

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

<u>POST 32/48</u>	:	<u>DIRECTOR REF NO: DHET 02/09/2026</u> Branch: Skills Development Chief Directorate: Indlela Directorate: Training And Assessment Centre
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ Advanced National Diploma (NQF level 7) in Management or Engineering related qualification. An artisan trade qualification and experience as an artisan assessor, trainer and moderator would be an advantage. Five to ten years' work experience in the skills development sector. A minimum of five years at middle/senior management experience with artisan development. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Excellent computer skills and the ability to develop basic online applications for general use. A valid driver's license and willingness to travel. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge: Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA), Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management skills. Communication inclusive of Presentation skills. ICT Management inclusive of Systems Development Planning. Human Resource Development inclusive of Supervisory Management. Policy development inclusive of relevant Legislation.
<u>DUTIES</u>	:	will include: Develop, implement, and maintain a recapitalization and modernization project for INDLELA through a User Asset Management Plan (UAMP) in collaboration with Department: Public Works.· Develop, implement, and maintain policies, procedures and guidelines that ensures that INDLELA is accredited by Quality Council for Trades and Occupations for a range of relevant occupational qualifications and part qualifications.· Develop, implement, and maintain policies, procedures and guidelines that ensures that INDLELA achieves and maintains ISO Standards for Quality (ISO 9001), Occupational Health and Safety (ISO 9018) and Environmental Control (ISO 9014).· Develop and implement processes to ensure that there is continuous development of relevant INDLELA staff to maintain quality standards of training and assessment.· Collaborate with public TVET College system and processes to ensure that INDLELA is aligned and supports the TVET System nationally.· Manage at a senior management level the efficient, effective, and economic collaboration between INDLELA and the centralized services located at DHET in Pretoria. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

:

18 September 2026

POST 32/49

:

DIRECTOR: TEACHER EDUCATION REF NO: DHET 03/09/2026

Branch: University Education

Chief Directorate: Teaching, Learning and Research Development

**SALARY
CENTRE**

:

R1 317 384 per annum (Level 13), (all-inclusive remuneration package)

:

Pretoria

REQUIREMENTS

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An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education and Training Development / Teaching / or a related qualification. A minimum of five (5) years relevant experience at middle / senior management level in Education Management/ Higher Education environment; Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Knowledge and understanding of policies and regulatory frameworks governing the basic and higher education sector; Advanced experience in interpretation, development, and implementation of teacher education and development policies; An extensive knowledge of, and insight into initial teacher education (ITE) and continuing professional development (CPD) of early childhood and schooling teachers, community education and technical and vocational lecturer education practices, policies, qualifications, and programmes; Extensive knowledge of quality assurance processes and mechanisms in higher education; The ability to develop, support and monitor the implementation of policies and programmes; The ability to work in collaboration with other government departments, with quality councils, universities, and other relevant role-players; Good computer skills. This position requires a dynamic individual with proven management, leadership, change management and people management capabilities. Experience in budgeting, financial management, and project management is essential. High level of accuracy and analytical capability, including presentation and report writing skills. Good problem-solving skills; client orientation and customer focus. Excellent communication both in writing and verbal and good computer skills. A valid driver's license.

DUTIES

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Lead and manage the Department of Higher Education and Training's responsibilities with respect to developing, maintaining, supporting, and monitoring the implementation of policies for initial teacher education and continuing professional development of education professionals. Conceptualise and implement programmes and projects to strengthen early childhood, schooling, community education and training (CET) and technical and vocational training (TVET) college lecturers' teacher education programmes and qualifications at universities. Contribute to the implementation of the Integrated Strategic Planning Framework for Teacher Education and Development (ISPFTED) and the National Policy Framework for Teacher Education and Development (NPFTED). Provide strategic support

to the sector through the Provincial Teacher Education Development Committee (PTEDC). Monitor teacher supply and demand patterns, teacher education enrolments, graduation and graduate employment patterns and using information to inform teacher production planning. Have constant engagements with the Department of Basic Education (DBE) and universities on various matters of interest in the sector. Draft speeches, briefing notes and replies to parliamentary and media questions. Collate inputs for Medium Term Development Plan (MTDP). Prepare and make presentations to different stakeholders. Travel extensively and attend meetings with universities, stakeholders, and partners for various purposes. Manage and monitor the Directorate, the Teaching and Learning Development Capacity Improvement Programme (TLDCIP) and partner- and donor-funded projects' budget and expenditure. Prepare quarterly reports as per annual performance plan (APP) and ensure the compilation of annual report and strategic plan of the Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

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CLOSING DATE

: 18 September 2026

POST 32/50

: **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO:
DHET 04/09/2026**
Branch: Community Education And Training

**SALARY
CENTRE
REQUIREMENTS**

: R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
: Northern and Western Cape Regional Office
: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A relevant postgraduate degree in Education or related qualification (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10 years of experience in the Post-School Education

and Training sector and five (5) years' experience at middle/senior managerial level. In PSET consideration will be given to candidates with proven management experience working in PSET. Understanding and knowledge of prescripts and legal frameworks applicable to the PSET sector will be an added advantage. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's license is essential.

DUTIES

: Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (council, SRC, Academic Board) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. 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. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

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		Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/51</u>	:	<u>PRINCIPAL: FALSE BAY TVET COLLEGE REF NO: DHET 05/09/2026</u> Branch: Technical And Vocational Education And Training
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	False Bay TVET College, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Education/Public/Business Administration or related qualification. A relevant postgraduate qualification in the Post Schooling Education and Training sector will be an added advantage. A minimum of eight (8) years' experience within the Post School Education and Training sector and five (5) years' experience at middle/ senior managerial level. Successful completion of the Nyukela Public Service SMS Pre-entry Programmed as endorsed by NSG. Extensive experience in any or all the following general management spheres: college/education institution management, strategy management, education management, human resource management, and development. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Must have relevant work experience in training and development or a related environment. 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 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, disposal of physical resources that facilitate the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
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CLOSING DATE

:

18 September 2026

OTHER POSTS

POST 32/52

:

DEPUTY PRINCIPAL: CORPORATE SERVICES REF NO: DHET 06/09/2026

Branch: Community Education And Training
Gauteng Cet College

SALARY
CENTRE
REQUIREMENTS

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R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

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This post is based in Community Education and Training (CET) Colleges

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An appropriate bachelor's degree (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in corporate services environment. 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

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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 organisational 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, organisation, and delegation of work. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

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CLOSING DATE

: 18 September 2026

POST 32/53

: **DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT
(X2 POSTS)**
Branch: Community Education And Training

**SALARY
CENTRE**

: R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: Johannesburg Ref No: DHET 07/09/2026
Bloemfontein Ref No: DHET 08/09/2026

REQUIREMENTS

: An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A minimum of five (5) years of working experience in Technical and Vocational Education and Training (TVET) or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at TVET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence.

DUTIES

: The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the TVET curriculum development and support for the TVET Colleges; Providing TVET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for TVET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in TVET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in TVET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in TVET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

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CLOSING DATE

:

18 September 2026

POST 32/54

:

DEPUTY DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT (X2 POSTS)

Branch: Technical Vocational Education And Training

SALARY CENTRE

:

R1 101 468 per annum Level 12), (all-inclusive remuneration package)

:

Limpopo Regional Office Ref No: DHET 09/09/2026

Northern And Western Cape Regional Office Ref No: DHET 10/09/2026

REQUIREMENTS

:

An appropriate Bachelor's Degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A minimum of three (3) to five (5) years of working experience in Technical and Vocational Education and Training (TVET) or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the TVET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at TVET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence. DUTIES: The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the TVET curriculum development and support for the TVET Colleges; Providing TVET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for TVET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in TVET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in TVET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in TVET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

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> and follow the easy prompts/instructions.

NOTE

:

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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/55

: **DEPUTY PRINCIPAL: ACADEMIC SERVICES (X2 POSTS)**

Branch: Technical Vocational Education And Training

**SALARY
CENTRE**

: R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: These posts are based on Technical and Vocational Education and Training (TVET) Colleges
West Coast TVET College Ref No: DHET 11/09/2026
South Cape TVET College Ref No: DHET 12/09/2026

REQUIREMENTS

: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five three (3) to (5) years relevant experience with at least three (3) to five (5) years of relevant experience at the junior management level in an education and training environment. Experience in working at CET/ TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-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. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategy Vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing TVET/CET Colleges in South Africa. Thorough knowledge of the student/information management system concerning education and training. A willingness to work irregular hours and travel extensively. A valid driver's license.

DUTIES

: Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme and qualification offerings. Guide, inform, and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery, accommodate the students with 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 (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions. Ensure that the 12 targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the TEVT/CET Monitoring and Evaluation Policy. Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning resources, lecturer teaching resources, timetables for students and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/56</u>	:	<u>DEPUTY PRINCIPAL: CORPORATE SERVICE (X3 POSTS)</u> Branch: Technical And Vocational Education And Training
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

<u>CENTRE</u>	:	These posts are based on Technical and Vocational Education and Training (TVET) Colleges Boland TVET College Ref No: DHET 13/09/2026 Gert Sibande TVET College Ref No: DHET 14/09/2026 East Cape Midlands TVET College Ref No: DHET 15/09/2026
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree (NQF Level 7) in Human Resource Management/ Development or related qualification. A minimum of three (3) to five (5) years' relevant work experience of which three (3) years' experience at a junior management level in corporate services environment. 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 Access and Ms Outlook). A valid driver's license.
<u>DUTIES</u>	:	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 builds an organisational 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, organisation and delegation of work. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates

will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/57</u>	:	<u>DEPUTY DIRECTOR: NATIONAL NORMS AND STANDARDS REF NO: DHET 16/09/2026</u> Branch: Technical And Vocational Education And Training Directorate: TVET Institutional Funding (This post is being re-advertised and candidates who had previously applied may re-apply)
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree in Commerce/Advanced Diploma or equivalent qualification in Economics/Accounting and/or Financial Management. A minimum of three (3) to five (5) years, preferably in funding frameworks and policies with at least three (3) to five (5) years of work experience at the Junior Management level. Extensive knowledge and insight into the education policies and legislations for public colleges. Experience in financial management in a government environment will be an added advantage. Policy analysis, development, and implementation skills. Knowledge of the policies or legislative framework in Technical and Vocational Education and Training Colleges, Public Finance Management Act. Good financial analysis and research skills. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literacy; with extensive knowledge of MS Word and Excel skills. A postgraduate degree or Diploma in Economics or Finance will be an added advantage. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Develop the Programme funding policy in support of education and training delivery in TVET Colleges and monitor its implementation. Analyse, interpret and apply both financial and non-financial data for infrastructure funding policy development. Gather, analyse, and utilise data for the development of national Norms and Standards for Technical and Vocational Educational and Training Colleges. Research and analysis of emerging issues to inform the development and the review of funding norms. Benchmarking against other financing policies globally. Research and analysis of emerging issues to inform development and the review of programme funding norms and standards. Plan the equitable distribution of funding in support of policies for education and training delivery in the Technical and Vocational Educational and Training Colleges. Manage models for planning equitable pro-poor funding. Determining required education inputs. Analyse and interpret emerging and evolving conditions for review of the funding policies where circumstances demand and/or at certain intervals. Manage the development, review, and implementation of an equitable funding framework for Training and Vocational Educational and Colleges. Manage and monitor implementation to ensure compliance with the funding norms. Facilitate reporting on the implementation of the funding policy to identify areas for improvement as well as maintain and sustain best practices. Analyse, interpret and apply both financial and non-

	financial data for financial policy development. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/58</u>	: <u>DEPUTY DIRECTOR: ASSESSMENT ADMINISTRATION REF NO: DHET 17/09/2026</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY</u>	: R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	: Olifantsfontein
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree or equivalent qualification in Business Management, Public Management, Business Administration or equivalent. A minimum of three (3) to five (5) years' appropriate experience in a Junior Management/ Assistant Director in administration environment. At least three (3) to five (5) years work experience in office administration in a supervisory capacity, Knowledge: Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook) Knowledge and understanding of Public Service Act and Regulation. Knowledge and understanding of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of Logistics and Supply Chain Management, National Skills Development Strategy (NSDS), Skills Accord and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management and Financial skills. Communication inclusive of Presentation skills. Strategic Management skills.

