

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- 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. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's license, and any other document (where required). These positions are being re-advertised and candidates who had previously applied should re-apply.
- CLOSING DATE** : 03 March 2025
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted 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 affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organization. Women and people living with disability will receive preference on all DHET positions".

MANAGEMENT ECHELON

- POST 06/19** : **CHIEF FINANCIAL OFFICER REF NO: DHET01/02/2025**
Branch: Chief Financial Office
- SALARY** : R1 741 770 per annum (Leve 15), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate NQF level 8 qualification in the field of Finance/ Management Accounting or related qualification recognized by SAQA. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. 8 years experience at senior managerial level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management, and Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and relevant government policies regulating financial management in government: Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver's license. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems, and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium-Term Expenditure Framework (MTEF) process, procedures, and controls within the private and public sectors. Good understanding of macroeconomic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements, and micro-economic reform strategy). Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.
- DUTIES** : The successful candidate will oversee effective, integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations, and other finance-related prescripts; provide strategic support and guidance to the

Accounting Officer (Director- General) and Programme Managers (Deputy Directors–General). Manage and facilitate the provision of financial management services. Develop, implement, and monitor financial services and procurement-related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems, and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and monitor the utilization of budgets within the Department. Oversee the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. The provision of an effective and efficient Supply Chain Management service within the Department. Monitor the provision of Supply Chain Management and assets management services. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Manage and monitor the provision of financial services and salary administration. Ensure that the expenditure of the Department is in accordance with the Budget Vote of the Department and the main divisions within the Vote. Manage and minimize the Department’s risk exposure by maintaining effective systems and internal controls. Manage and monitor the public entities’ compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attending to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Higher Education and Training.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 /Ms N Liwane Tel No: (012) 312 6365

POST 06/20 : **EXECUTIVE OFFICER: NATIONAL SKILLS FUND REF NO: DHET02/02/2025**
Branch: Chief Financial Office

SALARY : R1 741 770 per annum (Leve 15), (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An appropriate NQF level 8 qualification in the field of finance/ economics/ public management and related qualification recognized by SAQA. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. 8 years’ experience at senior managerial level coupled with extensive management experience in the field of financial management/ economic management and corporate governance. Previous working experience in strategy management in similar organization. In-depth knowledge of the post school education and training, the national skills fund mandate and strategies. Knowledge of the education system and pedagogy. Knowledge of post-school education framework. Knowledge of National Skills Fund business strategies and goals, National Skills Fund Services, National Skills Fund business processes, and value chain, National Skills Fund policies, procedures and regulations, National Skills values as well as National Skills Fund goals Good understanding and knowledge of legislative frameworks such as Skills Development Act, Skills Development Levies Act, Public Service Act, Public Service Regulations, Public Financial Management Act and National Treasury Regulations. Acumen and understanding of the transformation challenges within the post-education and training sector. Solid understanding of the dialectic relationship between the fourth industrial revolution and higher education and research. Strong stakeholder engagement with high-level strategic management and leadership capabilities. A good understanding of the policy and legislative environment as well as socio-economic growth and development goals locally and internationally that impact higher education. Excellent knowledge of key education legislation in the post-school education and training sector. Knowledge of strategic planning and policy development. Knowledge of marketing, brand and communication management. Knowledge of functioning of public sector Education environment. Knowledge on the issues pertaining to the NSF and DHET. Strategic capability and leadership. Project and programme management. Budget and financial management. Change management. People management and empowerment. programme and project management. Service delivery Innovation, problem solving and analyzing, knowledge management, client orientation and customer focus, marketing and communication management, honesty and integrity, monitoring and evaluation, negotiation, quality management, stakeholder engagement and management and technical proficiency. Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South

