

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 32/31</u>	:	<u>CHIEF FINANCIAL OFFICER REF NO: DHET01/09/2025</u> Branch: Administration
<u>SALARY</u>	:	R1 813 182 per annum (Leve 15), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 8 qualification in the field of Finance/ Management Accounting or related qualification recognized by SAQA. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. A minimum of eight (8) experience at the senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management, and Supply Chain Management. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and relevant government policies regulating financial management in government: Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver's license. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems, and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium-Term Expenditure Framework (MTEF) process, procedures, and controls within the private and public sectors. Good understanding of macroeconomic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements, and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.
<u>DUTIES</u>	:	The successful candidate will oversee effective, integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations, and other finance-related prescripts; provide strategic support and guidance to the Accounting Officer (Director-General) and Programme Managers (Deputy Directors-General), Manage and facilitate the provision of financial management services. Develop, implement, and monitor financial services and procurement-related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems, and models or projections of cost behavior) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and monitor the utilization of budgets within the Department. Oversee the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. The provision of an effective and efficient Supply Chain Management service within the Department. Monitor the provision of Supply Chain Management and assets management services. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Manage and monitor the provision of financial services and salary

administration. Ensure that the expenditure of the Department is in accordance with the Budget Vote of the Department and the main divisions within the Vote. Manage and minimize the Department's risk exposure by maintaining effective systems and internal controls. Manage and monitor the public entities' compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attending to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Higher Education and Training.

**ENQUIRIES
APPLICATIONS**

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442
: 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>

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/32

: **REGIONAL MANAGER (X4 POSTS)**
Branch: Technical Vocational Education and Training

**SALARY
CENTRE**

: R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
: These positions are based in Regional Offices:
Western Cape & Northern Cape Regional Office Ref No: DHET 02/09/2025
Gauteng and Free State Regional Office Ref No: DHET 03/09/2025
Kwa Zulu Natal Regional Office Ref No: DHET 04/09/2025
Eastern Cape Regional Office Ref No: DHET 05/09/2025

REQUIREMENTS

: An appropriate NQF level 7 in the field of Education and Training or equivalent qualification. A minimum of 5 years at senior managerial level and ten (10) years' work experience in Post-School Education and Training. A postgraduate

degree in Education will serve as an added advantage. Proven senior management experience within the Technical and Vocational Education and Training (TVET), Community Education, Training (CET) as well as Universities environments will be prioritized. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth understanding and knowledge of prescripts and legal frameworks applicable to both the CET and TVET sectors. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Excellent project management and communication skills, including proposal and report writing. Ability to work under pressure and willingness to work extended hours. Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills and ability to communicate to the audience in a tactful and influential manner. Ability to collaborate and enhance stakeholder relations. Ethical leadership and Integrity.

DUTIES

: Ensure effective leadership, management, and governance of PSET institutions in the Region. Manage and support teaching and learning in public Colleges. Oversee the management of examinations and assessments at private and public Colleges. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Coordinate monitoring and evaluation functions of the programmes in public Colleges. Ensure proper alignment of the Department Strategic Plan and Annual Performance Plan with planned outcomes in the public TVET and CET Colleges. Provide strategic leadership relating to the management of compensation of employees' budget for public colleges. Provide corporate management support related to recruitment processes, conditions of services and labour relations, and implementation of IQMS and PMDS.