DUTIES

Logistics management skills. Change management skills. Risk management skills. Basic supply chain processes and understanding. Computer literacy.

Develop and maintain INDLELA assessment management systems, effective control of assessment documents and effective recording, compilation and reporting of the assessments results. This includes: Implement and maintain a candidate trade testing administration system inclusive of fee mechanism and trade test scheduling in line with the trade test regulations ;Ensure that all trade test applicants are given feedback on trade test results and certification inclusive of responses to enquiries: Submit all necessary documentation to NAMB for recommendation of certification: Submit reports on registration and completions to NADSC and Management as required: Investigate and report on any irregularities and/or fraud within administration process and represent DHET at relevant legal processes in collaboration with DHET Legal Unit: Coordination of centralized functions of HR, ICT, supply chain, assets, security as well as support functions: facilities management, maintenance, auxiliary services and transport related to INDLELA day to day operations.: Apply good governance and HR management principles. Maintain effective risk management within the unit. Implement corrective measures as per reports from internal audit and the office of the Auditor General. Preparation and submission of Medium-Term Expenditure Framework in puts (MTEF), Estimated National Expenditure (ENE) and Adjusted Estimated National Expenditure (AENE) annual. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
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> and follow the easy prompts/instructions.

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CLOSING DATE

18 September 2026

POST 32/59**DEPUTY DIRECTOR: ELECTRICAL REF NO: DHET 18/09/2026**

Chief Directorate: Indlela

Branch: Skills Development

SALARY

R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

CENTRE

Olifantsfontein

REQUIREMENTS

An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Electrical engineering or related qualification, Recognized South African Trade Qualification in an Electrical -related trades (Electrician, Millwright, Instrumentation, Electronics) Assessor as well as a Moderator Certificate and a valid Driver's license. Registration with the National Artisan Moderation Body as an assessor/moderator will be an advantage. A minimum of three (3) to five (5) years of industry-related workplace experience after qualifying as an artisan and three (3) years' management experience in Artisan Development (Training, ARPL and Trade Testing). Willingness to travel Knowledge of assessment and quality assurance methods and principles. Knowledge of policies and processes related to artisan training, ARPL and trade testing in the Electrical environment. Knowledge of Batho Pele Principles. Knowledge of staff management. Knowledge of the Skills Development Act, Public Finance Management Act and the Occupational Health and Safety Act. A good understanding of the trade test regulations, ARPL Criteria and Guidelines as well as processes and guidelines of the Quality Council for Trades and Occupations and the National Artisan Moderation Body. Ability to plan, organize, manage, and monitor activities and processes within the unit. Ability to implement and comply with related artisan policies and procedures and manage and quality assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint). A valid driver's license.

DUTIES

Maintain and manage accreditation status for trade testing, ARPL in Electrical and liaise with INDLELA internal and external stakeholders. Manage the provisioning of credible ARPL and trade testing in Electrical environment, implement, and maintain internal quality assurance. Monitor and conduct internal and external moderation. Effective management and utilization of resources as well as supervising and development of staff within the unit. Effective planning, control of finances, budgeting and procurement of testing resources in Electrical workshops. Ensure workshop area is safe and conducive to quality trade testing and ARPL services in Electrical trades. Identify and manage risk within the unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

APPLICATIONS

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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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/60</u>	:	<u>DEPUTY DIRECTOR: OCCUPATIONAL QUALIFICATIONS DELIVER REF NO: DHET 19/09/2026</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY</u>	:	R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Public Administration, Management or Engineering related qualifications. An artisan trade qualification and Experience as an artisan assessor, trainer and moderator would be an advantage. A minimum of three (3) to five (5) years' relevant experience in skills development, TVET, or occupational qualifications environment and three (3) years at a junior management level or Assistant Director. Sound knowledge of Post-School Education and Training (PSET) system, including Occupational Qualifications, SETAs, TVET colleges, and workplace-based learning. Knowledge of relevant legislative and policy frameworks such as the Skills Development Act, Occupational Qualifications Sub-Framework (OQSF), and the White Paper for Post-School Education and Training. Understanding of the District Development Model (DDM) will be an added advantage. Good coordination, stakeholder management, monitoring and evaluation, report writing, and project management skills. Computer literacy and a valid driver's license.
<u>DUTIES</u>	:	Coordinate, support, monitor, and evaluate the implementation of Occupational Qualifications (OQs) in partnership with relevant stakeholders. Facilitate and support the participation of SETAs, State-Owned Companies (SoCs), government departments, Provincial Skills Development Forums (PSDFs), and industry partners in the provision of workplace-based learning opportunities for A21 learners. Coordinate and support the phased-out implementation of NATED N1–N3 Engineering programmed in collaboration with the TVET Branch, QCTO, and other stakeholders. Support the implementation of the District Development Model (DDM) for the development of artisans and entrepreneurs. Coordinate the development and delivery of the Pre-Vocational Learning Programmed (PLP) for engineering programmers. Provide operational support and coordination to the Occupational Qualifications Delivery (OQD) Sub-Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

:

18 September 2026

POST 32/61

:

DEPUTY DIRECTOR: AUTOMOTIVE REF NO: DHET 20/09/2026

Branch: Skills Development

Chief Directorate: Indlela

**SALARY
CENTRE**

:

R1 101 468 per annum (Level 12), (all-inclusive remuneration package)

:

Olifantsfontein

REQUIREMENTS

:

An appropriate Bachelor's Degree/Advanced Diploma (NQF Level 7) in Automotive Engineering or equivalent qualification. Qualified Artisan in Auto-related trade Be in possession of Assessor and Moderator certificate. A minimum of Five (5) years supervisory and technical training or trade test experience after qualifying as an Artisan. Valid driver's license. Good knowledge of Public Financial Management Act (PFMA), Treasury Regulations. Good knowledge of the Skills Development Act, National Qualification Framework, Occupational Qualifications Sub Framework, Occupational Health and Safety Act. Good knowledge of trade test regulations, Artisan recognition of prior learning (ARPL) processes, quality assurance and accreditation processes within trade testing. Skills: Ability to plan, organize, manage, and monitor activities and processes within the unit Ability, to implement and comply with related artisan policies and procedures, manage and assure the provision of trade testing services. Coordination and group facilitations skills. Skills to interpret and understand the policy. Skill to develop, improve and implement standard operating procedures and processes. Problem analysis, risk identification and report writing. Conflict management and general human and financial resource management skills. Computer literacy (MS Word, Excel, PowerPoint).

DUTIES

:

Manage ARPL technical evaluation and trade tests of candidates in relevant trades (Automotive fields). Manage moderation of trade tests in the automotive-related trades to ensure fair results. Manage and oversee the development of trade test instruction sheets, mark sheets and trade test aids. Develop and implement procedure manuals in the division. Manage performance training and development of staff. Manage the budget and procurement process of the automotive division. Manage the maintenance and servicing of assets and equipment in the division. Ensure that workshops comply with the Occupational Health and Safety Act, Act as Liaison Officer between INDLELA and Stakeholders. and Maintain accreditation of the automotive unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

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> and follow the easy prompts/instructions.

<u>NOTE</u>	:	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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/62</u>	:	<u>DEPUTY DIRECTOR EMPLOYEE HEALTH AND WELLNESS REF NO: DHET 21/09/2026</u> Branch: Corporate Services Directorate: Employee Health And Wellness Programmes
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate Bachelor's Degree / Advanced Diploma qualification (NQF Level 7) in Human Resource Management / Social Work / Psychology / Occupational Health / Public Health as recognized by SAQA. Registration with statutory bodies like South African Council for Social Services Council Professions (SACSSP) as a social worker; Health Professions Council of South Africa as registered counsellor/ clinical psychologists. 3–5 years' experience at Junior Managerial level (ASD) in Employee Health and Wellness environment. Knowledge: Public Service Act, Public Service Regulations, Batho Pele Principles, DPSA Employee Health and Wellness Strategic Framework, Occupational Health and Safety Act, HIV & AIDS and TB management policies. Skills: Programme and project management, financial management, Communication and interpersonal skills, Presentation and Analytical skills, Facilitation, Policy Development, Strategic planning and Problem-solving. Willingness to work irregular hours and travel extensively. A valid drivers' licence is essential.
<u>DUTIES</u>	:	Manage the development and implementation of Employee Health and Wellness Strategy and Programmes, Lead the development and review of the Employee Health and Wellness (EHW) Strategy aligned to departmental strategic objectives, Oversee the implementation of EHW programmes (wellness, HIV & AIDS, TB, mental health, etc.), Ensure alignment with DPSA EHW Strategic Framework and other relevant prescripts, Develop annual implementation plans and monitor programme delivery, Integrate EHW initiatives with broader HR and organisational development strategies, Identify

emerging wellness risks and design appropriate interventions, Manage Employee Wellness and Health Promotion Programmes, Oversee implementation of employee wellness programmes (e.g. health screenings, awareness campaigns), Ensure provision of Employee Assistance Programme (EAP) services, Promote mental health and psychosocial support initiatives, Monitor utilisation and effectiveness of wellness services, Coordinate wellness events and campaigns (e.g. World AIDS Day, Mental Health Awareness), Ensure confidentiality and ethical standards in employee support services. Monitoring, Evaluation and Reporting on employee health and wellness programmes, Develop monitoring and evaluation frameworks for EHW programmes, Track performance against targets and key indicators, Compile monthly, quarterly and annual reports, Analyse trends and provide recommendations for improvement, Ensure compliance with reporting requirements (internal and external), Provide advisory services and Stakeholder Management, Provide strategic advice to management on EHW matters, Liaise with internal stakeholders (HR, Labour Relations, OHS committees), Engage external stakeholders (service providers, government departments, NGOs), Represent the Department in EHW forums and committees, Facilitate awareness and capacity-building initiatives for managers and employees, Management of all resources of the unit, Manage the unit and Supervise support staff and Developing and managing the EH&W budget, ensuring efficient, economical, and effective use of funds. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: 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> and follow the easy prompts/instructions.

