

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 : 31 October 2025

OTHER POSTS

POST 38/44 : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: DHET 05/10/2025**

Branch: Technical Vocational Education and Training
Chief Directorate: National Examination and Assessment

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

REQUIREMENTS : An appropriate NQF Level 7 qualification in the field of Information and Communication Technology (ICT) as recognized by SAQA. A minimum of 3 years' experience at junior managerial level in Information and Communication Technology (ICT) environment. Knowledge of system design, Data management, large data manipulation using SQL, statistical analysis system and ability to interpret data according to departmental standards, Knowledge of Education Information collection processes, Extensive knowledge and understanding of Examination Administration along with registration of candidates for examination and resulting thereof. Effective planning, organizing, and people management skills, Analytical, communication (written and verbal), report writing, and interpersonal skills, Advanced computer literacy, including MS Word, MS Excel and MS PowerPoint, Programme and Project Management, Ability to work under pressure and manage multiple tasks, Advanced skill in data mining and statistical analysis.

DUTIES : Administration, management of examinations for TVET College and adult education. Compilation of examination performance report and deal with internal or external data/information queries. Testing of examination data file for TVET and CET resulting. Lead unit testing and user acceptance. Query management of examinations systems and maintain all relevant projects. Coordinate quarterly audit reports on the system and user access reviews. Management of resources in the sub-directorate.

ENQUIRIES : Ms D Pholo Tel No: (012) 312 5027
APPLICATIONS : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

NOTE : Follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's 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