occupational Health and Safety Act. Act as Liaison Officer between INDLELA and Stakeholders. Provide administrative support services. Undertake any other support and administrative work to ensure efficiency and effectiveness in the

		sub-directorate Automotive Pre-Trade Test Assessment. Compile the reports to the Directorate: Indlela Artisan Training and Assessment Centre.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/53</u>	:	<u>DEPUTY DIRECTOR: UNIVERSITY INSTITUTIONAL FUNDING (REF NO: DHE50/06/2025)</u> Branch: University Education Chief Directorate: University Planning and Institutional Funding Directorate: University Institutional Funding
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12) Pretoria An appropriate bachelor's degree/ Advanced diploma (NQF level 7) in Public Financial Administration or relevant qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Manager in financial policy administration and the implementation of financial policies environment. Good understanding of national treasury regulations and frameworks, and the funding of the public university sector. Financial and analytical skills, numerical and communication skills are a requirement. Computer literacy and the ability to work with large data sets is a key requirement. A valid driver's licence.
<u>DUTIES</u>	:	Provide support in the administration of the annual Ministerial Statement on University Funding. Assist with the annual calculation of university budgets including the block grant subsidy and the development of the Ministerial statement on university funding. Maintain and review the funding framework and its implementation. Assist with the development of annual state budget and performance reports. Analyse financial and audit reports submitted by institutions for different earmarked grants. Participate in quarterly development meetings with SMU, UMP and SPU. Monitor and ensure the effective utilisation of the Foundation Provisioning Grant, and development of submissions for the approval of the release of funds. Develop and review policies and guidelines for the utilisation of earmarked grants. Other duties include but are not limited to drafting speeches, briefing notes, and replies to parliamentary and media questions; presentations to different stakeholders; travelling to and meetings with universities for various purposes; and inputs into budgets, the strategic plan and quarterly and annual reports of the Branch. Report internally on the progress reports of universities with the view of approving payments to be made to universities.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/54</u>	:	<u>DEPUTY DIRECTOR: SECTOR RESEARCH & SUPPORT (REF NO: DHET51/06/2024) (TWO POSTS)</u> Branch: University Education Directorate: Sector Research & Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive remuneration package) (Level 12) Pretoria An appropriate bachelor's degree/ Advanced Diploma (NQF Level 7) in Research or a related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Sector Research and Support. Experience in project management as well as development and implementation of higher education policies. Knowledge and understanding of policies and regulatory frameworks governing higher education. Knowledge of PFMA, DORA, Treasury Regulations, policies and regulatory frameworks governing higher education. Experience in government financial systems and procedures, including project planning and management. Research and information management and knowledge of the university sector. Experience in research methodology and management of research projects. Understanding of key stakeholder bodies in the higher education sector. Knowledge of local and international trends in higher education and higher education policy. Demonstrable understanding of transformation imperatives and its dynamics in South Africa, particularly in the higher education sector. Demonstrable experience in working with teams and working within short deadlines. Ability and reputation to build relationships both individually and institutionally. A creative and innovative thinker. Willingness to travel frequently and work long and irregular hours. Ability to function well under pressure. Excellent communication both in writing and verbally including high-level report-writing. Good planning, organizational and management skills. A valid driver's license.
<u>DUTIES</u>	:	Support the Directorate to manage and coordinate research in pursuit of the advancement of transformative Higher Education in South Africa; Conduct Higher Education Sector Research. Monitor and analyse transformation plans