NOTE

: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

<u>POST 32/63</u>	:	<u>DEPUTY DIRECTOR: EUROPEAN, AMERICAN PARTNESHIPS REF NO: DHET 22/09/2026</u> Branch: Planning, Policy And Strategy Directorate: Global Partnerships (Internal Relations)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R932 292 per annum (Level 11), (all-inclusive remuneration package) Pretoria An appropriate Bachelor's Degree / Advanced Diploma (NQF level 7) in International Relations, Developmental Studies or Public Management. A post graduate qualification will be an added advantage. At least three (3) to five (5) years relevant work experience as an assistant director, of which at least two (3) years must have been in the conduct of international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times and must have a driver's license. Applicants may be required to undergo competency assessment tests.
<u>DUTIES</u>	:	The appointee will be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in countries in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; to manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

POST 32/64

: **ASSISTANT DIRECTOR: FINANCIAL PLANNING / TVET COLLEGES BUDGET PLANNING - BUDGET PLANNING AND MONITORING REF NO: DHET 23/09/2026**

Branch: Technical And Vocational Education And Training
Directorate: TVET Colleges Budget Planning

SALARY
CENTRE
REQUIREMENTS

: R605 742 per annum (Level 10)

: Pretoria

: An appropriate Bachelor's Degree/National Diploma (NQF Level 6) in Financial Management / Economics / Built Environment / Accounting /or an equivalent qualification. A Built Environment together with bachelor's in commerce with Economics / Financial Management qualifications as well as advanced qualification will be an added advantage. At least three (3) to five (5) years relevant work experience, preferably in funding frameworks and policies. Extensive knowledge and insight into the education policies and legislations for public colleges. Policy analysis, development, and implementation skills. Financial Management skills. Knowledge of the policies and legislative framework in Technical and Vocational and Educational Training (TVET) colleges, and Public Finance Management Act. Financial analytical and research skills. Basic knowledge of the built environment. Good communication (oral and written) and interpersonal skills. Ability to work in a team and to work under pressure. Meet tight deadlines and be target driven. Computer literate with basic knowledge of MS Word and Excel skills. Valid Driver's License and willingness to travel extensively and as and when required.

DUTIES

: Use various models including costing models to determine the budgets for infrastructure funding. Allocate funding to TVET Colleges based on the priority and criticality of the infrastructure conditions and make transfers. Keep date of the infrastructure needs at various institutions which will be at college and campus level. Gather, analyse, and utilise data for the development of National Norms and Standards for funding infrastructure of Technical and Vocational Education and Training colleges. Draft and review of the infrastructure funding norms for Technical and Vocational Education and Training colleges. Develop and manage advocacy strategy of the infrastructure funding norms. Develop models for implementation for infrastructure funding policy. Conduct readiness assessment for implementation of the infrastructure funding norms. Responsible for implementation of the infrastructure funding norms. Manage payments of infrastructure funds to the TVET Colleges. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES
APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

: 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> and follow the easy prompts/instructions.

NOTE

: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

:

18 September 2026

POST 32/65

:

ASSISTANT DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET 24/09/2026

Branch: Technical And Vocational Education And Training
Component: Northern And Western Cape Regional Office

**SALARY
CENTRE**

:

R605 742 per annum (Level 10)

REQUIREMENTS

:

Cape Town

An appropriate Bachelor's Degree / Diploma / National Diploma (NQF 6) in Education or related qualification. A certificate in facilitation/ assessor/ moderator will be an added advantage. A minimum of three (3) to five (5) years at Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Services Regulations, Public Services Act and Labour Relations Act. Knowledge of Public TVET sector. A sound understanding of curriculum transformation issues, and capacity building, interpretation, analyse and apply current legislation and departmental policies, administrative skills, planning and organizing skill, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and People Management, Willingness to travel and a valid driver's license.

DUTIES

:

Oversee, support, monitor, and verify college system and sub-systems about curriculum delivery in the public TVET colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement interventions/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshop. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timeous interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct Site-Based Assessment and examination monitoring per each examination cycle. Ensure Site-Base Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status

ENQUIRIES
APPLICATIONS

NOTE

update reports from colleges on all monitoring findings and recommendations. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
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> 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

18 September 2026

POST 32/66

CHIEF ARTISAN GRADE A: ELECTRICAL REF NO: DHET 27/09/2026 (X2 POSTS)
Branch: Skills Development
Chief Directorate: Indlela

SALARY
CENTRE
REQUIREMENTS

R499 470 per annum, (OSD Salary Scale)

Olifantsfontein

A relevant National Technical Certificate N3 or equivalent qualification in the trade area. A Trade Test Certificate in relevant trade. An Assessor certificate. A valid driver's license. Three years' trade related experience after qualifying as an artisan. Three (3) to five (5) years' artisan training or assessment experience. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate Trade Test in the electrical and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Skills: Good planning and organizing skills. Good report writing skills. Good verbal and written communication skills. Must be Computer literate (MS Word, Excel, Power Point). Supervisory and problem-solving skills. Ability to manage resources that includes human, assessment equipment and material. Effective record keeping.

<u>DUTIES</u>	:	Conduct and moderate trade testing in Electrical trade as well as implement and maintain ARPL, Conduct and moderate trade testing in Electrical trade as well as implement and maintain ARPL, Conduct moderation of Trade Testing internally and externally, Maintain and ensure safekeeping of assessments records, Supervise Trade Assistants, Procure assessment equipment and material, and Assess performance of staff in the unit.N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
	:	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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/67</u>	:	<u>CHIEF ARTISAN GRADE A: RIGGER REF NO: DHET 28/09/2026</u> Branch: Skills Development Chief Directorate: Indlela
<u>SALARY CENTRE REQUIREMENTS</u>	:	R499 470 per annum, (OSD Sale Salary Scale)
	:	Olifantsfontein
	:	A National Technical Certificate N3 or equivalent qualification coupled with three (3) to five (5) years supervisory and technical training experience after qualifying as an artisan. Trade Test Certificate in Rigging. Moderator and Assessor Experience. Any additional trade qualification in the Mechanical engineering field as well as a Moderator Certificate will be an advantage Knowledge: Knowledge of Skills Development Act, 1998 and Trade Test Regulations. Must be able to assess candidates in Rigging. Computer literacy (MS Word, Excel, Power Point). Good report writing. Good planning and organizing skills. Good verbal and written communication skills. Good problem-solving skill. Good supervisory skills.
<u>DUTIES</u>	:	Conduct assessment in the Rigging trade and implement ARPL. Conduct Moderation of Trade Test internally and externally. Conduct audits of external Trade Test centres. Maintain and ensure safekeeping of assessment records.

		Supervise Trade Assistants Assess performance of staff reporting to him/her. Procurement and control of assessment stock. Maintain safety in the workshop. Adhere to health and safety policies and procedures. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/68</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE AND ADMINISTRATION</u> <u>REF NO: DHET 25/09/2026</u> Branch: Community Education Training Component: Northern Cape Cet College
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Northern Cape Cet College
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Human Resource Management/ Development or a related qualification. PERSAL certificates will be an added advantage. A minimum of three (3) to five (5) years of relevant supervisory experience in Human Resource Management environment. Knowledge of the Continuing Education Act, (CET Act), Public Service Regulations, Public Service Act and knowledge of Human Resource legislations and policies. Extensive knowledge and experience of conditions of service, employee benefits, recruitment and selection processes, and staff establishment. Knowledge of Human Resources Development, Performance Management and Development Procedures, Public Service Employee Wellness Programs. A good understanding of Labour Legislation, policy and procedures applicable to the Public Service. Extensive knowledge of PERSAL systems. Planning, organising, report writing, facilitation and presentation

	skills. Good interpersonal verbal and written communication skills. Computer skills. A valid drivers license.
<u>DUTIES</u>	: Manage human capital within the college. Development and ensure implementation of Human Resource Strategy and policies. Manage and coordinate the implementation of Human Resource Management functions within the College, including recruitment and selection, conditions of service, performance management, leave administration and staff establishment. Manage Human Resources Development programmes and staff training interventions. Ensure compliance with HR legislative frameworks and departmental guidelines. Provide strategic HR advice and support management and staff. Supervise and develop HR staff to ensure high performance and effective service delivery. Prepare HR reports and maintain accurate HR records. Promote sound Labour practices and foster a positive organisational culture within the College. Introduce programmes in support of employee health and wellness services within College. Draft and manage the Human Resources budget. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/69</u>	: <u>ASSISTANT DIRECTOR: DONOR GRANT SUPPORT REF NO: DHET 26/09/2026</u> Branch: Chief Financial Officer Directorate: Development Support
<u>SALARY</u>	: R487 197 per annum (Level 09)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Prospective candidates should be in possession of a three-year Bachelor's Degree/Advanced Diploma (NQF level 7) in Public / Business Administration

/Financial Management or equivalent qualification. A relevant post-graduate qualification will be an added advantage and be proactive, effective with ability to work in a diverse team. Experience of three (3) to five (5) years in education and training and skills to provide support to a relevant project will be strongly recommended. Apart from project management, the candidate should have financial management backed by at least three (3) to five (5) years' experience in project grants local and international donor funds management at junior management level. A qualification in Financial Management is an added advantage. In addition, the successful candidate must have proficiency in MS Office Packages as well as communication and report writing skills.

DUTIES

: The successful candidate will primarily be required to: Assist in the coordination, management, monitoring and evaluation of the grants and donor funded projects. Assist in compiling quarterly semester performance reports on projects funded by grants and donors. Assist in ensuring strict adherence to reporting procedures of projects and deadlines. Assist in the coordination, management, monitoring and evaluation of the grants and donor funded projects. Provide administrative support to grants and other donor funded project committees for the post school sector. Develop and maintain the database on various projects. Evaluate projects proposals and appraise Business Plans for the effective and efficient utilization of project funds. Manage the interface with different stakeholders of the DHET at the required level. Perform other duties delegated from time to time in the Directorate. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: 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> and follow the easy prompts/instructions.

