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POST 05/246

TRADE ASSISTANT

Branch: Skills Development
Chief Directorate: National Artisan Development
Directorate: Indlela Artisan Training

SALARY CENTRE

R163 680 per annum (Level 03)
Olifantsfontein:
Electrical Ref No: DHET111/02/2026
Automotive Ref No: DHET112/02/2026
Mechanical Ref No: DHET113/06/2026

REQUIREMENTS

Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Knowledge of Occupational Health and Safety Act. Basic knowledge of cleaning. Knowledge to prepare materials and tools for assessment tasks. Communication, reading and writing skills. Technical background knowledge of the trade. Skills to use cleaning material. good knowledge of performing minor maintenance and repairs on assessment aids and machinery. Ability to clean the workshop and equipment. Knowledge of cleaning material and tools and well-kept store. Basic health and safety. Ability to choose the correct assessment material and tools for the trade. Ability to identify stock required. Ability to read and write.

DUTIES

provide candidates with necessary tools, materials and / or other services where needed. Properly prepare materials and tools for assessment tasks a day before assessment. Safeguard workshop/ assessment area, machines, tools and consumable materials. Maintain cleanliness and general good housekeeping within the workshop/ assessment area. Perform minor maintenance and repairs on assessment aids and machinery and carry out safety activities in the workshop/ assessment area. Transport allocated assets etc. from asset management to the workshop when required.

ENQUIRIES APPLICATIONS

Ms E Sithole/ Mr R Kgare/MS XE Rikhotso Tel No: (012) 312 5442/5498/5513
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>

CLOSING DATE NOTE

27 February 2026
DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. 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, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

POST 05/247

: **CLEANER REF NO: DHET114/02/2026**
Branch: Skills Development
Chief Directorate: National Artisan Development
Directorate: Indlela

SALARY
CENTRE
REQUIREMENTS

: R138 486 per annum (Level 02)
: Olifantsfontein
: Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). Exposure in cleaning services environment. Good communication and interpersonal skills. Awareness of Batho Pele principles. Be willing to work in a team and under pressure.

DUTIES

: Cleaning of all offices, boardrooms, absolution facilities. Washing cutlery and crockery. Preparation of meeting refreshments during breaks. Lock the boardroom after meeting. Remove bins and put in new plastics in the morning and afternoon. Polishing and dusting surfaces and furniture. Lock the boardroom after the meeting. Clean and sanitize all the washer basins and check the lists is maintained. Refill the hand soap, change and refill the toilet paper, paper towel. Clean the passages and corridors daily. Perform the spring cleaning of offices. Report faulty assets to the supervisor. Ensure all equipment is kept clean, safe and locked in storage. Assist the supervisor with any additional tasks allocated within the unit.

ENQUIRIES
APPLICATIONS

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