<u>DUTIES</u>	:	<p>Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.</p> <p>Responsible for proactive leadership and providing strategic direction to the National Skills Fund to ensure that it meets its mandate. Direct the development of the National Skills Fund strategy. Manage the final approval of the National Skills Fund Strategic Plan. Establish long, medium, and short-term strategic opportunities for the National Skills Fund. Provide strategic and policy advice to the Executive Authority and Director-General regarding the National Skills Fund. Provide support to the Minister and Director-General in relation to the development of solutions for the challenges specific to the Branch to ensure delivery of the Branch-related key results area including paying a direct role regarding inputs into strategy, being accountable for relevant inputs to Parliamentary Committee meetings, cluster meeting and implementation of the sector plan. Direct policy and provide inputs into policy development aligned to the National Skills Fund strategic plan. Formulate policy and planning recommendations to the relevant department and fund governance committee. Review and provide inputs into high-level decisions impacting the skills development environment and sector. Approve and authorize capital allocation for Chief Directorates and projects. Take overall accountability for the management of financial and physical resources within the National Skills Fund. Mobilize and allocate resources in accordance with the defined priorities. Direct and manage the management team and all units within the National Skills Fund. Accountable for the operations of the National Skills Fund. Ensure institutional transformation and change. Accountable for the Grants Disbursement Framework. Oversee marketing branding and communications activities for the National Skills Fund. Oversee the development of the public relations and communication strategy for the National Skills Fund. Participate, lead and guide National Skills Fund's participation in strategic stakeholder engagement and management as well as intergovernmental relations management structures. Promote organization and stakeholder change related to the organization's mission. Represent the Department on key forums and structures to promote the skills agenda. Manage the National Skills Fund's relationship with the Department of Higher Education and Training and relevant public entities. Provide strategic advice and support in respect of the establishment, management and enhancement of strategic relationships and partnerships by the Department. Ensure adherence to policy and statutory directives relevant to the post-school education sector. Monitor the execution of the operational plan for the Directorate including a budget, performance targets, and measurement metrics and reporting. Ensure sufficient capacity within sub-programmes to achieve the monitoring objectives of projects and programmes. Manage the performance of employees in accordance with the policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the targets for the Directorate. Motivate team members and create a culture of high performance. Operate within delegated authorities. Always adhere to the values of the National Skills Fund.</p>
<u>ENQUIRIES</u>	:	<p>Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365</p>
<u>POST 06/21</u>	:	<p><u>DIRECTOR: EXECUTIVE SUPPORT AND ADMINISTRATION SERVICES REF NO: DHET03/02/2025</u> Branch: Office of the Director-General Chief Directorate: Executive Support and Coordination</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 216 824 per annum (Level 13), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Public/Business administration or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of working experience in administration and five (5) years' experience at middle/senior managerial level. Excellent knowledge of the legislative and policy context of the higher education system is required. Sound Knowledge of Records Management. Strategic planning and leadership skills. Good knowledge and understanding of Public Finance Management (PFMA), Supply Chain Management, and Human Resources Management. Strategic planning and leadership skills. Excellent written and verbal communication skills. Excellent working knowledge of the MS Office Suite, and organizational, administrative, and information management skills are key requirements. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>The scope of this position will include but not be limited to providing efficient and cost-effective administration, communications, and logistic services to the Director-General. Oversee and coordinate the administrative staff and provide overall administrative support to the Director-General. Provide efficient and effective secretarial service to internal meetings of the Director-General. Monitor, track, and coordinate decisions taken at the meetings. Maintain effective database systems for minutes and resolutions. Develop systems and procedures to ensure effective and efficient management of the flow of documents to and from the Office of the Director-General. Manage the budget, procurement of goods and services, and inventory of the</p>

Office of the Director- General. Compile submissions, memoranda, reports, and letters. Manage the staff and administration function in the Executive Support and Administration Services Directorate to ensure the efficient attainment of objectives.

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POST 06/22 : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (X4 POSTS)**
Branch: Technical and Vocational Education and Training

SALARY CENTRE : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Mpumalanga/North-West Regional Office Ref No: DHET04/02/2025
: Eastern Cape Regional Office Ref No: DHET05/02/2025
: Limpopo Regional Office Ref No: DHET06/02/2025 Western/Northern Cape Regional Office Ref No: DHET07/02/2025

REQUIREMENTS : An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A relevant postgraduate degree in Education (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. Consideration will be given to candidates with proven management experience working in Community Education and Training (CET) and Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. 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 (councils, SRCs, Academic Boards and others) 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.

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POST 06/23 : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REFNO: DHET08/02/2025)**
Component: Mpumalanga/ North-West Regional Office

SALARY CENTRES : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Regional Office (Standerton)

REQUIREMENTS : An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or related qualification. A postgraduate degree in Education (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. Five (5) years' experience at middle/ senior managerial level. Consideration will be given to candidates with proven management experience working in Community Education and Training (CET) and Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. 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 (councils, SRCs, Academic Boards, and others) 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.

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POST 06/24 : **DIRECTOR: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT REF NO:09/02/2025**

Branch: University Education
Directorate: University Research Support and Policy Development

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria

: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development or related qualification. A postgraduate qualification in policy development or equivalent in the relevant field would be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post- school education and training sector and relevant management experience with five years' experience at middle/senior managerial level. Excellent knowledge of the legislative and policy context of the higher education system is required. The candidate must also understand the policy development process and have been involved in the development of policies for the higher education sector. The candidate must have a deep understanding of the research output and creative and innovation output policies and an appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. The candidate must be able to lead teams to monitor systems, undertake evaluation and policy development tasks, and be able to work innovatively and flexibly across diverse higher education contexts. The ability to interact effectively and communicate with the leadership of the Higher Education system and other relevant stakeholders is a requirement. The ability to work competently with MS Suites such as Word, Excel, PowerPoint etc. is required. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting would be a distinct advantage. A valid driver's license.

DUTIES : The scope of this position will include management of a team of professionals; development and review of policies for various areas of HE; engagement with relevant higher education research to inform policy development for the sector; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output Policy and the Creative and Innovation Outputs Policy, and the management of the evaluation of products for the purposes of subsidy; monitor the quality of outputs across public higher education institutions and support quality improvement in research production; oversight of the management and implementation of the Higher Education HIV and AIDS (HEAIDS) programme; policy development and coordination for the internationalization of the South African higher education system; secretariat for the Department's engagements and partnerships within BRICS including, the BRICS Think Tanks Council, the BRICS Academic Forum and BRICS Network University; oversight of the South African Brics Think Tank.

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POST 06/25 : **PRINCIPAL REF NO: DHET10/02/2025**
Branch: Technical and Vocational Education and Training Colleges

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Esayidi TVET College

: 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. 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.

DUTIES

: 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.

ENQUIRIES

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