ENQUIRIES APPLICATIONS

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CLOSING DATE

: 22 September 2025

<u>POST 32/33</u>	:	<u>CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DHET 06/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
	:	Pretoria
	:	An appropriate NQF level 7 qualification in the field of Human Resource/ Industrial Psychology/Management services/Operations management/Labour Relations/ Social Sciences or equivalent qualification as recognized by SAQA. A minimum of 5 years' experience at senior managerial level and 10 years management experience within Human Resource environment. In-depth knowledge and working experience in the alignment of HR strategy to the business strategy. Management experience in leading change management interventions at various levels of an organization. Training as a Job Evaluation Analyst or Job Evaluation Panelist will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions, Government financial systems and processes, Treasury Regulations. Knowledge of government's planning and delivery cycle. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills and ability to communicate to the audience in a tactful and influential manner. Ability to collaborate and enhance stakeholder relations. Ethical leadership and Integrity.
<u>DUTIES</u>	:	Facilitate the development of a Human Resources Strategy and ensure alignment with Departmental strategic objectives. Oversee Human Resources Administration and System Control Services. Oversee development and implementation of Talent Management Strategy aligned with HR best Practices. Champion Organizational Development, Design processes, Change Management Interventions processes and facilitate implementation of Job Evaluation. Facilitate development and implementation of Human Resources Policy Development. Oversee Employee Health and Wellness programmes, Employment Equity and Affirmative Interventions. Oversee Grievances, Disputes and Misconduct resolution processes and enhance Departmental Collective Bargaining processes.
<u>ENQUIRIES</u>	:	Ms E Mangena/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

:

22 September 2025

POST 32/34

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**CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY
REF NO: DHET 07/09/2025**

Branch: Corporate Services

Chief Directorate: Information Technology and Business Systems Management

SALARY

:

R1 494 900 per annum (Level 14), (all-inclusive remuneration package)

CENTRE

:

Pretoria

REQUIREMENTS

:

An appropriate NQF level 7 in the field of Computer Science/ Information Technology Management/Software engineering or equivalent qualification as recognized by SAQA. A minimum of 5 years at senior managerial level with 10 years management experience within an ICT environment. Management experience in implementing Corporate Governance of ICT and management of Cyber Security or security system engineering. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Experience in the development and implementation of ICT business Continuity will be an added advantage. Expert knowledge of ICT as an enabling tool for system development, ICT Security, ICT Infrastructure and network, business, system analysis, Architecture and frameworks. In-depth knowledge of IT solution development and integration, user interface design and digital automation. Sound Knowledge of Public Finance Management Act and Treasury Regulations. Extensive knowledge of government wide Enterprise Architecture and business systems. Knowledge of ICT strategic and operational planning, delivery, monitoring and evaluation frameworks. Knowledge of IT Security systems and infrastructure systems. ICT project Management and Change Management. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent business analytical and problem-solving skills.

DUTIES

:

Facilitate the alignment of ICT strategy to overall Departmental strategy and business goals. Provide Information management and oversee knowledge and records management. Facilitate design, drive, review and implementation of ICT governance framework, systems, policies, standards, principles and procedures. Facilitate ICT Infrastructure in relation to serves, networks, storage, telecoms, data Centre, backups, data recovery, connectivity and security to ensure optimal service and security as per government and departmental requirements. Facilitate the development and implementation of business applications strategy. Facilitate the development, implementation of ICT strategic and operational deliverables. Facilitate efficient ICT Security measures. ICT Risk management and champion ICT audit standards compliance. Facilitate the implementation of the design solution deployment strategy and ensure approved applications comply with established architecture standards. Manage the effectiveness of the disaster recovery process and ensure integration with departmental business continuity planning.

ENQUIRIES

:

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

APPLICATIONS

:

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Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/35</u>	:	<u>DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND MANAGEMENT</u> <u>REF NO: DHET 08/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in the field of Human Resource/ Public Management/ Social Sciences Management or equivalent qualification as recognized by SAQA. A minimum of 5 years' experience at middle/ senior managerial level within a Human Resource Management environment. In-depth knowledge and working experience in transactional Human Resource Management within recruitment, conditions of services and PERSAL system management. Training as a PERSAL HR manager will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Skills Development Act, Occupational Health and Safety Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions, Government financial systems and processes, Treasury Regulations. Knowledge of Compensation of Employee budgeting system. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care, Excellent Communication Skills. Ability to pay attention to details and work through high volume of data.
<u>DUTIES</u>	:	Provide strategic leadership and direction on Human Resource Management and Administration functions of the Department. Develop and implement Human Resource Management and Administration policies. Administer recruitment of candidates, facilitate selection processes and oversee the appointment of suitable candidates on PERSAL at head office, support Regional Offices and Colleges. Facilitate the implementation of PILIR, conduct trends analysis and ensure full compliance. Facilitate and oversee the management of departmental exit strategy and ensure adequate analysis of outcome of exit interviews.
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	DHET invites applicants to apply online on the New Z83 form by accessing the