		of higher education institutions; Generate reporting on matters relating to transformation in the sector; Support the Directorate to monitor the implementation of transformation policies and plans; Conceptualise and implement programmes and projects to strengthen transformation initiatives at universities; Build relations with internal and external DHET stakeholders with a view to support the advancement of higher education; Support the Directorate in its oversight and Monitoring of transformation implementation. Facilitate submissions and the presentations performance reports to senior management. Follow up and collate progress reports on the implementation of the resolutions. The management of all humans, financial and other resources of the unit.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/55</u>	:	<u>DEPUTY DIRECTOR: TEACHER EDUCATION DATA AND REVIEW (REF NO: DHET52/06/2025)</u> Branch: University Education Directorate: Initial Teacher Education
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum (All-Inclusive Remuneration Package) (Level 12) Pretoria An appropriate Bachelor's degree/advanced diploma (NQF Level 7) in Education/ Teaching or relevant qualification. A minimum of Three (3) years' relevant experience at Junior Management level in education environment. Knowledge and understanding of the Higher Education sector including policies, legislation and national plans relating to teacher education. Knowledge of teaching and learning environment in higher education. Understanding of teacher education issues and some insight into strategies to improve the sector. The ability to collect and analyses data and produce associated reports. Excellent communication skills and interpersonal relations skills. Ability to develop mechanisms and systems to collect and manage data and information that is required to ensure an efficient teacher, lecturer and practitioner education system. Ability to support the development of implementation of key policies impacting on teacher, lecturer and practitioner education. Integrity, accountability, collaboration, and commitment values. A valid driver's licence.
<u>DUTIES</u>	:	To develop and maintain an updated teacher, lecturer and practitioner national supply demand plan that is aligned to national needs and priorities. Management of key strategic projects as part of the Teaching and Learning Development Capacity Improvement Programme to strengthen the quality of teaching and learning universities. Policy development, supporting policy implementation, monitoring and evaluating the implementation of policy related to qualifications-based teachers and lecturers across the system. Support the Director: Teacher Education in areas that strengthen the work of the Directorate. Produce teacher education reports and other relevant data to inform national and provincial planning. Collect, manage, maintain and report information relating to qualifications based initial education and continuing professional development of teachers for the pre-schooling, schooling and post-schooling sub system, and produce annual reports to inform national planning and national Department. Provide management and secretariat support for institutional teacher education reviews undertaken by the Department. Provide management and secretariat support to ensure effectiveness and efficiency of the work. Support the Director in managing the directorate, including assisting with planning, budgeting and management of staff within the line function and deputizing for the director when required to do so.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/56</u>	:	<u>DEPUTY DIRECTOR: INFORMATION TECHNOLOGY SERVICE MANAGEMENT AND SUPPORT (REF NO: DHET53/06/2025)</u> Branch: Corporate Services Directorate: Information Technology Infrastructure Support and Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (All-inclusive remuneration package) (Level 11) Pretoria An appropriate Bachelor's degree/advanced diploma (NQF level 7) in Computer Science/ Information Technology Management or a related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level supervisory directly involve in managing IT systems engineers who deploy and maintain virtual infrastructure (serves, storage, networks) on the Microsoft Azure platform. Applying technology, communication and information management, and continuous improvement. Analytical and critical thinking with complex

DUTIES

problem-solving skills. Advanced comprehension, application and synthesis of computer-based systems. Excellent, integrity, responsible, creative, inclusivity and professionalism attributes. A valid driver's licence.

- : Manage all IT Infrastructure in relation to servers, networks, storage, telecoms, data centre, backups, data recovery, connectivity and security to ensure that core systems are available, scalable and secure as per government and department requirements. Manage and perform supervisory duties daily for the IT Desktop Support Team and ensuring procedures and processes are adhered to. Implement and maintain ICT Cloud and infrastructure operations; maintain and ensure ICT operational procedures and operational tasks are achieved reliably and consistently to ensure high availability of computer in the department. Ensure adequate staffing levels are always maintained within the Desktop Support team. Ensure targets outlined by the SLA and KPI's are achieved. Ensure jobs assigned to the Desktop support group are managed and completed within targets outlined by the SLA. Set procedures and processes in line with standards within the IT Desktop environment. To line manage and be responsible for the personal and technical development of the Desktop Support Team, including appraisal and training plans. Quality checking and auditing of work carried out by the Desktop Support Team. To propose document and implement changes to policies or procedures in line with technological advancements. Assist in the development, maintenance, implementation and changes to the SLAs. Act as a primary point of contact for escalation from a Desktop Support level in times of major systems outages, supplier issues and conflict resolution with customers. Monitor and identify any trends or irregular activities on jobs logged with Desktop Support group that could relate to potential IT issues. Ensure that all request from customers for assistance are handled promptly and effectively and if necessary, escalated to the appropriate level. Develop strategies for maintaining network infrastructure. Define hardware and software standards. Manage the development of the maturity levels for improved service delivery. To assist in the technical development and enhancement of customer support systems and Desktop functionally. Install, configure, maintain and upgrade desktop hardware and software applications. Manage LAN and desktop support services and maintenance. Provide technical and maintenance support to the examinations systems. Assist Users in choice of appreciate hardware and software-desktop, laptops, PDAs, scanners, printers. Direct, plan, organise and manage operations for stability, availability and integrity of the organisation's IT LAN Support. Manage the delivery of critical support services for day-to-day IT operation, data communications and telecommunication according to the required time frames. Provide regular reports. Develop solutions to technical challenges. Serves as project manager and provides advanced technical guidance to customers and staff. Manage the effectiveness of the disaster recovery process and ensure integration with departmental business continuity planning. Supports continual improvement in the Department. Ensure conformance to LAN policies, procedures and standards and training for users on LAN operation.

