

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>
- CLOSING DATE** : 22 May 2026
- NOTE** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website and follow the easy prompts/instructions. Upload the supporting document, namely, (1) a comprehensive CV and any other document (where required). A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A helpful user guide and videos are available on the DHET website careers page to enable completion of the digital Z83. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representatives in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts". N.B. All shortlisted candidates will be required to complete a relevant competency exercise.

MANAGEMENT ECHELON

- POST 15/27** : **DIRECTOR: SKILLS DEVELOPMENT IMPLEMENTATION MONITORING: GAUTENG, NORTHWEST AND FREE STATE REGION REF NO: NSF 01/04/2026**
Branch: Skills Development
Component: National Skills Fund
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management / Administration and Project Management. A minimum of six to eight years (6-8) years' collective work experience in project management with 5 years of experience at a middle/senior managerial level. A relevant postgraduate qualification would be a distinct advantage. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
- DUTIES** : Manage and support business intelligence reporting consolidating of organisational requirements for business intelligence reporting. Ensure good practice regarding business reporting. Support stakeholders with handling,

processing or receiving reports. Manage the collection and interpretation of data from various internal and external sources, data analysis and report compilation. Manage business intelligence and organization report development. Manage organisational performance metrics. Work closely with financial and business analysts, integrate competitive reporting and maintain the business data of the NSF. Manage resources of the Directorate, manage the performance of employees in accordance with policy. Participate as an active member of the Directorate team.

ENQUIRIES : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161

POST 15/28 : **DIRECTOR: FINANCIAL MANAGEMENT AND ADMINISTRATION REF NO: NSF02/04/2026**
Branch: Skills Development
Component: National Skills Fund
Directorate: Financial Management and Administration

SALARY CENTRE REQUIREMENTS : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management/ Accounting. A minimum of five (5) to ten (10) years of working experience in financial management, accounting, or auditing in the private or public sector with 5 years of experience at a middle/senior managerial level. Candidates with a CA (SA) qualification will have a distinct advantage. A dynamic, hardworking individual with strong leadership and people management skills to manage the Finance Directorate. Core Competencies: Good interpersonal, strategic leadership, Project Management, People Management and Empowerment, Financial Management and Change Management. Excellent problem-solving and analytical skills, technical proficiency, quality management and communication management. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of the financial frameworks, financial legislation, and prescripts applicable to the public sector will be an added advantage. Highly committed individual to ensure deadlines are met. Good computer skills and presentation skills. Willingness to travel, work irregular hours and travel extensively. A valid driver's licence is essential.

DUTIES : Manage the daily processing of payments, receipts and other financial accounting transactions; Manage debtors and creditors; Manage revenue, administrative expenses and levy collection costs; Manage monthly and annual financial closure processes; Manage the preparation and review of all relevant financial workbooks; Manage record-keeping function and central registry; Manage the preparation of audit files to be used by the Auditor-General of South African and internal audit during auditing processes; Manage physical assets and inventories, including leases; Manage facilities, including rental agreements for office space and parking, security services, cleaning services, repairs and maintenance, receptionists and boardroom bookings; Manage travel agents and travel office; Manage mail room and messenger functions; Manage telecommunication costs and bills; Manage the resources of the Directorate; Provide advice on financial management and administration matters; Develop and maintain financial management and administration policies and procedures; Participate as an active member of the NSF executive team.

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OTHER POSTS

POST 15/29 : **DEPUTY DIRECTOR: REGIONAL SKILLS DEVELOPMENT IMPLEMENTATION WESTERN CAPE & NORTHERN CAPE REGION REF NO: NSF06/04/2026**
Branch: Skills Development
Component: National Skills Fund
Chief Directorate: Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
: Cape Town Regional Office
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/ Administration, Project Management, Business Management,

Monitoring and Evaluation. A minimum of five (5) years' work experience in project management with at least three (3) to five (5) years' proven work experience of junior management experience on salary level 9 or 10. Candidates who have experience or a proven track record in managing large projects, portfolios of projects, and/or programmes in the private or public sector will have an added advantage. Good knowledge of the post-school education and training system will also be an added advantage. This is a middle management position in a core functional area that requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, monitoring and evaluation, problem solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management, and negotiation. The incumbent must be client- oriented, customer-focused focused and be able to perform in a team environment. A valid driver's license. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meet deadlines within tight timeframes.

