

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 38/39</u>	:	<u>CHIEF DIRECTOR: CORPORATE COMMUNICATION REF NO: DHET 01/10/2025</u> Branch: Corporate Services Chief Directorate: Corporate Communication Re-advertisement and applicants who previously applied need not re-apply as applications will be considered.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
	:	Pretoria
	:	An appropriate NQF level 7 in the field of Communication/ Journalism/ Public Relations or any relevant qualifications. A minimum of five (5) years 'relevant work experience at the Senior Managerial level. Knowledge of Ministerial protocol, communication legislatives, Website related software's, and understanding of stakeholder management, Media operations. Successful completion of a Nyukela Public Service Senior Management Service Pre-entry Programme. Understanding of marketing and research acquired in theory and practice. Planning, policy development and information management. Understanding of government communication system services as an advantage. Further requirements are Strategic Leadership and Capability, Excellent and proven Project Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Ability to work under pressure and willingness to work extended hours. Good management and financial management skills, conflict management and decision-making skills, time and people's management skills, good communication skills, presentation and facilitation skills. A valid driver's license.
<u>DUTIES</u>	:	To ensure effective management of Strategic Communication, Media, Public Relations and Events support to all branches of the Department to promote collaborative partnerships, branding, public awareness and sustainable, achievable of Department objectives. Oversee the management, development, implementation of strategic communication and media policies. Oversee the management, planning and coordination of the effective flow of relevant information from the Department to external stakeholders and positioning Department of Higher Education and Training through marketing, communicating its policies and institutions programmes. Oversee the management, planning, coordination and management of DHET brand, identity and effective shared communication service including publications, layout and design, production of documents, language editing and proofreading, photographic services to promote Departmental coordination and stakeholder relations. Oversee the management, development and introduction of new systems and forums for Internal Communication between the department and its entities and institutions. Oversee the provision of efficient and effective Departmental Call Centre Services. Oversee the management, development and maintain a relevant, modern library and information resource Centre for the Department and ensure compliance with the National Language Policy upon approval. Oversee Media monitoring analysis and research on public perceptions and opinion on the department's programmes, services and facilitate efficient and cost-effective events management and conferences services.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Mangena Tel No: (012) 213 5498
	:	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, (1) a comprehensive CV, and (2) 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>	:	31 October 2025
<u>POST 38/40</u>	:	<u>CHIEF DIRECTOR: NATIONAL EXAMINATION AND ASSESSMENT REF NO 01/10/2025</u> Branch: Technical Vocational Education and Training Chief Directorate: National Examination and Assessment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package) Pretoria An appropriate NQF level 7 in the field of Education, Education Management, Public Management 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 University 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 Strategic Leadership and Capability, Excellent and proven Project Management, Service Delivery Innovation, Problem Solving & Analysis, People Management & Empowerment, Client Orientation & Customer Care. Ability to work under pressure and willingness to work extended hours., Advance Financial Management Skills, 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>	:	Ensure strategic leadership, efficient management, excellent governance of the national examination and assessment within the department. Manage and administer national examination in TVET and CET. Oversee the management of examinations assessments and marking services in TVET and CET colleges. Liaise with industry and other government institutions to create a conducive environment for credible examinations and to ensure collaborative partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Facilitate the monitoring and evaluation of examination systems in colleges. Oversee the provision of resulting and certification Services, Oversee the provision of item development and marking services, Oversee the provision Examinations Management services, Administration and Monitoring, Manager resources in the Chief Directorate.
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