ENQUIRIES

- : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

POST 22/57

- : **DEPUTY DIRECTOR: WEBSITE AND PORTAL MANAGEMENT (REF NO: DHET54/06/2025)**
Branch: Corporate Services
Directorate: Information technology Service Management and Support

SALARY CENTRE REQUIREMENTS

- : R896 436 per annum (All-inclusive remuneration package) (Level 11)
- : Pretoria
- : An appropriate Bachelor's degree/advanced diploma (NQF Level 7) in Information Technology or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in ICT environment developing and managing websites. Knowledge and understanding of phases of project life cycle. Knowledge of change management and IT systems. Manage budget allocated to any project to avoid cost over-runs. Manage risk and provide mitigating strategies. Excellent communication skills both verbal and written, interpersonal skills, good organizing and planning skills. Decision making and problem-solving skills. Ability to thrive in a fast-paced environment. Conducting analysis and design. Problem solving and logical design skills. Scope definition and decisions analysis. A valid driver's licence.

DUTIES

- : Manage the departmental website and provide maintenance and support. Ensure all department related information is up to date. Monitor the website uptime and performance using monitoring tools. Apply security patches to the website's software, and plugins to guard against cyber threats. Develop and maintain the organisational websites and servers and ensure they meet the

user needs: Update and manage the DHET website and intranet, including technical roadmap definition and execution; Maintain the quality, design and style of the organisational website and the intranet in line with the website style guide and website policy; Maintain the general appearance of the DHET's website and intranet as well as ensure their ongoing development, in line with best practices, to guarantee they are always user-friendly and up to date; Ensure that web servers and content are regularly backed-up, in conjunction with the DHET ICT unit; Ensure that all content placed on the website is approved in line with relevant DHET internal policies. Maintain the functionality, security, and efficiency of web infrastructure: Maintain web platforms Security Validation Programme, in conjunction with the DHET ICT unit; Ensure an annual audit of sites' membership and access; Maintain website databases; Perform regular checks to identify broken links and ensure they are fixed; Prepare testing environment, examples and instruction manuals; Assist in the deployment of changes to live the environment following approval process; Ensure the security and integrity of all systems and data; Back up files from websites to local directories for recovery. Manage and maintain web server infrastructure and database systems. Configure and install web server software. Manage introduction of new web services into production environments. Provide support to all the features of a website, solving technical problems and approving site content: Edit, review and design website and intranet content in consultation with content owners; Maintain the latest web applications and provide technical assistance to applications programme; Maintain web platforms site directory. Maintain operations by training and providing support to internal users: Determine user needs by analysing technical requirements; Keep abreast with emerging technologies/industry trends and apply them on operations, training and activities; Keep project documentation up to date; Provide regular feedback on tasks assigned; Provide training and support to website content personnel and owners; Maintain web platforms site collection and administer training programme. Ensure the architecture of the new service is designed to be scalable, secure and maintainable. Integrate security best practices in the design. Use version control for managing the code base of the new web service. Conduct UAT to validate the functionality, user experience based on real-world requirements. Manage the execution of sound user management procedures for the portal and advocate usage levels of the portal. Security and compliance in user management. Manage the planning of the portal expansion and improvements and update strategies. Management of human resources. Provide guidance and adequate support for development of the staff. Ensure compliance with all administrative requirements. Ensure development of PMDS of staff. Monitor quality control of work and develop annual performance plan. Monitor planning, organizing and delegation of work.

