

**POST 05/224** : **FINANCE CLERK REF NO: DHET90/02/2026**  
Branch: Skills Development Directorate: Indlela

**SALARY** : R228 321 per annum (Level 05)  
**CENTRE** : Olifantsfontein  
**REQUIREMENTS** : A Senior Certificate/ Grade12 with Mathematics and Accounting. Knowledge Good Knowledge of BAS system. Accounting. Good governance in the utilization of Petty cash. Skills in Report writing, Planning and organizing, verbal and written communication, Problem solving skills. Computer literacy (MS Word, Excel, Power Point).

**DUTIES** : Receive state funds; Receive Manual receipts and capture receipts on BAS system. Reconcile money and bank of state funds. Update register of deposits daily. Request BAS reports, register of receipts, register of cheques and register of deposits daily. File BAS documents; Update petty cash register daily. Reconcile petty cash float on a regular basis. Check and file BAS documents according to requirements and regulations.

**ENQUIRIES** : Ms E Sithole/ Mr R Kgare/Ms XE Rikhotso Tel No: (012) 312 5442/5498/5513  
**APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply>

**CLOSING DATE** : 27 February 2026  
**NOTE** : 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 05/225** : **SECRETARY TO THE DIRECTOR REF NO: DHET91/02/2026**

Branch: Policy Planning And Strategy  
Chief Directorate: Social Inclusion and Quality  
Directorate: National Qualifications Framework

**SALARY** : R228 321 per annum (Level 05)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A National Senior Certificate (Grade 12). Knowledge in rendering administrative and secretarial support services. The ideal candidate should be familiar with the National Qualifications Framework or Career Development