NOTE

: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

<u>POST 32/70</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: DHET 29/09/2026</u> Region: Northern And Western Cape Regional Office
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	An appropriate Degree / National diploma in Human Resources Management or equivalent qualification at NQF Level 6. Three (3) to Five (5) years supervisory experience in Human Resource Management Field. Sound Knowledge and understanding of PERSAL system. Sound Knowledge and understanding of prescripts governing TVET sector including among others CET Act etc. Good understanding and interpretation of Public Service prescripts i: public Service Act, Public service Regulations, Labour Relation Act, Basic Condition of Employment Act, Employment Equity Act, Skills Development Act, Skills Development Levies Act and HR Related Prescripts. Knowledge and Understanding of Human Resources Management, Administration and Development processes and procedures. Good Administrative skills, Good Report writing skills, Good analytical Research skills, Good and communication and interpersonal skills, Planning and Organizing skills, Leadership skills, Presentation, and Facilitation skills. Advanced Computer literacy. A valid driver's license is required.
<u>DUTIES</u>	:	Oversee Human Resource Management and Administration services - Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc); Oversee the recruitment and selection processes as per departmental delegation(advert), shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications)are coordinated within the stipulated timelines); Management of HR Personnel records. Oversee Human Resource Development services - Render Bursaries administration; Render Internship and Work Integrated Learning (WIL); Conduct Induction; Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP); Administration of Performance Management and Development Systems (PMDS)and Integrated Quality Management System (IQMS). Coordinate and facilitate Organizational Development, services - Coordinate and facilitate organizational services by designing, reviewing and implementing the Region structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services - Coordinate, develop, review, implement and monitor the Regional Office HR plan, develop; Provide report on HR and EE plans to manage relevant structures. Assist in developing and implementing Human Resource policies and manuals. Management of staff. Perform other duties assigned by the Supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities,

behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

:

18 September 2026

POST 32/71

:

ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: DHET 30/09/2026 (X2 POSTS)

Branch: Corporate Services

Directorate: Human Resources Management And Development

**SALARY
CENTRE**

:

R487 197per annum (Level 09)

:

Pretoria

REQUIREMENTS

:

NQF Level 6 qualification in Human Resources Management / Public or Management/Human Resource Development as recognized by SAQA. Three (3) to Five (5) years relevant experience in PMDS environment of which 3 years should be at the supervisory level. A post degree qualification on the above will be an added advantage. PERSAL Certificate and knowledge will be an advantage. Proven Computer Literacy. In-depth understanding of the legislative framework that governs the Public Service Understanding and application of the following prescripts: PSR, PSA, EEA, Public Finance Management Act, Treasury Regulations, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Chapter 4, SMS Handbook. Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Strong analytical skills. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Willingness to travel. Planning and organizing skills. Adaptive to situations Knowledge of the Education Sector will be an added advantage. Presentation and report writing skills. Ability to function without supervision and work under pressure. Team Leadership and people management skills. A valid driver's license required.

DUTIES

:

Coordinate performance contracting and compliance. Coordinate and implement performance assessment, performance monitoring, and Moderations. Coordinate the development and implementation of performance management for CET and TVET Lecturers. Provide support on the implementation of the online performance management system. Coordinate the implementation of performance management outcomes. Develop Annual Operational Plans (AOP). Analyze the performance management trends and reports. Provide technical support on Performance management and moderations. Resolve problems of motivation and control with minimum guidance from the manager. Write and quality assurance submissions. Manage the PMDS online system. Handle grievances, disagreements, and disputes related to performance management. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Conduct and facilitate the validation process. Conduct moderations of all employees across the Department. Coordinate the implementation of performance incentives. Conduct and coordinate PMDS workshops and Training. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance, and safekeeping of assets. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/72</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: BCC08/2026</u> Corporate Services Permanent Position
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Labour Relations, Employment Relations or Human Resource Management or related qualification ;5 years' in Labour Relations or Human Resource Management environment or related field , in which 3 years must be supervisory experience in relevant field in Labour Relations or Human Resource Management environment or related field; Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements; Knowledge of Labour Relations Act, Public Services legislation and policies related to Human Resource Management; Sound knowledge of Labour Relation statutes; Sound knowledge of International Labour Organisation (ILO); Knowledge and understanding of the TVET/CET Administration; Knowledge of PERSAL.
<u>DUTIES</u>	:	Maintain sound Labour Relations: Render advice on labour related matters, Develop and Implement Human Resource policies and manuals; Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct; Conduct investigations and disciplinary hearings; Management of strike action; Minimize Labour disputes; Facilitate and conduct labour relations training and workshops; Ensure proper implementation of the collective bargaining council resolution; Management of all Human, Financial and other resources of the unit.

<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/73</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES & RECORD MANAGEMENT REF NO: BCC09/2026</u> Corporate Services Permanent Position
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Building Management/Safety Management or Construction Management or relevant equivalent qualification; 5 years' experience in a Facilities Management, SHERQ and OHS Environment; in which 3 years must be supervisory experience in a Facilities Management, SHERQ, Construction Management and OHS Environment; Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management System, fire control system and facilities management system; Knowledge of Occupational Health & Safety Act 85 of 1993 and related Regulations.
<u>DUTIES</u>	:	Oversee maintenance of buildings and premises; Ensure compliance to SHERQ and OHS Act; Oversee fleet management; Maintain the physical security functions including key control, personnel, document and surveillance security; Records management; Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from

the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/74</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: BCC10/2026</u> Corporate Services Permanent Position
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Human Resource Management or any relevant qualification, 5 years' experience in the Human Resources field, in which 3 years must be supervisory experience in the Human Resource environment; valid driver's licence. Knowledge and skills in HR regulatory framework including PSBC resolutions; General computer literacy including MS Word, Excel, PowerPoint and staff management system; Strong organisational, leadership and management skills; Knowledge and skills of PMDS and IQMS (Evaluation and Development system); Knowledge of Public Service legislations and policies related to Human Resource Management; Knowledge and understanding of TVET/CET Administration; Knowledge and understanding of Higher Education sector, Knowledge of PERSAL and Job Evaluation.
<u>DUTIES</u>	:	Render conditions of services (leave, Housing, Medical Aid, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pensions, Transfers, Allowances etc); Oversee the recruitment and selection processes as per departmental delegation; Coordinate the design, review and implementation of the college organisational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Coordinate, develop, review, implement and monitor the college HR plan, Submit college HR plan to Regional and Head Office for integration of the departmental plan; Ensure the implementation of HR Plan. Oversee Human Resource Development services. Oversee Employee Health and Wellness. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bcccollege.co.za
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declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/75</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: BCC11/2026</u> Financial Services Permanent Position
<u>SALARY</u>	:	R487 197 per annum, (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Finance Management, Accounting or Auditing or related qualification; 5 years' experience in a Financial Management, Budgeting and Financial reporting (in terms of GRAP); in which 3 years must be supervisory experience in Financial Management environment. Knowledge of the CET Act, PFMA, Treasury Regulation and understanding of Accrual system.
<u>DUTIES</u>	:	Develop, review, implement and monitor Finance policies in line with relevant legislation; Planning, Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate, review, analyse and quality assure the management accounting reporting processes. Preparation of GRAP compliant Annual Financial Statements and dealing with both external and internal auditors. Manage the operational processes, resources and procedures associated with the management accounting functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250 Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bcccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/76</u>	:	<u>ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: BCC12/2026</u> Corporate Services Council Paid Position
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College

<u>REQUIREMENTS</u>	:	National Diploma / Bachelor's Degree in Communication / Marketing or equivalent qualification. Driver's licence. 5 years in marketing and communication environment, 3 years of the 5 years to be supervisory. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies and relevant legislation.
<u>DUTIES</u>	:	Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly Communication College camping on social Media and Online Communication. Provide photographic services and write stories for the colleges.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>		All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/77</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: BCC13/2026</u> Academic Services Permanent Position
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Matric or NCV Level 4 with a recognized M+3 years Degree or National Diploma in Education or related qualification; 5 years' experience in Education / Teaching and Learning Environment or any relevant field, in which 3 years must be supervisory experience in Education / Teaching and Learning Environment or relevant field; Knowledge of White Paper on PSET Act; Knowledge of the Public TVET sector and its regulatory and legislative framework; Knowledge and understanding of the Higher Education sector; Knowledge and understanding of COLTECH system, TVETMIS, and ITS; Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development; Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act; Computer Literacy (MS Word, Excel, PowerPoint, Outlook)
<u>DUTIES</u>	:	Manage the provision of examination services; Manage training of invigilators; Markers and Data Capturers; Manage the establishment of the function of irregularity committee; Manage the control of issuing of the certificates; Manage proper administration of the examination unit; Manage all human, financial and other resources in the unit.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250

<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/78</u>	:	<u>HEALTH AND SAFETY OFFICER REF NO: BCC14/2026</u> Facilities and Records Management Permanent Position
<u>SALARY</u>	:	R413 001 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Safety Management qualification. 3 years' experience in occupational health and safety environment. Computer literacy. A valid driver's licence. Knowledge of CET Act and COIDA. Occupational Health and Safety Act 85 of 1993 and other applicable legislations and regulations. OHSAS 18001 Management system. Good written and verbal communication skills. Good problem solving skills, Planning & organising, Research skills, Analytical skills, Report writing skills and Presentation skills.
<u>DUTIES</u>	:	Participate in the development of policies, guidelines and strategies in line with Health & Safety Act. Compile the emergency evacuation policy, management plan and operational plan in relation to occupational health and safety. Compile outstanding 18001 OHSAS documentation. Compile and submit reports to internal stakeholders. Arrange and conduct health and safety trainings. Conduct induction training to staff and students in relation to health and safety. Promote Health and Safety working environment in all sites. Coordinate occupational health and safety risk assessments by visiting all sites for periodical inspection. Provide occupational health and safety related advice. Comply with DHET and College policies and procedures.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with

foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/79</u>	:	<u>SENIOR PROVISIONING OFFICER REF NO: BCC15/2026</u> Supply Chain Management Permanent Position
<u>SALARY</u>	:	R413 001 per annum (Level 08), (plus benefits)
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	Grade 12 / Matric / Level 4 Certificate. An appropriate National Diploma / Degree in Supply Chain / Logistics / Finance or relevant NQF6 qualification; at least 1 to 3 years' relevant work experience in Supply Chain / Logistics/Finance, compilation of asset register, asset management, supervision of staff. Advanced MS Word, Excel and PowerPoint skills; Demonstrate in-depth knowledge of SCM legislative environment applicable to government procurement and the development, implementation and monitoring of related policies and procedures; excellent operational management skills; good interpersonal relations and written and verbal communication skills; ability to maintain high levels of confidentiality and to prioritise work in high-pressure environments; a valid driver's licence; advanced technical understanding of GRAAP standards,, PFMA and Treasury Regulations on Asset Management.
<u>DUTIES</u>	:	Develop, review, implement and monitor SCM policies in line with relevant legislation; oversee the procurement of goods and services for the College; oversee the administration of demand and acquisition; ensure and up-to-date database of service providers; analysis and planning of procurement requirements, the collating of information for the annual procurement report; SCM record keeping and reporting; oversee the management of assets of the College; Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
<u>APPLICATIONS</u>	:	Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bcccollege.co.za
<u>NOTE</u>	:	All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical

		conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/80</u>	:	<u>SENIOR PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: DHET 31/09/2026 (X2 POSTS)</u> Branch: Corporate Services Directorate: Human Resources Management And Development
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NQF Level 6 qualification in Human Resources Management / Public or Management/Human Resource Development as recognized by SAQA. Three (3) to five (5) years' experience working in the relevant area of which 3 years must be at the supervisory level. A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. PERSAL Certificate and knowledge will be an advantage. Proven Computer Literacy. In-depth understanding of the legislative framework that governs the Public Service Understanding and application of the following prescripts: PSR, PSA, EEA, Public Finance Management Act, Treasury regulations, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Chapter 4, SMS Handbook. Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Strong analytical skills. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Willingness to travel. Planning and organizing skills. Adaptive to situations Knowledge of the Education Sector will be an added advantage. Presentation and report writing skills. Ability to function without supervision, and work under pressure. Team Leadership and people management skills.
<u>DUTIES</u>	:	Provide administration and the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitor the implementation of IQMS and the PMDS policy frameworks. Coordinate the implementation and monitoring of performance management, Coordinate the submission of performance agreements. Coordinate the submission of mid-term and annual reviews. Quality assurance Performance Management and Development System (PMDS) documents before authorising on PERSAL. Ensure that PMDS status is updated. Arrange assessment committee meetings and provide secretariat support. Compile minutes and draft letter for signatures of moderating committee chairperson. Inform employees (in writings) about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Implement performances incentives on PERSAL. Ensure correctness of service records of employees after payment of pay progressions. Compile database of Personal Development Plan (PDPs). Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities. Handle grievances, disagreements, and disputes related to performance management. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Facilitate the validation process. Facilitate moderations of all employees across the Department. Facilitate the implementation of performance incentives. Facilitate and coordinate PMDS workshops and Training. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/81