<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/58</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES (REF NO. DHET55/06/2025)</u> Branch: Technical And Vocational Education and Training Component: KwaZulu Natal Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum (All-inclusive Remuneration Package) (Level 11) Pietermaritzburg An appropriate bachelor's degree/advanced diploma (NQF level 7) in Public Administration/ Human Resources Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in corporate services environment. An understanding of the Department of Higher Education and Training's strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislative frameworks governing education and training as well as the Public Service and Employment Services in South Africa. Managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment, good project management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). A willingness to travel extensively and a valid driver's license.
<u>DUTIES</u>	:	Provide Strategic Leadership in the areas of Human Resources, Facilities Management, IT, Marketing, Records Management and Governance. Coordinate the preparation for the annual review of the Regional's Strategic Plan. Facilitate timely and accurate preparation of the Regional annual budget. Account for the effective delivery of services in each of these areas.

		Coordinates and drives the preparation for the annual reviews of the Regional 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 regional office 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 Region. Responsible for communication and marketing for the Regional Office. Ensure the provision of Organisational Development Services and support the TVET and CET colleges.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/59</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT AND SELECTION (REF NO. DHET56/06/2025)</u> Branch: Corporate Services Directorate: Human Resource Administration and System Control
<u>SALARY</u>	:	R896 436 per annum (All-inclusive Remuneration Package) (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF level 7) in Management Services/ Human Resources Management/ Public Management or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Human Resource Management and Administration, Management of Employee Records. Financial and Leadership management is essential. Sound knowledge of Public Service Act, Public Service Regulation, Employment Equity Act, policies/ implementation of best HR practices, Labour Relations Act, Basic Conditions of Employment Act, Recruitment practices and processes. Ability to communicate ideas and issues to audience in a tactful, influential manner verbally and in writing, formally and informally. Self-disciplined and able to work under pressure with minimum supervision. Excellent communication skills verbal and written with people's management skills. Policy development and research skills, presentation skills, problem solving skills, team leadership and computer skills. Ability to work collaboratively with range of stakeholders in a facilitating, advisory and informative capacity. Self-disciplined and able to work under pressure with minimum supervision. Confidentiality, fairness, respect, professional and client-oriented values. A valid driver's licence.
<u>DUTIES</u>	:	The Management of Recruitment and Selection processes in accordance with the Public Service Act and Regulations. The Management of employee engagement, business partnership, and relations with the stakeholders, Head Office, Regional Offices, and Colleges. Development of Job Descriptions of staff, contracting of staff, and monitoring of performance including supporting staff development and wellness. Facilitate implementation of recruitment strategies and standardised processes including workshops and capacity workshops. Participate in the Development, reviewing, and ensuring implementation of HR and Recruitment and Selection policies thereof. The Management of Performance Management Development System of the staff and assets in the Unit. The management of employee records in terms of HR audit procedures and producing the reports with realistic recommendation. The Management of all humans, Financial, and other resources of the unit.
<u>ENQUIRIES</u>	:	MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>POST 22/60</u>	:	<u>DEPUTY DIRECTOR (BRANCH COORDINATOR) (REF NO: DHET57/06/2025)</u> Branch: Community Education and Training Component: Office Of the Deputy Director-General
<u>SALARY</u>	:	R896 436 per annum (All-Inclusive Remuneration Package) (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/advanced diploma (NQF Level 7) in Public Management/ Public Administration or relevant qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at Junior Management level in Administration, Secretariat, Office Management environment. Knowledge and understanding of the Higher Education sector, policies and governance environment of CET College, annual reporting requirements by the Higher Education Institution and CET administration. Excellent communication skills, decision making skills, management skills, financial management skills, presentation, facilitation skills