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CLOSING DATE

: 22 September 2025

POST 32/36

: **DIRECTOR: EMPLOYEE HEALTH AND WELLNESS PROGRAMME REF NO: DHET 09/09/2025**

Branch: Corporate Services

Chief Directorate: Human Resource Management and Development

**SALARY
CENTRE
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

: Pretoria

: An appropriate NQF level 7 qualification in Social Science, Psychology/ Public Health/ Occupational Health & Safety/ Safety Management or equivalent qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level in an Employee Health & Public Health/ Occupational Safety environment. In-depth knowledge and experience in implementing organizational health and wellness programmes. Registration with a professional council will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Regulations, 2016. Public Service Act 1994. PFMA and Treasury Regulations. Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety, OHS Regulations. In-depth knowledge of employee health and wellness frameworks. Excellent people management and interpersonal skills. Ability to analyse problems, innovate on service delivery matters and focus on client needs. Good empathetic skills coupled with active listening. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent Planning, organizing, and coordinating skills. Good Communication skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

DUTIES

: Facilitate the development and implementation of employee health and wellness programme aligned to national strategies. Facilitate the implementation of HIV & AIDS, TB & other communicable diseases prevention,

		treatment, care and support programmes. Promote and facilitate the implementation of occupational health, safety and environment management strategies and programmes. Manage statutory obligations on health and safety and ensure compliance on injury on duty cases. Facilitate strategic health assessments, identification of potential risks, oversee promotion of healthy lifestyle and stress management techniques
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/37</u>	:	<u>DIRECTOR: ORGANIZATIONAL DEVELOPMENT, HR PLANNING, POLICY AND STRATEGY AND EMPLOYMENT EQUITY REF NO: DHET 10/09/2025</u> Branch: Corporate Services Chief Directorate: Human Resource Management and Development
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 qualification in the field of Operations management Organization and Work study or related field as recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level in Organizational Development and Design, Human Resource Strategy Management and Change Management environment. Knowledge and proven experience in organizational restructuring, business process re-engineering and change management interventions. Certifications as a Job Evaluation Analyst or Change Champion will be an advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Knowledge of Public Service Regulations, 2016. Public Service Act 1994. PFMA and Treasury Regulations. Labour Relation Act, Employment Equity Act, Human Resource Development Strategy, Public Finance Management Act, PSCBC Resolutions. In-depth knowledge of the Job Evaluation systems and framework for Job profiles. Good understanding of business process system and organisational design tools Strategic capability and leadership, Programme and Project management, Financial Management, Change

	Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent Planning, organizing, and coordinating skills. Good Communication skills. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.
<u>DUTIES</u>	: Facilitate the implementation of organisational development, design and maintenance of the organizational structure within the Department. Facilitate the development and management of Job profiles or description. Oversee the implementation Job Evaluation systems and facilitate adequate grading of positions. Coordinate and manage change management interventions and culture survey initiative within the department. Facilitate business process improvement and organizational functionality assessment (OFA). Facilitate the development, maintenance and implementation of the strategic Human Resource Plan. Oversee the implementation of Employment Equity and facilitate policy development, implementation and proactively identify policy shortfall. Ensure monitoring of Human Resource performance (HR annual report).
<u>ENQUIRIES</u>	: Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	: 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
<u>NOTE</u>	: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	: 22 September 2025
<u>POST 32/38</u>	: <u>DIRECTOR: APPLICATION DEVELOPMENT AND MANAGEMENT REF NO: DHET 11/09/2025</u> Branch: Corporate Services Chief Directorate: Information Technology and Business Systems Management
<u>SALARY</u>	: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: An appropriate NQF level 7 qualification in the field of Computer Science/Information Technology / Information Systems or related field as recognized by SAQA. 5 years of experience at a middle/senior managerial level. Extensive knowledge and experience in applications design, applications

development and business solutions environment. Relevant accreditation and certification will be an added advantage. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. In-depth knowledge of agile IT business analysis, solution design, development and applications. Knowledge of government operating systems modernized application portfolio/ landscape. Good Knowledge of the ICT Corporate Governance framework of ICT, ICT solutions, ICT planning and business alignment. Advance knowledge of digital automation cloud-based systems. Knowledge of broad ICT procedure, ICT security practices and various ICT networks. Knowledge of Public Service regulations, Public Finance Management System and treasury Regulations. Advance level IT solution development and integration skills. Strategic capability and leadership, Programme and Project management, Financial Management, Change Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Excellent planning and organizing skills. Good Communication skills and excellent project management skills.