DUTIES : Responsible for ensuring skills development projects within project portfolio report timely and accurately; Effectively monitor, evaluate and report on the allocation, management, operational performance and funding of projects within project portfolio; Responsible for performing expenditure verification and performance information verification related to projects within project portfolio; Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within project portfolio; Project Management Ensure that all documents and information related to projects and programmes in portfolio are submitted for knowledge management purposes; Manage stakeholders for portfolio of projects; Actively participate in both regional structures and platforms that are relevant for effective skills development implementation; Manage staff under his / her supervision; Provide feedback and strategic advice regarding skills development activities to the regional head; Participate as an active member of the regional team; Collaboratively contribute to the development of a project management framework for projects and programmes specifically for the region and nationally in general; Effectively implement the project management framework for projects and programmes within project portfolio.

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POST 15/30 : **DEPUTY DIRECTOR: INITIATION AND EVALUATION REF NO: NSF07/04/2026**
Branch: Skills Development
Chief Directorate: National Skills Fund

SALARY : R1 101 468 per annum (Level 12), (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF 7) in Public Management/Administration/Business Management/Project Management. A minimum of five (5) work experience in project management with at least three (3) to five (5) years of junior management experience on salary level 9 or 10. The ideal candidate should have good project management skills and be able to do analysis of documents and situations. The ideal candidate should be conversant with the public service delivery and management issues. Skills Development Act, Skills Development Levies Act, National Skills Development Strategy. Treasury Regulations and working knowledge of the Public Finance Management Act, South African Qualification Authority Act, National Qualification Framework (NQF). The individual should be able to apply strategic thinking with good knowledge and understanding of budgeting and financial management, communication and information management, continuous improvement, citizen focus and responsiveness, be able to develop others and make an impact and influence. Be able to manage interpersonal conflict and resolve problems. Must also be able to network and build bonds, plan and organize with excellent problem solving and decision-making skills. Good understanding and knowledge of programme and project management and be able to lead, monitor and evaluate a team and engage and manage relationships with Stakeholders. Valid driver's license. Skills: Excellent communication, interpersonal and Computer literate, Microsoft office proficient. Strong administrative, organizational, management, budget and financial

- management skills. Time Management, Planning and Organizing, Ability to act with discretion, problem solving, creative thinking, decision making, technical proficiency and leadership skills.
- DUTIES** : Implement the project initiation process by managing the Request for Proposal (RFP) processes for solicited projects, manage the receipt, logging and evaluation of applications for unsolicited projects, report on bid applications in the various stages of the project initiation process, prepare draft Memorandum of Understanding (MoU) for service providers, develop the monitoring and evaluation framework that defines monitoring principles and evaluation metrics for the project. Perform due diligence by reviewing research conducted on bidders for solicited and unsolicited projects and validate the accuracy of the information received from bidders. Manage preparation for the Grant Disbursement Committees by supporting the evaluation of bid applications for submission to the PGC, preparing recommendations for the GAC on which bid applications to support, co-ordinate the preparation of committee meetings and oversee the administrative duties to the GAC including the taking of meeting minutes. Engage with stakeholders relevant to the initiation and evaluation of projects, receive progress reports from the various middle management members and liaise with service providers. Implement the project evaluation process by reviewing the impact and effectiveness of projects, conduct final close-out site visits, conduct an independent review of the funded project, prepare post-implementation review report, facilitate the closeout of the project and ensure that all documentation related to project evaluation is submitted for knowledge management purposes. Participate as an active member of the Directorate.
- ENQUIRIES** : Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161
- POST 15/31** : **DEPUTY DIRECTOR: FUND MANAGEMENT REF NO: NSF03/04/2026 (X3 POSTS)**
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Fund Management
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate bachelor's degree/advanced diploma (NQF level 7) in Financial Management/ Accounting. A minimum of five (5) to ten (10) years of work experience in financial management, accounting, or auditing in the private or public sector with at least three (3) to five (5) years of junior management experience on salary level 9 or 10. Candidates with articles served with accounting/auditing firm registered with South African Institute of Chartered Accountants (SAICA) are encouraged to apply. Candidates with CA (SA) designation or studying towards CA (such as ITC or APC) will have a distinct advantage. Further skills and competency requirements related to strategic capability and leadership, budgeting, and financial management, problem-solving and analysis, Knowledge management and technical proficiency, quality management, monitoring and evaluation, negotiations and stakeholder engagement and communication management, change management and people management and empowerment. This is a financial management position that requires a dynamic hardworking individual, who is service delivery oriented, customer-focused, maintains high integrity and can perform in a team environment. Good knowledge of financial frameworks and financial legislations and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidate must be willing to travel extensively across the country and work irregular hours with tight timeframes. Knowledge: Public Financial Management Act (PFMA), Skills Development Act, Skills Development Levies Act, Public Service Regulations 2016 (PSR), Public Service Act (PSA), Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act (BCEA), National Treasury Regulation, General Recognised Accounting Practice. Skill and competencies requirements related to people management, project management, financial management, planning and organising, computer literacy, writing skills, verbal communication, attention to detail, preparing and delivering presentations, performing analysis, and resolving problems, and quality management. A valid driver's license and willingness to travel.
- DUTIES** : Provide financial management support to NSF team project managers and skills development providers for the portfolio of skills development projects funded by NSF, Perform financial due diligence during the initiation of new skills