	and conflict management. Integrity, accountability, collaboration, and commitment values. A valid driver's licence.
<u>DUTIES</u>	: To provide coordination and support to the Deputy Director-General. Support the DDG in developing strategic, annual performance and operational plans for the branch and the CET colleges. Manage and provide support services in the office of the DDG. Manage the resources in the office of the manager. Manager relations with external stakeholders and coordinate special projects.
<u>ENQUIRIES</u>	: MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513

(GERT SIBANDE TVET COLLEGE)

Gert Sibande TVET College is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representative will receive preference.

<u>CLOSING DATE</u>	: 18 July 2025 (at 13h00 sharp) all applications received after the closing date and time will not be entertained Apply as early as possible to avoid disappointments, please.
<u>NOTE</u>	: Applicants must submit a fully completed and officially signed Z83 form and a comprehensive CV when applying for a post, at least three contactable work-related references. Candidates will be contacted to submit originally certified copies of all qualification before an interview, including academic records, ID document and valid driver's licence not older than 6 months, if drivers licence is required in terms of the requirements of the post Application Z83 form is available on our website, www.gscollege.edu.za or DPSA website Failure to submit the requested documents will result in your application not being considered Emailed applications will be accepted Applicants should submit separate Z83 and CV where more than one post is applied for Selected candidates will be subjected to vetting process and personnel suitability check in terms of minimum information security standard The College reserves the right to verify any information received in applications Late and incomplete applications will not be considered Submission of fraudulent documentation and canvassing or College staff will immediately disqualify the candidate Should you not receive any response from us within 60 days after the closing date, please consider your application as unsuccessful Post reference number should be indicated on the application The College reserves the right to withdraw any position at any time.

OTHER POSTS

<u>POST 22/61</u>	: <u>CAMPUS ADMINISTRATOR GSC54/2025</u> Perdekop Campus
<u>SALARY</u>	: R325 101 per annum (Level 7), (plus benefits)
<u>CENTRE</u>	: Perdekop
<u>REQUIREMENTS</u>	: A Degree/Diploma (NQF Level 6) in Public Administration or Office Management and Technology or Public Management or equivalent qualification. A minimum of one (1) year work experience in an administrative environment. Knowledge: Knowledge of office administration, Knowledge of Public Service legislations and policies, Knowledge and understanding of the TVET/CET Administration, Understanding of the Higher Education sector, Understanding Cost centre budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations and Public Service Act, Public Financial Management Act, Batho Pele Principles and any other related legislation Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management
<u>DUTIES</u>	: Render administrative support services; Draw up a campus enrolment plan for both NCV and report 191, gather departmental information and compile a report for A-TEAM and Campus Management; Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Administer and coordinate human resource services, Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances. Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation of the college staff wellness programme at campus level. Provide procurement services; Recommend purchase requisitions to Campus Manager, Draft procurement memo.

Complete requisition form, Receive goods and services, Coordinate and submit invoices to central office for processing. Verify the correctness of goods and services supplied against the appropriate documentation, Follow-up on campus requisitions made, Maintain a proper filing system, Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act, Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official, Administer student registration and examination process; Assist in the registration of students. Store student portfolios of evidence and student records, Scan documents of students, Capture and reconcile information for students, Ensure data exceptions and corrections, Process the details of applications for programmes and credits, Coordinate the student registration process, Coordinate the examination process.

ENQUIRIES : Mr BJ Dlongolo Tel No: (017) 712 9040
APPLICATIONS : The Acting Human Resource Manager; Gert Sibande TVET College; P. O. Box 3475; Standerton, 2430, email: applications@gscollege.edu.za or Hand delivered to: 18a Beyers Naude Street, Standerton, 2430
FOR ATTENTION : Mr BJ Dlongolo Tel No: (017) 712 9040

(SOUTH CAPE TVET COLLEGE)

The DHET and South Cape TVET College are equal opportunity, affirmative action employers, whose aim is to promote representation in all levels of occupational categories in accordance with the Employment Equity Plan of the College.