DUTIES : Facilitate effective implementation of business applications strategy. Manage business solution design and development. Conduct research on best practice models, technological advancements, trends on business systems and application development. Analyze business requirements, business constraints, facilitate solution deployment and validate IT solution requirements. Conduct regular monitoring to ensure business solutions, applications development are designed, implemented and integrated to support departmental requirements.

ENQUIRIES APPLICATIONS : MS E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5498/5165/551
: 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>

NOTE : Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE : 22 September 2025

POST 32/39 : **PRINCIPAL (X5 POSTS)**
Branch: Technical and Vocational Education and Training

SALARY : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)

<u>CENTRE</u>	:	Positions based at Technical and Vocational Education and Training Colleges: King Hintsa TVET College Ref No: DHET12/09/2025 Lovedale TVET College Ref No: DHET13/09/2025 Ekurhuleni East TVET College Ref No: DHET 14/09/2025 Mthashana TVET College Ref No: DHET 15/09/2025 Gert Sibande TVET College Ref No: DHET 16/09/2025
<u>REQUIREMENTS</u>	:	An appropriate NQF level 7 in the field of Education or related qualification as recognized by SAQA. A relevant postgraduate qualification in Education and Training will be an added advantage. A minimum of 5 years' experience at the middle/ senior managerial level and 8 years' working experience in a Post School Education and Training environment. Extensive experience in any of the following general management spheres; college education institution management, strategy management, education management, human resource management and development. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. 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 organizational 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 organizational 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 license.
<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.
<u>ENQUIRIES</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including

matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/40</u>	:	<u>PRINCIPAL REF NO: DHET 17/09/2025 (X1 POST)</u> Branch: Community Education and Training
<u>SALARY CENTRE</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package) Position is based at Technical and Vocational Education and Training Colleges Limpopo CET College
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 in the field of Education or related qualification as recognized by SAQA. A relevant postgraduate qualification in education and training will be an added advantage. A minimum of 5 years' experience at the middle/ senior managerial level and 8 years' working experience in a Post School Education and Training environment. Extensive experience in any of the following general management spheres; college education institution management, strategy management, education management, human resource management and development. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. 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 organizational 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 organizational 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 license.
<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 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
APPLICATIONS**

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

: 22 September 2025

OTHER POSTS

<u>POST 32/41</u>	:	<u>DEPUTY PRINCIPAL: FINANCE (X2 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
	:	Positions based at Technical and Vocational Education and Training Colleges: Capricorn TVET College Ref No: DHET 18/09/2025 Northern Cape Urban TVET College Ref No: DHET 19/09/2025
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 qualification in the field of Commerce Accounting/ Accounting or related qualification. A minimum of 3 years junior management level experience in a finance or budgeting environment and 5 years working experience. Registration with SAICA as A Chartered Accountant or associate General Accountant will be an added advantage. 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 license.
<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, analyzing 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 Recognized 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 optimize the utilization of electronic financial, logistics and management information systems. Manage the finalization 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 APPLICATIONS</u>	:	Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5498/5165/5513 DHET invites applicants to apply online on the New Z83 form by accessing the

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CLOSING DATE

: 22 September 2025

POST 32/42

: **DEPUTY PRINCIPAL: CORPORATE SERVICE (X4 POST)**
Branch: Technical And Vocational Education and Training

SALARY CENTRE

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
Positions based at Technical and Vocational Education and Training Colleges:
Port Elizabeth TVET College Ref No: DHET 20/09/2025
Majuba TVET College Ref No: DHET 21/09/2025
Nkangala TVET College Ref No: DHET 22/09/2025
Taletso TVET College Ref No: DHET 23/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Human Management/ Development or related qualification as recognized by SAQA. A minimum of 3 years junior management level experience in a Corporate Services environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage. 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.