development projects; Perform financial monitoring of the portfolio of projects including monitoring project expenditure against actual performance and approved budget; Perform financial reporting for the portfolio of projects during the execution and close-out thereof. Check and approve project payment drawdown requests; Prepare relevant financial workbooks, and develop monthly, quarterly, annual, and ad hoc financial reports; Provide the expenditure forecasting for a portfolio of projects; Prepare audits files for a portfolio of projects for use during auditing by the Auditor General of South Africa and internal audit; Participate as an active member of the NSF financial team.

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POST 15/32 : **DEPUTY DIRECTOR: STRATEGIC SUPPORT (OFFICE OF THE EXECUTIVE OFFICER) REF NO: NSF04/04/2026**
Branch: Skills Development
Component: National Skills Fund
Directorate: National Skills Fund Executive Office

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Administration/ Project Management. A minimum of five (5) years relevant work experience with at least three (3) to five (5) years' proven work experience of junior management level on salary level 9 or 10. Experience in Project Management and managing resources. Knowledge of Public service and NSF mandates and strategies. Knowledge of the education system and pedagogy, post school education framework, government wide legislation. Legislative knowledge and prescripts e.g. Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations, General knowledge of Public Service Regulations. Further skills and competency requirement relate to strategic capability and leadership and communication management and people management and empowerment, problem solving and analysis, technical proficiency, project management. Good computer skills and a valid driver's licence. Candidate must be willing to travel, work irregular hours and be committed to meet communication requirements within tight time frames.

DUTIES : Providing strategic support to the Executive Office within NSF. Advising the Executive Officer on strategic matters. Ensuring effective coordination and oversight of all strategic initiatives within the NSF. Planning and implementing strategic initiatives in the line with the NSF mission and mandate. Conducting assessment to measure the accomplishment of strategic decisions and initiative. Developing and collate reports on strategic initiatives as required within the directorate. Proving support within the office of the Executive Officer. Scrutinise documents to determine actions or information required. Record minutes or resolutions and communicate to the relevant role players, follow up on progress made and prepare briefing notes as well other documents. Compile the agenda of meetings chaired by the Executive Officer and ensure the circulation of accompanying memoranda. Coordinate branch meetings including overseeing the logistics. Coordinate parliamentary enquiries with the relevant stakeholders. Coordinate the performance agreements/assessments and financial disclosures pertaining to the Office of the Executive Officer. Assist the Executive Officer in formulating policy recommendations and attend Senior management meetings. Managing general support services within the Office of the Executive Officer. Oversee, support and supervise all administrative functions. Implement administrative measures to ensure efficient working of Office of the Executive Officer. Manage the engagements of the Executive Officer. Manage schedules, calendars, presentations, spreadsheets and other related office tasks. Handle all correspondence and queries requiring the attention of the Executive Officer. Set up and maintain the systems in the office that will ensure efficiency in the office. Oversee safe keeping of all documents for the Office of the Executive Officer so as to ensure compliance with archive legislation and to enhance information security. Provide content support with regards to documents (submissions, reports, letters, etc.) to and from the Office of the Executive Office. Preparing monthly reports and make presentations as required. Participating as an active member of the NSF. Undertake policy or line function tasks as required. Compile memoranda, reports, submissions and a variety of other correspondence for the Executive Officer as required. Compile presentations and basic speeches for the Executive Officer and or