APPLICATIONS : The South Cape TVET College invites suitable, qualified applicants to apply for its vacancies as listed in this circular by applying online through the New Z83 form accessible at the College Website, <https://sccollege.co.za/vacancies> under Vacancies (click 'apply for current vacancies link) and follow 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).

CLOSING DATE : Friday, 11 July 2025 Before 16:00
NOTE : Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct email address in each advert. Applications with supporting documentation, including signed Z83 forms, should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. The application must include only a completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. And a detailed Curriculum Vitae. Certified copies of your identity document, senior certificate, and all your qualifications, academic transcripts/record, trade test document, and driver's licence are to be submitted with your application. Please provide the relevant reference number for the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable), qualification, and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Preference will be given to persons from designated groups, especially regarding race, gender, and disability.

OTHER POSTS

POST 22/62 : **PROJECT MANAGER: NSF AND SPECIAL PROJECTS (REF: TNC/CO/23-04/2)**
 (College Council 3-Year Fixed Term Contract with a probationary period of 12 months)

SALARY : R468,459 per annum (plus 37% in lieu of benefits)
CENTRE : Central Office
REQUIREMENTS : An appropriate 3-Year Diploma/Bachelor's degree (NQF Level 6/7) in Financial Management, Management Accounting. A Project Management qualification

will be an added advantage. A minimum of three (3) to five (5) years' work experience at a supervisory level in the Public Service Delivery environment, project management and management of resources. Must have the relevant knowledge of the Public Service, NSF and SETA mandates and strategies. Candidates who have experience in managing large projects, portfolios of projects, and/or Programmes in the private or public sector will have an added advantage, as well as those who are registered as Project Managers or professionals in the Public Sector with Project Management South Africa or other related bodies. A valid driver's license is compulsory. Must be willing to work irregular hours and extensive travelling. Competencies, Abilities, And Skills: Knowledge of other NSF and SETA funded programmes. Knowledge of the Government wide Legislation, 'QCTO qualifications, Legislative Knowledge and Prescripts including the Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, National Treasury Regulations, general knowledge of the Public Service Regulations. The successful candidate must be able to apply strategic thinking, apply technology, budget and financial management experience, be able to manage communication and information, good management, planning, organising, problem solving, quality management and decision-making skills. Must be able to manage projects and programmes. Must be able to engage and manage stakeholders. Candidates must be proficient in English with proven experience in Monitoring and Evaluation of NSF and SETA Projects. Further skills requirements relate to technical proficiency, data verification, problem solving and analysis, report writing, preparing presentations. The incumbent must be client-oriented, customer-focused, and be able to perform in a team environment.

DUTIES : Provide support to the office of ASD: Partnership and Linkages on Occupational and Skills Programmes. Responsible for establishing the project office and ensuring the smooth running of Occupational / Special Projects / Trades Programmes and all other NSF and SETA funded Programmes Develop and submit funding proposals and applications to NSF and other SETA's for funding and roll out of occupational and skills Programmes including proposals for infrastructure and equipment of various effectively monitor, evaluate, and report on the achievements, challenges, management, operational performance and procurement of occupational/skills Programmes, special projects/trades and NSF and SETA funded Programmes. Verify the accuracy and validity of performance reports. Monitor the status of outputs from sites. Monitor site facilities and administration to ensure that training provided by facilitators meets the requirements of the Service Level Agreement. Conduct site visits. Escalate and communicate risks to relevant Supervisor. Manage invoicing and financial reporting. Liaise with SETAs on outstanding invoices and related financial requests. Conduct due diligence regarding change requests, complete change requests and communicate such to Supervisor. Support project reporting by developing and upload of monthly and quarterly project progress report onto management system. •Manage staff under his/her supervision.