DUTIES

: 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 build an organizational 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, organization and delegation of work.

**ENQUIRIES
APPLICATIONS**

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CLOSING DATE

: 22 September 2025

POST 32/43

: **DEPUTY PRINCIPAL: REGISTRATION SERVICES (X3 POSTS)**
Branch: Technical and Vocational Education and Training

**SALARY
CENTRE**

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Positions based at Technical and Vocational Education and Training Colleges:
Mnabithi TVET College Ref No: DHET 24/09/2025
Waterberg TVET College Ref No: DHET 25/09/2025
Northern Cape Rural TVET College Ref No: DHET 26/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Education/Teaching/ Human

Resource Management/ Commerce Accounting/ Financial Accounting/Business Management or related qualification as recognized by SAQA. A minimum of 3 years junior management level experience in an education, training environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage 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 license.

DUTIES

: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff. Analyze 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. Organize 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, organizing and delegation of work.

ENQUIRIES APPLICATIONS

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

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/44

: **DEPUTY PRINCIPAL: ACADEMIC SERVICES (X6 POSTS)**

Branch: Technical And Vocational Education and Training

SALARY CENTRE

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Positions based at Technical and Vocational Education and Training Colleges
Lovedale TVET college Ref No: DHET 27/09/2025
Ekurhuleni West TVET college Ref No: DHET 28/09/2025
Western College TVET college Ref No: DHET 29/09/2025
Mthashana TVET college Ref No: DHET 30/09/2025
Umfolozi TVET college Ref No: DHET 31/09/2025
Mopani TVET college Ref No: DHET 32/09/2025

REQUIREMENTS

: An appropriate NQF Level 7 in the field of Education/ Teaching or related qualification. A minimum of 3 years junior management level experience in an education, training environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage. 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 license.

DUTIES

: 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 & learning, lecture training & professional development, student continuous assessment. Coordinate the preparation for all programmes involving assessments. Ensure current examination regulations and conventions are adhered to. 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, organizing and delegation of work.

ENQUIRIES

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

<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".
<u>CLOSING DATE</u>	:	22 September 2025
<u>POST 32/45</u>	:	<u>DEPUTY PRINCIPAL: PARTNERSHIPS, INNOVATION AND DEVELOPMENT (X5 POSTS)</u> Branch: Technical And Vocational Education and Training
<u>SALARY CENTRE</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
	:	Positions based at Technical and Vocational Education and Training Colleges: King Hintsa TVET College Ref No: DHET 33/09/2025 Tshwane North TVET College Ref No: DHET 34/09/2025 Mthashana TVET College Ref No: DHET 35/09/2025 Nkangala TVET College Ref No: DHET 36/09/2025 College of Cape Town TVET College (Ref No: DHET 37/09/2025)
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 7 in Business Management or related qualification. A minimum of 3 years junior management level experience in a stakeholder liaison, business management, partnership environment and 5 years working experience. Junior management experience within a Post School Education and Training environment will be an added advantage 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 license.
<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.

**ENQUIRIES
APPLICATIONS**

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

NOTE

: Follow the easy prompts/instructions. Upload the supporting documents namely, a comprehensive CV, and copies of all qualifications (including matriculation), identity document, valid driver's license, 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 affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference in all SMS positions".

CLOSING DATE

: 22 September 2025

POST 32/46

: **ASSISTANT DIRECTOR: REGISTRATION SERVICES REF NO: CORP/ASD/REG/01**
PERSAL (Permanent Appointment)
Re-advertisement, candidates who previously applied are encouraged to reapply.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10)
: Corporate Office
: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Public Management/ Public Administration/ Business Administration or any other relevant qualification. A minimum of 3 to 5 years relevant work experience in registration services preferably in the Public Sector or Institutions of Higher Learning of which 3 years should be on a supervisory level. Knowledge and understanding of the registration processes and procedures. Knowledge of the TVET sector regulations and legislative framework.