refer complex matters to the relevant unit for preparation. Draft responses for submission to internal and external stakeholders. Source information and compile memoranda as required. Coordinate, follow up and compile reports of a transverse nature for the Executive Officer and advise/sensitise the Executive Officer on reports to be submitted. Provide support and undertake special projects as directed by the Executive Officer. Monitor unit activities to ensure conformance with goals and objectives. Manage public liaison services within the NSF. Manage public liaison services within the NSF. Oversee the logging of public complaints or queries regarding the NSF's service. Oversee the monitoring of progress of the resolution of the public's complaints or queries escalate with the relevant directorates to ensure complaints or queries are attended to timeously and efficiently. Review monthly reports reflecting complaints or queries received and resolved. Managing resources of the directorate. Monitoring expenditure for the directorate against the allocated budget within NSF. Managing the performance of employees in accordance with policy. Providing employees with the necessary information and resources to deliver on their objectives and meet the targets of the directorates. Supporting the implementation of all management decision. Managing employees related matters within the directorate. Always adhere to the values of NSF.

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POST 15/33 : **DEPUTY DIRECTOR: LEGAL GOVERNANCE RISK AND COMPLIANCE**
REF NO: NSF05/04/2026
 Branch: Skills Development
 Component: National Skills Fund
 Directorate: Legal Governance Risk and Compliance

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive remuneration package)
 : Pretoria
 : An appropriate LLB degree and admitted as an attorney or advocate. A minimum of five (5) to eight (8) years' collective working experience of which five (5) years should be at a junior management level in legal, governance, risk and/or compliance in the private or public sector. Qualification in Risk Management and/or Compliance will be an added advantage. This is a middle management position which requires a dynamic hardworking individual with deep knowledge of legislative frameworks, policies and procedures that govern the public sector, as well as practical experience in providing legal services, risk management, compliance services and governance services. Further skills and competency requirements relate to excellent written; verbal communication; computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills, negotiation, quality management, budgeting and financial management and human resource management. The incumbent must be service delivery orientated, customer focused, maintain integrity and be able to work in a team environment. Good knowledge of the Post-School Education and Training system will be an added advantage. Good computer skills and a valid driver's license are requirements. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity. The successful candidate will have to annually disclose his/her financial interests.

DUTIES : Advise the National Skills Fund (NSF) on legal and litigation matters within the NSF. Drafting legal documents such as contracts, pleadings, agreements, internal policies, etc. Develops operational plans on legal matters in the NSF. Analyses, prepares, and submits legal opinions and comments. Facilitates internal training on legal and regulatory topics to keep the NSF abreast of regulatory issues and disseminates appropriate legal requirements to staff. Manages and engages with third party legal advisors. Interprets legal information. Participates in committees as required. Negotiates, reviews and drafts documentation for transactions with third parties. Reviews and develops contracts, agreements, regulations, and internal policies and ensures they are compliant with all statutory or legal requirements. Acts as custodian for all contracts, agreements, regulations, and internal policies. Keeps abreast of latest legislation, regulation, and policy. Ensures the maintenance of an effective knowledge management system for all legal related material. Reviews key business activities to ensure compliance with standards, policies, and regulations. Ensures high risk compliance and governance areas are proactively identified and mitigated. Implements and maintains the risk

assessment process and risk profile of the NSF. Investigates and analyses root causes, patterns, or trends of the risk assessment. Consults with department heads to establish, maintain, and improve risk management capabilities. Ensure sufficient capacity to achieve the objectives of the Directorate. Manage the performance of employees in accordance with policy. Provide employees with the necessary information and resources to deliver on their objectives and meet the objectives of the Directorate. Motivate team members and create a culture of high performance. Manage leave and related administration for direct reports. Prepare monthly reports and make presentations as required. Positively support the implementation of all management decisions.

