

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).
- CLOSING DATE** : 23 December 2024
- 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-entryprogramme/>. 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 practicing affirmative action. The appointment will be done in line with the approved Employment Equity Plan. Persons with disability are encouraged to apply. It is our intention to promote representativity in terms of (race, gender, and disability) in the organization.

OTHER POSTS

- POST 45/29** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: DHET01/12/2024**
component supporting the office of the minister and deputy ministers
- SALARY** : R849 702 per annum (level 11), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Political Science/ Public Administration or related qualification. Previous experience within the office of the Executive Authority will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level rendering parliamentary liaison support services. Key competencies: Knowledge of operational requirements within the office of the Executive Authority, working knowledge of the cabinet and parliamentary processes in South Africa, broad knowledge and understanding of the functional areas covered by Executive Authority's portfolio. Knowledge of public service policy and prescripts. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing. Management skills in Planning, Leading, Organizing and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: Analytical, Creativity, Strategic, Evaluation, Decision Making and driving License
- DUTIES** : To provide administrative support to the Executive Authority on matters related to Parliament and Cabinet. Monitoring events in parliament to identify matters that have a bearing on the portfolio of the Executive Authority and peruse documents (Hansard speeches, minutes of portfolio & standing committees, minutes of legislative structures to identify critical matters. Regular monitoring of events in cabinet to identify matters that have a bearing on the portfolio of

the Executive Authority and peruse documents e.g. cabinet and cluster committee minutes. Liaise with structures by attending cluster and cabinet committee meetings. Render and efficient and effective parliamentary services through facilitating appropriate parliamentary questions and ensure departmental representation in parliamentary events. Facilitate cabinet memoranda, submission and briefing notes as required. Provide advice and support in terms of policy and procedure to the department on key parliamentary events. Facilitate the gazetting and tabling of draft bills related to the portfolio of the Executive Authority. Co-ordinating and controlling movements between the Pretoria and Cape Town offices for Parliamentary sessions and ensure packing and unpacking of official documents and equipment. Ensure that relevant Public Service and departmental prescripts/policies and other documents are correctly applied in the provision of support to the Executive Authority.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

POST 45/30 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: DHET02/12/2024**

SALARY CENTRE REQUIREMENTS : R849 702 per annum (level 11), (all-inclusive package)
: Head Office, Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Administration or related qualification. Previous experience within the office of the Executive Authority will be an added advantage. A minimum of three (3) to five (5) years' experience at the junior management level rendering admin support services. Key competencies: Knowledge of operational requirements within the office of the Executive Authority, working knowledge of administration within a political office in South Africa, broad knowledge and understanding of the functional areas covered by Executive Authority's portfolio. Knowledge of public service policy and prescripts. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing. Management skills- Planning, Leading, Organizing and Controlling. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage and provide administrative and coordination activities within the office of the Executive Authority. Develop and maintain systems, registers and databases to monitor and manage the flow of documents to and from the office of the Executive Authority. Compile correspondences, submissions, edit and provide comments cabinet memoranda for the Executive Authority's attention. Provide logistical support and manage procurement, maintenance of equipment and administer the budget of the office of the Executive Authority. Facilitate classification of documents in terms of the MISS prescripts and ensure compliance in the handling of such documents. Liaise with internal and external stakeholders, brief the Chief of Staff on matters related to the portfolio of the Executive Authority Liaise with Senior Managers within the department and co-ordinate activities of the Executive Authority's office. Facilitate general administration, quality control and enhance efficiency and effectiveness within the office.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

POST 45/31 : **ADMINISTRATION CLERK REF NO: DHET03/12/2024 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R216 417 per annum (level 05)
: Cape Town
: An appropriate national senior Certificate (Vocational) or (NCV) Level 4 certificate. Previous experience within the office of the Minister or Deputy Minister will be an added advantage. A minimum of one year experience in rendering administration support services. The ideal candidate should be proficient in MS Office, typing. Good communication skills (verbal and written) verbal communication. Organizing; telephone etiquette and document management skills.

DUTIES : Responsible for overall general administration. Render general clerical support services (handle routine enquires, make copies, package and distribute documents, type correspondences update registers and statistics). Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurements forms, safeguard office stationery

and maintain an asset register. Provide personnel administration clerical support through maintenance of leave register and personnel records and facilitate travelling arrangements. Capture and update expenditure, verify the correctness of travel claims and facilitate requisition of petty cash.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

POST 45/32 : **REGISTRY CLERK REF NO: DHET04/12/2024 (X3 POSTS)**

SALARY : R216 417 per annum (level 05)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate national senior Certificate (Vocational) or (NCV) Level 4 certificate. Previous experience within the office of the Minister or Deputy Minister will be an added advantage. A minimum of one year experience in rendering registry/ administration support services. The ideal candidate should be proficient in MS Office, typing. Good communication skills (verbal and written) Skills: Communication skills, Computer skills, Managing the registry. Organizing skills.

DUTIES : Manage the registry services (develop, maintain proper filing system, facilitate disposal of documents, opening, closing of files, tracing and retrieval of documents). Receive, record, screen all incoming and outgoing submissions. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Ensure the smooth, efficient, and effective flow of documents. Facilitate electronic scanning of files, sort, bind and package documents. Facilitate archiving and disposal of documents. Prepare and record documents for submission to the Messenger and undertake spot checks to ensure accurate delivery of documents by the Messenger. Facilitate compliance in the classification of documents in terms of MISS and promote compliance with the National Archives Act and the MIS prescripts.

ENQUIRIES : Ms. N Liwane Tel No: (012) 012 312 6365.

POST 45/33 : **DRIVER/MESSAGER: REF NO: DHET05/12/2024 (X3 POSTS)**

SALARY : R183 279 per annum (level 04)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate national senior certificate/grade 12 certificate (Vocational) (NCV) Level 4 certificate. A valid driver's license is essential. Previous experience within the office of the Minister or Deputy Minister will be an added advantage. 7 – 12 months experience rendering driving and messenger services. Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge to compile Logbooks. Excellent organizational and time management skills. Good interpersonal relations, administration, and communication skills. Good computer literacy. Good filing and recordkeeping.

DUTIES : Driving motor vehicle to deliver documents and transporting passengers. Collect and deliver confidential documents in accordance with the delivery slip. Perform external collection and delivery of confidential documents and related items. Collect and deliver mail and related items to and from the Post Office. Deliver and collect employees to and from identified destinations. Ensure that the allocated fleet is maintained, daily vehicle inspection undertaken to ensure that cars are roadworthy before taking and drop off. Report incident and accidents timeously and submit vehicle report of any defects to the supervisor.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365

POST 45/34 : **FOOD AID SERVICES REF NO: DHET06/12/2024 (X 3 POSTS)**

SALARY : R131 265 per annum (level 02)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A minimum of ABET level 2 certificate. Knowledge of Batho Pele Principles, Basic knowledge of occupational health and safety. Previous experience within the office of the Minister and Deputy Minister will be an added advantage. Three months working experience rendering food aid services. Skills: Must be able to work in a team and under pressure. Must have good communication skills. Ability to read and write and interpersonal skills.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided. Prepare food, snacks and beverages (water, tea, coffee, milk, sugar and cold drink) Set up crockery and cutlery in the dining area and serve food. Removal of garbage disposal.

ENQUIRIES : Ms N Liwane Tel No: (012) 312 6365