ENQUIRIES : Ms. S Madabane

POST 22/63 : **CENTRE MANAGER (REF: PS19/2024)**
(College Council 3-Year Fixed Term Contract with a probationary period of 12 months)

SALARY : R325 101 per annum (plus 37% in lieu of benefits)
CENTRE : Hessequa Campus (Riversdale)
REQUIREMENTS : Qualifications and Experience: A matric plus a minimum 3-year business-related Degree/Diploma. A minimum of 5 years' relevant work experience, and 2 years in a supervisory or managerial role. Computer Literacy (MS Office). A valid 08 driver's license. Recommendations: Managerial, Leadership, Finance and Administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Understanding of College finances, Infrastructure, and asset management. Good interpersonal skills. Excellent written and verbal skills. Proven budgetary knowledge. Sound knowledge of the TVET College programmes namely Report 191 and Occupational Programmes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Overall leadership and management of the campus. Participate in the development of the College's strategic and operational plan. Marketing of campus programmes and liaison with all internal and external stakeholders. The implementation of Teaching and Learning. Ensure effective conduct of examination. Monitor Student Support services. Responsible for the compilation and control of the campus budget. Responsible for general support service functions, e.g., administration, facilities, assets, maintenance, finances

		and human resource management. Adherence to quality assurance standards of DHET, Umalusi, and QCTO. Adherence to the implementation of all College policies and quality management system.
<u>ENQUIRIES</u>	:	Ms. K Kleintjies at Tel No: (044-8840359)
<u>POST 22/64</u>	:	<u>FACILITATORS: WHOLESALE AND RETAIL L2 (REF: 20/2025) (2 POSTS)</u> (College Council Contract Positions 12 Months – Fixed Term Project Contract)
<u>SALARY</u>	:	R325 101 per annum (plus 37% in lieu of benefits)
<u>CENTRE</u>	:	Bitou and Oudtshoorn Campuses
<u>REQUIREMENTS</u>	:	Qualifications and Experience: Matric plus a minimum of a Higher Certificate/Diploma/3-year Degree related to Wholesale and Retail and 1-3 years facilitation experience. Proficiency in at least two of the three Western Cape official languages. Registered as an Assessor with Wholesale and Retail SETA. Knowledge and experience in assessing different learning styles with appropriate teaching approaches. Recommendations: Energetic and dedicated to Learner success. Teaching/Facilitation experience. Experience in working with students with learning difficulties. Computer Literacy (MS Office experience). Excellent writing skills.
<u>DUTIES</u>	:	Facilitate the implementation of Wholesale and Retail L2, as per SETA and QCTO requirements. Give subject /practice-related guidance to Learners and ensure quality delivery of teaching and learning as well as workplace practice monitoring. Visits to Workplaces and compulsory to monitor and guide Learners as required. Strict adherence to College/SETA evaluation processes, policies, and procedures. Must be prepared to work under pressure. Must be prepared to work after hours when necessary. Need to work very closely with Programme Manager. Responsible and accountable for all tasks, including administration. Any other task as operationally required.
<u>ENQUIRIES</u>	:	Ms. K Kleintjies at Tel No: (044-8840359)
<u>POST 22/65</u>	:	<u>PROFESSIONAL COOKERY (REF: PS23/2025) (2 POSTS)</u> (College Council Contract Positions 12 Months – Fixed Term Project Contract)
<u>SALARY</u>	:	R325 101 per annum (plus 37 % in lieu of benefits)
<u>CENTRE</u>	:	Bitou Campus
<u>REQUIREMENTS</u>	:	Matric plus a formal Chef / Culinary 3-year diploma, plus 1 – 3 years Industry related experience. Proficiency in at least two of the three Western Cape official languages. Registered as an Assessor with CATHSSETA. Knowledge and experience in facilitating and assessing different learning styles with appropriate teaching approaches. Recommendations: Energetic and dedicated to Learner success. Teaching/Facilitation experience. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Experienced in working with students with learning difficulties. Excellent writing skills. Computer Literacy (MS Office experience Computer Literacy (MS Office).
<u>DUTIES</u>	:	Facilitate the implementation of Professional Cookery learnership, as per SETA requirements. Theory and practical are covered with in the programme. Give subject/practice related guidance to Learners and ensure quality delivery of teaching and learning as well as workplace practice monitoring. Visits to Workplaces are compulsory to monitor and guide Learners as required. Ensuring completion of logbooks towards the end of the programme Strict adherence to College / SETA evaluation processes, policies, and procedures. Must be prepared to work under pressure. Must be prepared to work after hours when necessary. Need to work very closely with the Programme Manager. Responsible and accountable for all tasks including administration. Any other tasks as operationally required. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM subordinates.
<u>ENQUIRIES</u>	:	Ms. R Kirchner Tel No: (044 - 8840359)
<u>POST 22/66</u>	:	<u>FACILITATORS: EARLY CHILDHOOD DEVELOPMENT: HIGHER CERTIFICATE LEVEL 2 (REF: 20/2025) (6 POSTS)</u> (College Council Contract Positions 12 Months – Fixed Term Project Contract)
<u>SALARY</u>	:	R8178.per month (No benefits will be paid)
<u>CENTRE</u>	:	Bitou, George, Hessequa, Mossel Bay and Oudtshoorn Campuses
<u>REQUIREMENTS</u>	:	Qualifications and Experience: Matric plus a 3-year B.ED Degree. At least Higher 1-3 years teaching/facilitation experience. Proficiency in at least two of the three Western Cape official languages. Registered as an Assessor with the EDTP SETA. Knowledge and experience in assessing different learning styles with appropriate teaching approaches. Recommendations: Energetic and dedicated to Learner success. Training in the National Curriculum Framework.