:

SENIOR PRACTITIONER: HUMAN RESOURCE PLANNING AND POLICY
REF NO: DHET 32/09/2026

Branch: Corporate Services

Directorate: Human Resource Policy And Strategy

SALARY
CENTRE

:

R413 001 per annum (Level 08)

:

Pretoria

REQUIREMENTS

:

An undergraduate Diploma (NQF Level 6) qualification in Human Resource Management/ Bachelor's Degree Industrial and/ Organisational Psychology as recognised by SAQA. Two (2) to (3) years' experience in HR planning, policy and strategy environment. Understanding of PSA, PSR, PFMA and any relevant directives. Experience in the development, review and implementation of HR policies. Ability to work independently and in a team. Good administrative, interpersonal and problem-solving skills. Basic research or benchmarking skills. Client-oriented, ability to work under pressure and be able to cope with a high workload. Good communication (written, verbal and liaising) skills. Computer literacy in MS Office (Word, Excel, PowerPoint and Outlook). Knowledge of PERSAL system and Vulindlela. Ability to work long hours when required. Valid code B driver's licence.

DUTIES

:

To assist in the compilation, review and update of the HR plan, reports and policies (including delegations). Conduct research and trend analysis on workforce planning issues and stay abreast of new development. Ensure accurate workforce information and data. Coordinate HR planning monthly. Assist in the monitoring and evaluation of the HR policies and procedures. Ensure reliable and validity of HR information. Prepare data to inputs for the HR Plan and HR Annual Oversight Report. Assist with the assessment of Human Resources components. Serve as secretariat for HR Planning and Policy Committees. Conduct workshops on HR Planning and policies. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES
APPLICATIONS

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

:

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> and follow the easy prompts/instructions.

NOTE

:

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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/82</u>	:	<u>LIASON OFFICER: CORPORATE MANAGEMENT SERVICES</u> Component: Regional Offices
<u>SALARY CENTRE</u>	:	R413 001 per annum (Level 08) Western And Northern Cape Regional Office Ref No: DHET 33/09/2026 Limpopo Regional Office Ref No: DHET 34/09/2026
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/National diploma (NQF Level 6) in Public Management or Communications/ Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience as a Liaison Officer in the Public or private sector. Knowledge of public service legislation, regulations, and policies, PFMA, knowledge of drafting media statements, knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality and Code of Ethics, Interpersonal relations skills, Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project management skills, Report writing skills, Computer literacy in Microsoft Word, Excel, PowerPoint, and Outlook. And be prepared to work extended hours. A valid driver's license.
<u>DUTIES</u>	:	Liaise with all the relevant stakeholders to ensure effective communication and collaboration between the Region. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and Support with the establishment and implementation of Partnerships. Consolidate and prepare all relevant reports, submissions, and memos. Provide professional support to the Region regarding media questions. Liaise with media on behalf of the Region matters affecting the public. Advise the Region on media-related matters. Facilitate and coordinate the design of publication and production material for the Region. Review and Analyse policies. Perform other duties as requested by the Regional Manager. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/83</u>	:	<u>SENIOR STATE ACCOUNTANT: EXPENDITURE ADMINISTRATION REF NO: DHET 35/09/2026</u> Branch: Chief Financial Officer Directorate: Financial Support Services
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate National Diploma in Accounting / Financial Management or related qualification with accounting as a subject. Two (2) to three (3) years appropriate experience in Government Financial Accounting; the BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS) and the LOGIS online system; good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Other Attributes/Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter. A valid driver's license.
<u>DUTIES</u>	:	Checking and authorizing sundry and creditor payments on BAS, which includes the Travel Accounts, Communication Accounts and Courier Accounts. Checking and authorizing order payments on LOGIS online. Capturing payments on BAS. Assist on Audit Queries. Responsible for the managing and clearing of general ledger accounts. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts. Authorizing of General Journals applicable to expenditure. Issuing and reconciling interdepartmental claims

and claims in respect of the National Skills Fund. Clearing of suspense accounts related to expenditure. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES : Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
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> and follow the easy prompts/instructions.

NOTE : 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE : 18 September 2026

POST 32/84 : **SAFETY OFFICER REF NO: DHET 36/09/2026**
 Region: Limpopo Regional Office
 Directorate: Office of The Regional Manager

SALARY : R413 001 per annum (Level 08)
CENTRE : Limpopo Regional Office
REQUIREMENTS : Recognized National Diploma (NQF 6) in Safety Management or related qualification. Minimum of two (2) to three (3) years of relevant experience in an Administration environment. Knowledge of Public Service legislation and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of Higher Education sector. Understanding of corporate governance. Understanding Cost centre, budgetary, expenditure, and cash flow management. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act, and any other related legislation.

DUTIES : Identify potential hazards and potential major incidents (conduct comprehensive Hazard Identification and Risk Assessment at the Regional Office on an annual basis, organize occupation Health and Safety (OHS) compliance audits by appropriate authorities). Develop, implement and monitor

the OHS management system (conduct health and safety risk assessment in the Regional Office's building, develop OHS management system, and ensure effective maintenance and servicing of all fire equipment). Support CET and TVET Colleges by coordinating OHS related training and continuous educational programs (arrange and provide OHS induction on new employees and continuous awareness and educational programs to all staff members). Support the Regional Directorates in the monitoring of OHS compliance in the Colleges. Develop intervention strategies whenever required. Manage human, financial, and other resources in the unit (manage Human resources in the unit, assess the performance of staff). N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: 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> and follow the easy prompts/instructions.

NOTE

: 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/85

: **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET 37/09/2026**

Branch: Planning, Policy And Strategy
Directorate: Management Information System

**SALARY
CENTRE
REQUIREMENTS**

: R413 001 per annum (Level 08)
: Pretoria
: An appropriate 3-year National Diploma in public administration/social sciences. This must be supported by a minimum of (2) two to three (3) years of work experience in administering and coordinating the development of statistical publications. The candidate must demonstrate the capacity to plan and coordinate data collection activities from various stakeholders, ensuring alignment with project plans, deliverables and reporting requirements. Experience within the Post-School Education and Training (PSET) sector or its entities and understanding of the PSET-related data will be advantageous. Intermediate proficiency in MS Word, Excel, Access, Ms Outlook and

	PowerPoint is required. Strong written and verbal communication skills, project management, report writing, and ability to arrange and systematise information. A valid driver's license.
<u>DUTIES</u>	: The successful candidate will be reporting to the Deputy Director: Data Analyst, under the Sub-Directorate: Information Management and Reporting. The responsibilities include assisting with the development, processing, approval and dissemination of the Statistics on PSET, assist with preparation of submissions, memorandums, development of factsheets and regional reports for the PSET sector, assist with the development and implementation of standards, assist with submission of data logbooks and processing of data requests and provide logistical and administrative support when required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/86</u>	: <u>TRANSPORT OFFICER REF NO: BCC15/2026</u> Facilities and Records Management Permanent Position
<u>SALARY</u>	: R338 106 per annum (Level 07), (plus benefits)
<u>CENTRE</u>	: Buffalo City TVET College
<u>REQUIREMENTS</u>	: Recognized National Diploma in Transport Management/Logistics/Public Management (NQF level 6) or equivalent qualification. 1-2 years' experience in fleet management/transport/ logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public

	Services. Knowledge of traffic laws. Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Valid Driver's license.
<u>DUTIES</u>	: Administer College garage and college vehicles; administer, monitor and control petrol cards; ensure effective and efficient utilization of college vehicles; supervise human resources/staff. Ensure maintenance of all College vehicles.
<u>ENQUIRIES</u>	: Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.
<u>APPLICATIONS</u>	: Buffalo City TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bccollege.co.za
<u>NOTE</u>	: All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/87</u>	: <u>COMMUNICATION OFFICER: CORPORATE SERVICES REF NO: DHET 38/09/2026</u> Region: Limpopo Regional Office
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Polokwane (Limpopo Regional Office)
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication in Communication/ Marketing/ Public Relations or relevant qualification. A minimum of 1-2 years' experience in Marketing and Communication environment. Knowledge of social media practice and channels. Understanding of the importance of brand guidelines, graphic design and applying across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understating of the application of Public Service legislative framework. And must have driver's license. Programme and project management. Problem solving and analytical skills. People and diversity management. Client orientation and customer focus. Ability to work under pressure, travel nationally and meets deadlines. Accountability and ethical conduct, Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	: To handle various matter related to internal and external communications in the Regional Office. Conduct elementary research on matter related to communication. Collect information towards assisting with the drafting of speeches, media statements/press release, etc. For different events or occasions of the Department. Prepare and /Facilitate the printing of departmental publications to ensure effective communication to all stakeholders of the department e.g. annual reports, departmental newsletters/brochures, annual calendar, events programmes, Greetings cards, name plates for officials within the departments, design and layout of publications for printing, design draft for printing companies. Assist in development of and ensure the successful implementation of the department communication policy to promote and enhance communication within and

outside the department. Update information on the Departmental website and liaise with the website designer on matter related thereto. Handle various matters related to drafting of responses to media-and press release, newsletters and articles. Rendering photographer services to the department. Monitor media coverage and compile synoptic report of issues that effects and /or impact on the Department towards informing appropriate responses by the relevant authority. Arrange and /Or assist with the arrangement and /or coordination of departmental events in order to promote the image of the department in the Region. Represent the unit in various meetings. Perform any other related functions as requested by the Regional Manager. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: 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> and follow the easy prompts/instructions.