	Knowledge of the Business Management Systems. Knowledge of practice notes, provincial and national policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, PSET Act, Labour Relations Act, Public Service Regulations and Public Service Act. Must be computer literate. Must have a valid driver's license. Should have strong administrative, planning, organising, report writing, problem solving, project management and people management skills.
<u>DUTIES</u>	: Manage the administration of the overall student registration. Develop, review, and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Develop and implement student enrolment and registration standard operating procedures which are aligned to those of the department. Establish and oversee the work of College Enrolment Committee as well as Student Selection Committee. Champion online application and registration processes. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling, and records. Advise on the marketing strategies to attract new potential students. Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation). Provide guidance and testing of students, with regards to choices of and placement within programmes. Ensure that student orientation is conducted into college and campuses. Develop and implement a filing system for student records. Conduct monitoring and verification of student records across the delivery system/sites. Oversee the provision of student financial aid and bursary services support. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required.
<u>ENQUIRIES</u>	: Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	: Please hand deliver your application or email it to asdreg@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
<u>CLOSING DATE</u>	: 19 September 2025 at 12:00
<u>POST 32/47</u>	: <u>ASSISTANT DIRECTOR: PROJECT MANAGEMENT REF NO: CORP/ASD/PM/02</u> College Council Appointment Duration: 1 Year contract Re-advertisement, candidates who previously applied are encouraged to reapply.
<u>SALARY</u>	: R468 459 per annum (Level 09), plus 37% in lieu of benefits
<u>CENTRE</u>	: Corporate Office
<u>REQUIREMENTS</u>	: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Building Management/Safety Management/Civil Engineering/Architecture Construction Management/ Project Management or a relevant Degree in Engineering. A minimum of 3 to 5 years relevant work experience in facilities management, SHERQ and OHS of which 2-3 years should be on a supervisory level. Must have a valid driver's license. Must be computer literate. Knowledge of the TVET sector regulations and legislative framework. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, fire control and facilities management systems. must demonstrate leadership, communication skills, and attention to detail while

DUTIES

managing the entire lifecycle of the project. Should have strong administrative, planning, organising, report writing, project management, problem solving and people management skills.

: Successful candidates will be responsible for the planning, execution, and success of a project which includes the following responsibilities: Manage the development or improvement of physical infrastructure to ensure college has adequate physical infrastructure and maintenance in line with Capital Infrastructure Efficiency Grant (CIEG). Compile maintenance plan regarding machinery, tools, and equipment costing and submitted to DHET. Timeous reporting to different stakeholders. Determine and define project scope and objectives. Predict resources needed to reach objectives and manage resources in an effective and efficient manner. Prepare budget based on scope of work and resource requirements. Track project costs to meet budget. Develop and manage a detailed project schedule and work plan. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress. Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables. Monitor progress of the projects. Measure project performance to identify areas for improvement. Engage with all levels of the organisation in a professional manner. Setup and manage project governing meetings at all levels of the project structure. Ensure that all stakeholders and project team members execute on their activities in terms of the project mandate. Identify potential risk hazards in the building and ensure there is proper signage in and around the buildings to minimise risks.

**ENQUIRIES
APPLICATIONS**

: Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
: Please hand deliver your application or email it to asdpm@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.

NOTE

: All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.

CLOSING DATE

: 19 September 2025 at 12:00

POST 32/48

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: NLC/48/2025**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 – R551 823 per annum
: Northlink TVET College
: National Diploma (NQF Level 6) or Bachelor's Degree (NQF Level 7) in Labour Relations/Human Resources Management and/or Labour Law. LLB would be an added advantage. Three (3) to five (5) years relevant experience in Labour Relations of which a minimum of three (3) years must be a supervisory experience. Computer Literacy. Valid Driver's Licence. Knowledge of the relevant legislation and policies. Knowledge of the Labour Relations Act. Knowledge of Employment Equity Act, Public Service Act and Regulations and any other related legislation. Knowledge of the CET Act. Knowledge and understanding of TVET sector. Sound knowledge of International Labour Organization (ILO). Knowledge of PERSAL. Planning, organizing, communication and interpersonal skills. Report writing, problem solving, conducting investigations, people management and presentation skills.