		NQF will serve as an advantage. Teaching/Facilitation experience. Computer Literacy (MS Office experience). Excellent writing skills.
<u>DUTIES</u>	:	Facilitate the implementation of Occupational programme, as per SETA and QTCO, across delivery sites of the Southern Cape & Central Karoo area as required. Give subject/practice related guidance to Learners and enquire quality delivery of teaching and learning as well as workplace practice monitoring. Visits to Workplaces are compulsory to monitor and guide Learners as required. Strict adherence to College/SETA evaluation processes, policies and procedures. Must be prepared to work under pressure. Must be prepared to work after hours when necessary. Need to work very closely with the Programme Manager. Responsible and accountable for all tasks, including administration. Any other tasks as operationally required.
<u>ENQUIRIES</u>	:	Ms. K Kleintjies at Tel No: (044-8840359)
<u>POST 22/67</u>	:	<u>FACILITATORS: (REF: 20/2025)</u> (College Council Contract Positions 12 Months – Fixed Term Project Contract)
<u>SALARY</u>	:	R8178.00 per month (No benefits will be paid)
<u>CENTRE</u>	:	Bitou, Oudtshoorn and Beaufort-West Campuses
		Information Technology (ICT) Technical Support L4 (3 posts)
		Information Technology (ICT) Technical Support (ICT): Software Testing L5 (1 post)
<u>REQUIREMENTS</u>	:	Matric plus a minimum 3-year recognized Degree/Diploma (NQF Level 6/REQV13 in Information Technology or Computer Science with specialization in Software Testing or Technical Support. Computer Literacy (MS Office). A valid 08 driver's license. Registered Assessor with MICT SETA. Recommendations: Managerial and administrative experience. A professional qualification as an educator will be an added advantage. Above average report writing and communication skills. Ability to effectively teach and communication skills. A professional qualification as an educator will be an added advantage. Above average report writing and communication skills. Ability to effectively teach in English. At least 1 years' experience in the ICT Industry. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Values and attributes: Client service focus. Integrity, Committed, Proactive and loyal.
<u>DUTIES</u>	:	Facilitate a group of Learners using different teaching and Learning Methodologies in an ICT environment. Plan and prepare lessons. Manage the Learners in class and workplace. Sourcing host employers for industry-related work placement. Ensuring logbooks are completed regularly with site visits. Adherence to all administrative duties as per the programme requirements. Ensure adherence to quality assurance standards. Adherence to all College policies and qualify management system.
<u>ENQUIRIES</u>	:	Ms. R Kirchner Tel No: (044 - 8840359)