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POST 15/34 : **DEPUTY DIRECTOR: STRATEGY AND PARTNERSHIPS REF NO: NSF 08/04/2026)**

Branch: Skills Development

Component: National Skills Fund

Directorate: Strategy Innovation and Organizational Performance

SALARY CENTRE REQUIREMENTS : R932 292 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria

: An appropriate Bachelor's degree/advanced diploma (NQF level 7) in Business Management/Strategic Management/Public Management. A post-graduate qualification (NQF level 8) will be an advantage. A minimum of 6 years of practical work experience in the strategic planning environment, of which three (3) years of junior management experience on salary level 9 or 10. Knowledge of strategic management, revised framework on Strategic Plans (SPs) and Annual Performance Plan (APPs), Medium – Term Development – Plan (MTDP), Government Wide Monitoring and Evaluation Framework (GWMEF), National Development Plan (NDP), National Evaluation Policy, Research Methodology Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR), Treasury Regulations, Framework on Programme Performance Information, risk management, monitoring and evaluation. Knowledge of government Budget cycle and government planning cycle, research, service delivery improvement frameworks. Knowledge of skills development, National Skills Development Plan, HRDS, knowledge of Skills Development Act, Skills Levy Act, understanding of the post school education and training. Experience in strategic plan, annual performance plan and operational plan development. A valid driver's licence. Skills: Analytical. Financial Management. Report Writing. Project Management. Risk Management. Diversity Management, Computer Literacy. Communication. Monitoring and Evaluation, Research Methodology. Problem Solving and Decision Making.

DUTIES : Develop strategic, annual performance plan and operational plans and policy frameworks. Develop and implement strategic and operational principles and practices. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes. Manage the compilation and submission of the departmental strategic and annual performance plan. Develop circulars for communicating on strategic planning issues and communicating timeframes to stakeholders. Provide technical support regarding planning process and procedures. Coordinate the implementation of circulars and develop strategic planning templates. Facilitate the distribution of templates and quality assure departmental planning documents. Support the preparation and/or the revision of the departmental strategic plan and the annual performance plans. Participate in departmental strategic planning and annual performance planning sessions and meetings. Provide advisory services regarding strategic planning and annual performance planning process ensuring alignment to the Medium – Term – Development – Plan (MTDP) and other government priorities. Guide business units in drafting the operational plans that are aligned to annual performance plan and strategic plan. Coordinate the collection of operational plans from business units. Analyse the draft annual performance plans and coordinate inputs. Coordinate the submission of the departmental strategic plan and annual performance plan to the relevant authority for approval. Provide support to the development and coordination of departmental Strategic and Annual Performance Plans and operational plan, assist to develop policy and standard operating procedures aligned to strategic planning and reporting frameworks in the public service; provide guidance on the implementation of the policy and standard operating procedures on strategic planning. Provide support to the development of

performance indicators, ensure compliance to the revised framework on Strategic Plans and Annual Performance Plans and advise programme managers on the development of technical indicator descriptions linked to programme budget structures.

ENQUIRIES

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POST 15/35

: **DEPUTY DIRECTOR: INNOVATION REF NO: NSF 09/04/2026**

Branch: Skills Development

Component: National Skills Fund

Chief Directorate: Strategy, Innovation and Organisational Performance

Directorate: Strategy, Innovation, And Partnerships

SALARY

CENTRE

REQUIREMENTS

: R932 292 per annum (Level 11), (all-inclusive remuneration package)

: Pretoria

: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Statistics, Econometrics/Economics, Development Studies. A postgraduate qualification in one or more of the above-mentioned disciplines will be an added advantage. A minimum of three (3) to five (5) years of junior management experience on salary level 9 or 10 in conducting research analysis in labour market and education and training. Research and development of Public Administration Practice. Strong Technical competence and proven experience in research, research design, data analysis and Monitoring and Evaluation methods. Knowledge and experience in research and management of research projects, Knowledge of sources of data or information with implications to skills planning, labour markets and education and training. Knowledge of the latest trends in skills planning, labour markets education and training research, monitoring and evaluation, and high-level report writing. Proficiency in econometric modelling and statistical data analysis using software such as EViews, Stata, Atlas TI, SPSS or any software to analyse data. Good understanding and experience in survey design and sampling methodology. Good knowledge of the Post-School Education and Training system will be an added advantage. Good knowledge and experience in applicable legislation including the Skills Development Act, Skills Development Levies Act, Public Service Act, PFMA and National Treasury Regulations. General knowledge of Department of Planning, Monitoring and Evaluation frameworks and Public Service Regulations. Good computer skills. Valid driver's license.