NOTE

: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

POST 32/88

: **IT TECHNICIAN REF NO: DHET 39/09/2026**
Region: Limpopo Regional Office

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum (Level 07)
: Polokwane (Limpopo Regional Office)
: A recognised National Diploma (NQF Level 6) in Information Technology or equivalent qualification. At least one (1) to (2) two years' work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/ MCITP, A+, N+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Network Administration, IT Service Management. Sound knowledge COBIT 5 Foundation, ITIL and other IT Governance frameworks.

<u>DUTIES</u>	:	To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Configuring mainframe applications. Provide support of data migration during computer setup. Provide telephonic support. Troubleshooting of all issues reported. Gather and analyses users' issues in ICT and provide solutions. Provide support for identified Level 8 and Level 9/10 issues where configuration solutions have already been documented on the ITIL. IT helpdesk services: Provide first level contact and convey resolutions to customer issues as requested by level 8/9. Perform any other related function as requested by Supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
	:	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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/89</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE ADMINISTRATION REF NO: DHET40/09/2026</u> Branch: Chief Financial Officer Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Pretoria
	:	Applicants must be in possession of an appropriate 3-year National diploma in Accounting/Financial Management or related qualification with accounting as a subject. One (1) to two (2) years appropriate experience in Government Financial Accounting; the BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills;

	analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Other Attributes/Skills Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability work in a team and independently; Assertiveness; and Self-starter.
<u>DUTIES</u>	: Checking and authorizing sundry and creditor payments on BAS, which includes the Travel Account, Telkom and Nashua Accounts, Checking and authorizing order payments on LOGIS online. Capturing payments on BAS. Assist on Audit Queries, Responsible for the managing and clearing of general ledger accounts. Assist with the provision of information for the compilation of the quarterly and annual financial statements with specific reference to general ledger accounts. Authorising of General Journals applicable to expenditure. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/90</u>	: <u>STATE ACCOUNTANT: CASH FLOW MANAGEMENT REF NO: DHET41/09/2026</u> Branch: Chief Financial Officer Directorate: Financial Support Services
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Applicants must be in a possession of an appropriate 3-year National diploma in Accounting/Financial Management or related qualification with accounting as a subject. One (1) to two (2) years appropriate experience in Government

Financial Accounting; the BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills, Other Attributes/Skills: Friendly, trustworthy and accuracy.

DUTIES

: Preparation of cash flow reports to the Minister and Management and ensure that the expenditure is within the approved budget of various functions and to report any envisaged over-expenditure, Compile IYM expenditure report and submit to National Treasury monthly. The compilation and submission of the Conditional Grant report in accordance with the format prescribed by National Treasury not later than 20 days after the end of each month Updating, recordkeeping and monthly cash flow statement of official entertainment and report to Management Request reports, check and rectify any incorrect allocations on a daily basis, Request commitment reports and check the commitments. Authorize General Journals on BAS. Manage and respond to enquiries related to this function Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting BAS reports when required and Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: 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> and follow the easy prompts/instructions.

NOTE

: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

CLOSING DATE

: 18 September 2026

<u>POST 32/91</u>	:	<u>CHIEF FINANCE CLERK: SALARY CONTROL REF NO: DHET42/09/2026</u> Branch: Chief Financial Officer Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Pretoria Applicants must be in possession of an appropriate 3-year National Diploma with accounting as a subject or related qualification, Preference will be given to candidates with One (1) to two (2) years appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Other Attributes/Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
<u>DUTIES</u>	:	Check and authorize salary related transactions on PERSAL and BAS for Departmental officials. Control the payment of supplementary claims such as overtime, sessional allowances and advances. Control the instating of maintenance orders. Control the cancellation of deductions such as insurance policies. Check and authorise Local and Foreign travel and subsistence claims. Control payments of salary claims. Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis. Control the clearing, reconciling and reporting on the state of salary related ledger accounts. Control leave and lump sum payments. Control the compilation of the Monthly BAS/PERSAL interface reconciliations. Follow up and resubmit PERSAL exceptions on BAS. Debtor control: Check and approve salary related debt calculations and transactions to be affected on the BAS and control debt documentation. Manage and respond to enquiries related to this function. Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline, Requesting of BAS reports when required. Filing of claim related documents. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements.

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/92</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: DHET 43/09/2026</u> Branch: Corporate Services Directorate: Employee Health And Wellness Programmes
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized National Diploma (NQF Level 6) in Occupational Health and Safety/ Degree in Environmental Health or Safety Management. 1-2 years' experience in the Occupational Health and Safety field. Extensive knowledge of Occupational Health & Safety Act 85 of 1993, Public Finance Management Act 1 of 1999, Compensation of Occupational Injuries and Diseases Act 130 of 1993, Disaster Management Act 57 of 2002, and the EHW strategic Framework. Excellent communication and problem-solving skills. A valid driver's license and SAMTRAC will be an added advantage.
<u>DUTIES</u>	:	Coordinate, monitor, advice and render health and safety administration. Monitor OHS compliance. Conducting risk assessments, identifying hazards, and implementing appropriate control measures. Conduct OHS inspections and audits. Facilitate prompt response and resolution of all faults identified. Monitor and support regions compliance with OHS requirements. Coordinate OHS trainings and awareness programme within the department. Monitor the functionality of the OHS Committee at the regions. Provide administrative and secretariat support to OHS committees, coordinating meetings, and ensuring the implementation of resolutions. Facilitate health and safety training, awareness campaigns, and emergency preparedness initiatives, while promoting a culture of safety across all levels of the organisation. Ensure compliance of emergency equipment. Prepare and implement the emergency/evacuation drills in the Department. Liaise with facilities management to conduct building inspections and address hygiene related matters. Investigate incidents, accidents, and near misses, compile reports, and recommend preventative and corrective actions to mitigate risks. Report all injuries on duty and Occupational disease to the Compensation Fund office. Facilitate and coordinate the development of occupational health and safety policies, procedures and guidelines. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/93</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: DHET 44/09/2026</u> Directorate: Employee Health And Wellness Programmes Branch: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum (Level 07) Pretoria An appropriate bachelor's degree/ advanced diploma (NQF Level 6) in Psychology/ Behavioural Science/ Social Work majoring in Psychology. A minimum of one (1) to two (2) years of practical experience in the Employee Health and Wellness environment. Knowledge of HIV, STIs and TB legislation and related policies. Knowledge of Employee Health and Wellness Strategic Framework in the Public Service with a focus on HIV, STIs and TB, Health and Productivity, and Wellness Management Pillars. Competent in conducting short term counselling, psychoeducation, and trauma defusing and debriefing. Knowledge of the Mental Health Care Act, EHWP related legislations and understanding of all PILIR processes and COID Act. Registration with the following statutory bodies is compulsory: South African Council for Social Service Professions (SACSSP) as a social worker, Health Professions Council of South Africa as a counselling/clinical psychologist or registered counsellor. Registration with the relevant professional bodies like Employee Assistance Professionals Association of South Africa (EAPA-SA), South African Occupational Social Work Association (SAOSWA) and Association for Supportive Counsellors and Holistic Practitioners (ASCHP) and others will be an added advantage. Good interpersonal relations skills, communication skills (verbal and written). Analytical thinking, problem solving and decision-making skills, Innovative and creative, project management skills, presentation skills, planning and organising skills, report writing skills, good coordination skills, counselling skills, client orientation, ethical and maintaining confidentiality. Understanding of Public Service legislation, regulations, and policies. Computer literacy in MS Word, excel, PowerPoint and Outlook. A valid drivers' license.
<u>DUTIES</u>	:	Promotion of the Employee Health and Wellness Programmes, refer employees with substance abuse disorders to external organisations and produce reports of formal referrals, promotion of physical wellness of employees through sports programmes, implementation of wellness campaigns including mental health awareness, reduce mental illness stigma and others as per the customised health calendar, provide work-life balance services, implementation of stress and financial management workshops including pre-retirement planning programme workshops to ensure financial wellness, implementation of HIV, STIs and TB, health and productivity awareness campaigns, promotion of reasonable accommodation for employees with health conditions, and promotion of disease and chronic illness management. Conduct counselling, psychoeducation, and trauma debriefing. Facilitate bereavement processes and support bereaved families, compile section reports on weekly and monthly basis including submissions, memorandums, and other correspondence required, ensure clients files are

	updated and kept safe. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/94</u>	: <u>PRINCIPAL PERSONNEL OFFICER REF NO: DHET 45/09/2026</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Olifantsfontein
<u>REQUIREMENTS</u>	: A recognized National Diploma in Human Resources Management or Public Management/ Administration. A minimum of One (1) to two (2) years' working experience in Human Resource environment coupled with (2) years' supervisory experience. Knowledge of HR prescripts, policies and procedures within the Public Service Knowledge of PERSAL and Smartsheet. Good communication (verbal and written), interpersonal and organisational skills, Ability to work under pressure and meet deadlines, Good Knowledge of Public Service Act, 1994 (as amended) Public Service Regulations, 2016, Labour Relations Act (LRA), 1995, Basic Conditions of Employment Act (BCEA), 1997, Employment Equity Act (EEA), 1998, Skills Development Act, 1998. Skills: Computer literacy (MS Word, Excel, Power Point). report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.
<u>DUTIES</u>	: Render effective and efficient Human Resources services, Verify payroll and respond to payroll-related queries, Process employee benefits in accordance with applicable policies and procedures, Manage employee files and ensure proper record management in line with legislative requirements, Oversee staff establishment processes, including appointments and maintenance of records,

	Administer termination of services in compliance with Public Service prescripts, Coordinate recruitment and selection processes, including compiling memoranda for advertisement of posts, Arrange interview logistics, including booking venues and coordinating panels Verify and manage leave transactions on the Smartsheet system, Administer and monitor leave records for staff member, Provide training and mentoring to junior staff ,Supervise and manage the performance of HR staff Providing monthly statistic and assist with Auditor General Queries. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/95</u>	: <u>PRACTITIONER TRANSPORT: HRM SUPPORT SERVICES REF NO: DHET 46/09/2026</u> Chief Directorate: Indlela – Olifantsfontein Branch: Skills Development
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Olifantsfontein
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree/ National Diploma in Transport management/Logistics or equivalent qualifications. A minimum of 1– 2 years' experience in fleet management environment. 2 years' relevant supervisory experience in transport management. Knowledge and Skills: Sound knowledge and understanding of pertinent policies related to PFMA, national Treasury Regulations, Government Motor transport Handbook Version 1 of 2019, Version 1 of 2017, Batho Pele Principles and Code of Conduct. Excellent verbal and written communication skills, problem solving and analytical skills. Computer literacy, an ability to work in a team and independent. Ability to work effectively and efficiently under pressure. Clientele/customer relation skills.