DUTIES

: Maintain sound Labour Relations at the College. Render advice on Labour related matters. Develop and implementation of Human Resource policies and manuals. Ensure proper the implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations and disciplinary hearings. Management of strike action. Facilitate and conduct Labour relations training and workshops. Ensure proper implementation of collective bargaining council resolutions. Management of all human, financial and other resources of the unit.

ENQUIRIES
APPLICATIONS

: Mrs. M Anthony; Tel no: (021) 970 9019
: Northlink TVET College invites applicants to apply online via email: Careers6@northlink.co.za or alternatively, applications can be hand-delivered to the Central Office, 80 Voortrekker Road, Bellville, 7530.

NOTE

: Applications can be submitted via email to: Careers6@northlink.co.za by quoting the post applying for and the relevant reference number provided on the subject line. All documents submitted must be in a PDF Format. Applicants are advised to submit one pdf document per application. A complete set of application documents should be submitted separately for every post you wish to apply for. Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful. Northlink Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following vacancies.

CLOSING DATE

: 30 September 2025 @ 12H00

POST 32/49

: **SENIOR RISK AND FRAUD PREVENTION OFFICER REF NO: CORP/RISK//03**

PERSAL (Permanent Appointment)

Re-advertisement, candidates who previously applied are encouraged to reapply.

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum (Level 08), plus benefits

: Corporate Office

: Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Risk Management/Internal Audit or any other relevant qualification. Must have a minimum of 3 to 5 years relevant work experience in risk, fraud, investigations and ethics management. Supervisory experience will be an added advantage. Must have a valid driver's license. Must be computer literate. Must have knowledge and experience in setting up and managing fraud hotline requests will be an added advantage. Certified Internal Auditor (CIA) and Certification in Risk Management Assurance (CRMA) qualifications would be an added advantage. Must have a valid driver's license. Must be computer literate. Knowledge of Risk Management principles, practices, and procedures. Knowledge of the National Treasury Risk Management Framework in the Public Sector. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Knowledge of conducting fraud awareness and risk training sessions, implementation of appropriate fraud detection techniques and software. Should have good report writing, analytical, project management, planning, organising, problem-solving skills and be able to identify and mitigate risks effectively.

<u>DUTIES</u>	:	Ensure overall supervision and facilitate the provision of risk management services. Identify risks at the college. Facilitate the strategic, operational and process level risk assessment. Compile risk register for strategic, operation and process level. Provide risk management reports. Reporting monthly to management and quarterly to the Audit and Risk Committee. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the fraud or corruption risk assessments. Conduct investigations on allegations of corruption. Facilitate the promotion of the implementation of code of conduct, remunerative work, financial disclosure system, conflict of interests and gift register. Facilitate trainings, workshops and awareness campaigns on risk, fraud, ethics and integrity management in the college.
<u>ENQUIRIES</u>	:	Ms M Hlatshwayo or Mr P Motai Tel No: (011) 692 4004 Ext. 1010/1061/1062
<u>APPLICATIONS</u>	:	Please hand deliver your application or email it to snrrisk@westcol.co.za quoting the reference number to the Principal, Western TVET College Corporate Office, 42 Johnstone Street, Randfontein, 1760.
<u>NOTE</u>	:	All applications must be accompanied by a signed and fully completed NEW Z83 form obtainable from any public service Department or DPSA website, a comprehensive CV including at least three contactable references. Only shortlisted candidates will be required to submit certified copies of original documents with academic records/transcripts and other relevant supporting documents on or before the day of the interview following communication from the HR Office. Foreign qualifications must be accompanied by a SAQA evaluation report. Successful candidates will be subjected to a vetting and financial disclosure process (criminal record, citizenship, qualification verification and employment verification). Western TVET College is an equal opportunities employer and reserves the right not to fill the posts. People with disability are encouraged to apply. If you have not been contacted within six months after the closing date, please consider your application as unsuccessful.
<u>CLOSING DATE</u>	:	19 September 2025 at 12:00