	Good interpersonal skills, decision making skills and presentation skills. A must have a valid drivers' license.
<u>DUTIES</u>	: Ensuring day-to-day management and maintenance of fleet vehicles. Monitor daily kilometers before and after trips and ensure monthly closing of kilometers on the logbooks. Authorize trip itineraries/ trip authorization. Receive and certify invoices for processing monthly payments. Maintain records of driver's licenses and trip authorization. Ensure service maintenance of vehicles. Redirect traffic fines. Pre-and-post inspections of vehicles. Perform other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements. Supervise and monitor drivers to ensure compliance with transport policies, road traffic regulations, and organizational procedures. Provide general administration support services and maintain a proper filing and archive system, Management of staff Leave, PMDS and Workplans, Ensure completion of performance agreements by all employees in the unit. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	: 18 September 2026
<u>POST 32/96</u>	: <u>CHIEF ADMINISTRATIVE CLERK: ASSESSMENT ADMINISTRATION REF NO: DHET 47/09/2026</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY</u>	: R338 106 per annum (Level 07)
<u>CENTRE</u>	: Olifantsfontein
<u>REQUIREMENTS</u>	: A National Diploma in Public Management or related qualification, Degree will be an added advantage. A minimum of one (1) to two (2) years' working experience in rendering administration functions and two (2) years supervisory

		working experience. Good knowledge of Skills Development Act 1998 (SDA), Trade Test Regulations, Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Knowledge of National Artisan Moderation Body (NAMB) and the Quality Council for Trades and Occupations (QCTO). Computer literacy (MS Word, Excel, Power Point). report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.
<u>DUTIES</u>	:	Recommend Trade Test Registration leaves. Manage PMDS for the Trade Test Registration. Ensure that compliant candidates are registered and confirmation of trade test date is issued. Advise qualifying, non-qualifying applicants and stakeholders with the registration processes. Extracting files for investigation, validation and audit queries. Attend all enquiries, these include trade test registration, trade test dates, certificates and results telephonically, walk-ins or email. Consolidate monthly stats and submit them to the Assistant Director for consolidation. Verify applications for the recommendation of certificates prior submitting to NAMB and Prepare invoices and submit to Supply Chain Management for processing. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/97</u>	:	<u>CHIEF SUPPLY CHAIN CLERK: DEMAND AND ACQUISITION</u> <u>MANAGEMENT REF NO: DHET 48/09/2026</u> Branch: Chief Financial Officer Directorate: Demand And Acquisition Management
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Pretoria

<u>REQUIREMENTS</u>	:	A recognized three-year Bachelors' degree/National Diploma in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management (or equivalent qualification). A minimum of 1-2 years' work experience in Demand and Acquisition Management. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B-BBEE Act. Insight knowledge of procurement procedures. Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to develop solutions to a variety of problems in line with SCM guidelines and departmental policies (decision-making) and effectively interact with stakeholders at all levels within the Department. Ability to work under pressure and meet deadlines. Analytical, planning and organising skills. A valid driver's licence.
<u>DUTIES</u>	:	Receive requisitions for goods and services. Check whether all the relevant documents are attached. Record all requisitions received in a register. Distribute as per Supply Chain Delegations of authority. Process requisitions for goods and services. Capture and register all requisitions on Request for Quotations (RFQ) Register. Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotations. Assist end users with proper completion of requisitions. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. Monitor publication of terms of reference/specifications for RFQ's. Conduct evaluation for RFQ's with technical functionality criteria. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026

<u>POST 32/98</u>	:	<u>CHIEF ADMINISTRATIVE CLERK: ASSESSMENT ADMINISTRATION REF NO: DHET 49/09/2026</u> Branch: Skills Development Chief Directorate: Indlela
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	A National Diploma in Public Management or related qualification, Degree will be an added advantage. A minimum of three (3) years' working experience in rendering administration functions and two (2) years supervisory working experience. Good knowledge of Skills Development Act 1998, (SDA), Trade Test Regulations, Criteria and Guidelines for the implementation of Artisan Recognition of Prior Learning (ARPL). Knowledge of National Artisan Moderation Body (NAMB) and the Quality Council for Trades and Occupations (QCTO). Computer literacy (MS Word, Excel, Power Point). Report writing, planning, organizing, verbal and written communication skills. presentation skills, problem solving, administration, filing and time management skills.
<u>DUTIES</u>	:	Recommend Trade test Registration leaves Manage PMDS for the Trade Test Registration. Ensure that compliant candidates are registered and confirmation of trade test date is issued. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026

<u>POST 32/99</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: ADMINISTRATION, COORDINATION AND COMMUNICATIONS REF NO: DHET 50/09/2026</u> Component: Human Resource Development Council Secretariat
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12/NCV Certificate Level 4. Related degree/National diploma will be an added advantage. A minimum of one to two years' relevant experience will be an added advantage. The successful candidate must be adaptable, disciplined, self-confident, and able to work independently and under pressure, and work with a diverse team. Good writing, communication and interpersonal relationship skills are essential along with experience in administration. Ability to write minutes, draft agendas, organize venues and catering, coordinating meetings, policies acts and regulations, Computer literacy i.e. MS Word, Excel, Outlook and PowerPoint, Stakeholder engagements and Knowledge and understanding of social media.
<u>DUTIES</u>	:	To assist in the work performed in the Directorate: National Human Resource Development, including co-ordination of meetings for Human Resource development Council of South Africa and its structures. To handle all incoming and outgoing mails and referee to the correct role players. To provide secretarial functions in board meetings and wherever the Human Resource Development Council of South Africa sits. To arrange and schedule seminars, meetings, and social functions and identify venues, invite role players, and organize refreshments. To record all minutes/ decisions and communicate to all relevant role players and make follow up on progress. To collect all relevant documents for meetings. Scrutinize documents to determine actions/information/other documents required for meetings. To keep a filing system. To compile documents, memorandums, letters and reports. To compile agendas and the minutes for meetings and workshops. To liaise with travel agencies to make travel and accommodation arrangements for members and social partners of the HRDSCA. To process the travel and subsistence claims. To assist the Deputy Director in the running of the office and provide support when required. Sending & retrieving emails, typing memos and submissions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/100</u>	:	<u>FACILITATOR REF NO: MALUTITVET/KWE-004/2026</u> Nature of Appointment: (Council Paid) 12 Months Contract)
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Maluti TVET College: Kwetlisoong Campus
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4. Qualified Artisan on one of the following Trades: Welder/Panel Beater/Electrician/Motor Mechanics/Building and Civil Engineering. Competencies and Attributes: Qualified Assessor Qualified Moderator, SACE Registration, Computer Literacy (MS Word, MS Excel, MS Power Point) Unendorsed Valid Driver's Licence, An Experience in facilitating of skills programmes.
<u>DUTIES</u>	:	Planning and organisations of lessons in the above Subject area(s). Conducting lessons and providing clarity to students. Conducting practical assessment task. Examination invigilation. Handle all student related administrative duties. Perform any other duties related to the post. Setting and Marking of Assessments tasks, processing of marks and other related duties. Carry out all other duties related to the post.
<u>ENQUIRIES</u>	:	NJ Ntsela Tel No: (058) 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted or hand delivered to Human Resource Management: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to hrrecruitment@malutitvet.co.za in pdf format and as one attachment. Indicate the relevant reference number and job title on the subject line.
<u>NOTE</u>	:	Applications quoting the relevant reference number must be submitted on a Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za . The Z83 form must be signed, initialed and dated. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Maluti TVET College is an equal opportunity affirmative action employer. Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned advert.

<u>CLOSING DATE</u>	:	25 September 2026 @13:00
<u>POST 32/101</u>	:	<u>SECRETARY TO THE DIRECTOR REF NO: DHET 51/09/2026</u> Region: Gauteng And Free State Regional Office Directorate: TVET Curriculum And Institutional Support
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A National Senior Certificate (Grade 12) or National Certificate (Vocational) Level 4. A diploma (NQF Level 6) or bachelor's degree (NQF Level 7) in Management Assistant will be an added advantage. A minimum of one to two years' relevant experience will be an added advantage. Computer Studies, Secretarial Studies, Office Management will be an added advantage. Proven experience in diary management, meeting coordination, document control and general office administration. Knowledge of records management, office administration procedures and basic financial administration (including petty cash and invoice processing). Proficiency in MS Word, Excel, PowerPoint and Outlook. Good verbal and written communication skills, excellent telephone etiquette, strong organisational skills, attention to detail, and the ability to maintain confidentiality and professionalism.
<u>DUTIES</u>	:	Provide comprehensive secretarial and administrative support to the Director. Manage the Director's diary, schedule meetings, workshops and appointments, and coordinate travel arrangements. Prepare, format and quality-check correspondence, reports, submissions, agendas and minutes. Manage records, filing systems (manual and electronic) and document safekeeping. Handle correspondence, enquiries and communication with internal and external stakeholders. Provide reception and telephone support, including visitor management. Assist with report compilation, data capturing and maintenance of logs and registers. Provide basic financial and personnel administrative support, including procurement of standard items, invoice processing, leave administration and related office support functions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/102</u>	:	<u>GENERAL ADMINISTRATION CLERK REF NO: DHET 52/09/2026 (X2 POSTS)</u> Chief Directorate: National Examinations And Assessments Directorate: Examination Management, Administration And Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria The applicants must have a Senior Certificate or Grade 12 qualification, with experience in general Administration. One (1) to two (2) experience in examinations administration will be an added advantage. The applicants must also have the following skills: Good interpersonal and communication skills – liaising with college officials, General correspondence – extracting, compiling, recording data and responding to queries. Computer literacy, especially the use of MS Word and Excel Excellent record keeping, electronic and manual filing skills, multi-tasking and problem-solving skills, General Public service procurement frameworks and policies will be required. Must be able to work independently as well as in a team; as well as being willing to work overtime.
<u>DUTIES</u>	:	Receive and pack examination stationery deliveries, Dispatch examination stationery to all registered examination centres. Processing of examination concessions for colleges in provinces, Registration of examination centres, monitoring of the conduct of examinations in colleges, Extract shortcomings from the tools for compilation of the National report and statistics on the examinations conducted. Provide administrative support to colleges regarding examination concession, registration and monitoring of examinations. Registration of all irregularities received for current examination cycle. Preparing of files for the NEAIC meeting. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/103

:

HUMAN RESOURCE CLERK: CORPORATE SERVICES REF NO: DHET 53/09/2026

Limpopo Regional Office
Directorate: Corporate Services

SALARY

:

R237 453 per annum (Level 05)

CENTRE

:

Polokwane Regional Office

REQUIREMENTS

:

An appropriate national senior certificate/grade 12 (Vocational) (NCV) certificate (Level 4) certificate. An appropriate bachelor's degree/national diploma in Human Resource Management/ Public Management will be an added advantage. A minimum of one (1) to two (2) years of working experience in a Human Resource Management environment will be an added advantage. Knowledge of Human resources or Public Administration processes. Computer Literacy. Knowledge of Human Resource functions as well as the ability to capture data, operate computers and collate administration statistics. Basic knowledge and insight into human resource prescripts. Knowledge and understanding of PERSAL. Knowledge of registry duties and importance. Flexibility and teamwork. To have good interpersonal and communication skills, listening skills, and analytical skills. Be customer-orientated and client-focused. Be able to conduct him/herself ethically and accountably. Able to work under pressure and be able to deal with confidential information and apply good judgement. To work independently and to meet deadlines.

DUTIES

:

Implementation of Human Resource practices i.e., Recruitment and Selection, Conditions of service- attend employee benefits. Serve as secretariat during selection and interview periods. Administration of Performance and Development system, Probationary periods adhered to and to assist on Pillar processes. Render registry services. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Advise employees regarding career development. Assist with skills development audits. Administer Internships/Learnerships programmes. Facilitate needs-directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by the supervisor. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

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> and follow the easy prompts/instructions.

NOTE

:

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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/104

:

FINANCE CLERK: SALARY CONTROL REF NO: DHET 54/09/2026

Branch: Chief Financial Office

Directorate: Financial Support Services

SALARY

:

R237 453 per annum (Level 05)

CENTRE

:

Pretoria

REQUIREMENTS

:

A Senior Certificate (Grade 12) or NCV certificate with accounting as a passed subject. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.

DUTIES

:

The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function, Filing of salary related documents. Assisting with keeping a register for salary payments and deductions. Assisting with Audit Queries concerning salary payments and deductions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES

:

Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389

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> and follow the easy prompts/instructions.

NOTE

:

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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/105</u>	:	<u>REGISTRY CLERK: SALARY EXAMINATION PAYMENTS REF NO: DHET 55/09/2026</u> Branch: Chief Financial Office Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria A senior certificate (Grade 12) or NCV certificate. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail filing of all salary payment/salary claim related enquiries, drawing of salary/salary claim files when required, distribution of all payrolls to various paypoints, posting of all salary payment advices, IRP 5's, keeping a register for all salary related enquiries and claims and assist in responding to queries. Assisting with Audit Queries concerning this function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/106</u>	:	<u>REGISTRY CLERK: EXAMINATIONS, CLAIMS AND PAYROLL MANAGEMENT REF NO: DHET 56/09/2026</u> Branch: Chief Financial Office Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria A senior certificate (Grade 12) or NCV certificate. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail filing of all salary payment/salary claim related enquiries, drawing of salary/salary claim files when required, distribution of all payrolls to various pay points, posting of all salary payment advice, IRP 5's, keeping a register for all salary related enquiries and claims and assist in responding to queries. Assisting with Audit Queries concerning this function. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026

<u>POST 32/107</u>	:	<u>SENIOR ACCOUNTING CLERK: SALARY PAYMENTS AND DEDUCTIONS</u> <u>REF NO: DHET 57/09/2026</u> Branch: Chief Financial Office Directorate: Financial Support Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum (Level 05) Pretoria A senior certificate (Grade 12) or NCV certificate with accounting as a passed subject. A minimum of one to two years' relevant experience will be an added advantage. Other Attributes/Skills: Friendly, trustworthy and accuracy.
<u>DUTIES</u>	:	The successful candidate will be expected to handle documents and information with strict confidentiality. The responsibilities of the appointee will entail the capturing of salary related transactions on PERSAL and BAS for Departmental officials, the capturing of payments of supplementary claims such as overtime, sessional allowances and advances, the instating of garnishee orders, the cancellation of deductions such as insurance policies, the capturing of Local and Foreign travel and subsistence claims, the checking and capturing of salary claims, the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, the calculation and capturing of leave and lump sum payments and responding to enquiries related to this function, Filing of salary related documents. Assisting with keeping of a register for salary payments and deductions. Assisting with Audit Queries concerning salary payments and deductions. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389 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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026

<u>POST 32/108</u>	:	<u>RECEPTIONIST: OFFICE OF THE REGIONAL MANAGER REF NO: DHET 58/09/2026</u> Limpopo Regional Office Directorate: Corporate Services
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. An appropriate bachelor's degree/national diploma (NQF Level 6) in Administration/Management or related qualification will serve as an added advantage. A minimum of one (1) to two (2) years' working experience in rendering receptionist, administrative and secretarial support services will be an added advantage. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Organisational and prioritisation skills. Customer care and Client orientation skills. Telephone etiquette and document management are some of the skills required for this job. Ability to work in a team and independently.
<u>DUTIES</u>	:	Render reception services to the Office of the Regional Manager. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Regional Manager. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Regional Manager. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationery. File/store trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Regional Manager. Provide general secretarial services to the office of the Regional Manager. Assist with the arrangement of meetings. Organise logistics for the meeting. Assist with the preparation of documentation for the meetings. Execute all claims for travel, accommodation, and rental cars. Assist with an effective flow of information and documents: Direct received a submission to relevant managers within the office of the Minister. Ensure the safekeeping of documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

:

18 September 2026

POST 32/109

:

PROCUREMENT CLERK REF NO: BCC16/2026

School of Occupational Training (SooT)
Permanent Position

SALARY

:

R237 453 per annum (Level 05), plus benefits

CENTRE

:

Buffalo City TVET College

REQUIREMENTS

:

Grade 12, M+3 Diploma in Supply Chain Management /Logistics Management, Financial Management & Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet)

DUTIES

:

Procurement duties including but not limited to effective administration of the School of Occupational Training: Assist with the procurement duties: obtain quotes, prepare specification, monitor procurement plan for skills unit, administrative duties for large and small projects, reporting on achievements and project progress, must be prepared to take and implement instructions delegated by Supervisor/Manager.

ENQUIRIES

:

Ms Lulama Jongidiza Tel No: (043) 880 0177, Ext 2250.

APPLICATIONS

:

Buffalo City TVET College, HR Division, Private Bag 9016, East London, 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London, email: hr2026@bcccollege.co.za

NOTE

:

All applications must be submitted on the new approved Z83 Application form (dated January 2021) obtainable from the DPSA website. The new Z83 Application form must be accompanied by a detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses), Driver's license, ID copies and Qualifications copies, such copies need not to be certified when applying for a post. Only shortlisted candidates will be contacted to submit the required certified documents. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification (SAQA) on or before the day of the interview. The College reserves the right to withdraw the post at any time. Communication will only be entered into with the shortlisted and successfully candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal record, citizenship and qualification verification). The suitable candidates will be required to annually disclose their financial interests and declare any conflict or perceived conflict of interest. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments, one will be practical exercise to determine a candidate's suitability based on the post's technical generic requirements, and the other must be an integrity (ethical conduct) assessment. People living with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

CLOSING DATE

:

18 September 2026

POST 32/110

:

TRADE ASSISTANT (TEN POSTS) REF NO: DHET 59/09/2026

Branch: Skills Development
Chief Directorate: Indlela Olifantsfontein

SALARY

:

R170 226 per annum (Level 03)

CENTRE

:

Olifantsfontein

REQUIREMENTS

:

Must have successfully completed Grade 10/ Standard 8/ (ABET Level 4). A minimum of one to two years' relevant experience will be an added advantage. 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 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 materials 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. To prepare material and tools for assessment tasks, communication, reading and writing skills. Technical background of the trade. To use cleaning materials. Good knowledge to perform minor maintenance and repairs on assessment aids and machinery.

DUTIES

: Provide candidates with necessary tools, material and / or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safeguard workshop/ assessment area, machines, tools and consumable material. Maintain cleanliness and general good housekeeping within the workshop / assessment area. Perform minor maintenance and repairs on assessment aids and machinery. Carry out safety activities in the workshop/assessment area and transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from workshop to asset management when required. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

ENQUIRIES APPLICATIONS

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: 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> and follow the easy prompts/instructions.

NOTE

: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026

<u>POST 32/111</u>	:	<u>SECURITY OFFICER REF NO: DHET 60/09/2026</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Olifantsfontein
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate /grade 12 and or NCV certificate (level 4) or a related qualification. Be in possession of PSIRA Certificate Grade C and valid driver's license. Knowledge of MISS and MPSS. Report writing, communication and Administration skills.
<u>DUTIES</u>	:	Perform access control functions, which will include control of visitors and confirm the appointments with the host, ensuring that the visitors register is correctly completed and issue the visitor's tags/cards. Ensuring that unauthorized people and dangerous objects do not enter the premises. Report and record the incidents inside the occurrence book. Ensure that Departmental assets do not leave the premises unauthorized. Undertake premises/building patrols to identify water leaks, any signs of break-ins, check unlocked doors, check fire equipment and be able to apply emergency procedures during emergencies situations. Report and record all security breaches. Be able to complete all security registers. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
<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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/112</u>	:	<u>GROUNDMAN: MAINTENANCE REF NO: DHET 61/09/2026</u> Branch: Skills Development Chief Directorate: Indlela
<u>SALARY</u>	:	R144 024 per annum (Level 02)

<u>CENTRE REQUIREMENTS</u>	:	Olifantsfontein
	:	A National Senior Certificate/Grade 12 or equivalent qualification. Good knowledge of Occupational Health and Safety Act. Good knowledge of operating lawnmowers. Basic knowledge to attend to minor lawnmower repairs and welding problems. Communication and report writing skills. Good listening skills.
<u>DUTIES</u>	:	Conduct regular building inspections and assist in minor electrical, plumbing and welding repairs, Cutting of lawns and grass around buildings and surroundings according to horticultural standards. Ability to operate all types of lawnmowers, garden tools and equipment, for the cutting of all lawns and surrounding areas. Removal of old flowers and plants, including removal of weeds and cleaning of roads. Pruning of trees. Planting new flowers and plants. Safekeeping of maintenance tools and supplies and Report defects. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
	:	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 and follow the easy prompts/instructions.
<u>NOTE</u>	:	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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements
<u>CLOSING DATE</u>	:	18 September 2026
<u>POST 32/113</u>	:	<u>FOOD SERVICE AID: AUXILIARY SUPPORT REF NO: DHET 62/09/2026 (X2 POSTS)</u> Chief Directorate: Indlela Branch: Skills Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 per annum (Level 02)
	:	Olifantsfontein
	:	ABET/Standard 8/Grade 10 Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Departmental policies. Knowledge of food services and accommodation services will be added advantage. Must be able to work in a team under pressure. Must have good

DUTIES

communication skills. Ability to read and write. At least one -year relevant work experience in a cleaning environment.

: General Cleaning of office spaces, restrooms, and corridors. Prepare and cleaning of the meeting boardrooms. Operate and care for equipment and are responsible for reporting faulty equipment. Prepare refreshments for meetings and refresh the boardrooms during the lunch break. Washing and clearing crockeries before and after meeting. Ensure that cleaning equipment is taken care of and cleaned after use. Operate and care for equipment and are responsible for reporting faulty equipment. Responsible for general cleanliness and hygiene. Assist in receiving storage and packing of stock and stocktaking. Work according to working schedules issued by supervisor. Assist supervisor with other tasks related to cleaning services. N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

**ENQUIRIES
APPLICATIONS**

: Mr R Kgare/Ms XE Rikhotso/Ms P Morota Tel No: (012) 312 5165/5513/6389
: 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> and follow the easy prompts/instructions.

NOTE

: 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 shortlist ted 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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". Employment Equity principles will be applied in accordance with the Departmental Employment Equity Policy, taking into consideration the applicable equity targets, representativity, and legislative requirements

CLOSING DATE

: 18 September 2026