DUTIES

: Mine complex data to inform planning, utilise SPSS, Stata, Atlas TI or any software to analyse data, Develop and maintain an efficient Labour market Information system (LMIS), develop LMI Frameworks/policies, develop research methodology and sample size for all research projects, consolidate complex data for scientific understanding and decision making, perform statistical analysis and data interpretation, Data cleaning in line with SASQAF principles, develop research reports, conduct research studies on labour market and other areas of the entity, undertaking research on the state of the labour market, keep abreast and lead the development in research on labour markets and the skills system, Develop data visualizations and infographics manage and coordinate implementation of research and LMI frameworks, forecast the number of beneficiaries that the NSF could support in priority areas. Develop Innovative ideas in project and program management to enable the NSF to optimize resource allocation, streamline processes, and enhance project outcomes. Facilitate innovation in NSF; Manage Innovation; Implement innovation. Develop and update NSF's strategy and partnerships and keep abreast of innovations and leading practices in skills development through research and evaluation. Facilitate collaboration across departments to encourage the exchange of ideas and knowledge; Establish and nurture relationships with key stakeholders to ensure alignment with organizational strategic goals. Track and report on the implementation of approved research and LMI Findings/initiatives; submit proposals to governing structures for approval of all research/LMI initiatives.

ENQUIRIES

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POST 15/36 : **ASSISTANT DIRECTOR: PROGRAMME MONITORING REF NO: NSF10/04/2026**
Branch: Skills Development
Component: National Skills Fund
Directorate: Regional Skills Development Implementation

SALARY CENTRE REQUIREMENTS : R605 742 per annum (Level 10)
: Pretoria
: An appropriate diploma/ bachelor's degree (NQF Level 6) in Public Administration/Management, Project Management. A minimum of three (3) to five (5) years' work experience at a supervisory level in project management. Knowledge and experience in assisting with the management of projects, portfolios of projects and/or programmes in the private or public sector. This junior management position in a core functional area requires a dynamic individual with leadership and people management capabilities. The candidate must be a strong communicator with the ability to interact with a wide range of stakeholders. Knowledge of legislative framework, Skills Development Act, Skills Development Levies Act, Public Service Act, Public Financial Management Act, and National Treasury Regulations. Further skills requirements relate to technical proficiency, monitoring, and evaluation, problem- solving and analysis, report writing, preparing presentations, marketing and communication, knowledge management, quality management, budgeting and financial management, human resource management, change management and negotiation. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills. Candidates must be willing to travel the country extensively and travel abroad occasionally, work irregular hours and be committed to meeting deadlines within tight timeframes. A valid driver's license.

DUTIES : Monitor the implementation of projects in the national and facilitate the orientation and training of project service providers at the learner site level. Implement the monitoring and evaluation log frame within a portfolio of learner sites and monitor performance against it. Verify the accuracy and validity of performance reports from each learner site. Monitor the status of outputs from learner sites. Monitor learner site facilities and administration to ensure that training by service provider meets the requirements of the Service Level Agreement. Conduct site visits at a portfolio of learner sites. Escalate risks to the Deputy Director: Programme Monitoring. Manage invoicing and financial reporting for a portfolio of learner sites. Liaise with project payment officers on invoices and financial requests. Attend to all the projects audit matters. Escalate the issue to Deputy Director: Programme Monitoring and other relevant stakeholders. Conduct due diligence regarding all project's activities including, but not limited to new projects, complete change request documentation and submit to the Deputy Director: National Skills Development Monitoring. Support project reporting and develop and upload monthly and quarterly project progress reports onto the knowledge management systems available to NSF. Review project progress reports and perform verification site visits. Upload all documents related to projects onto the knowledge management system in accordance with knowledge management policy and process. Manage and maintain relationships with service providers of projects at a site level. Engage and maintain good relationships with project payment officers regarding project financials. Participate as an active member of the regional team in all relevant structures of the NSF.

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POST 15/37 : **ASSISTANT DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: NSF 11/04/2026**
Branch: Skills Development
Component: National Skills Fund
Directorate: Information Communication Technology and Analytics

SALARY CENTRE REQUIREMENTS : R487 197 per annum (Level 09)
: Pretoria
: An appropriate Diploma/Bachelor's degree (NQF Level 6) in information technology, Computer Science. A minimum of 3-5 years of relevant experience in ICT, with at least (3) to five (5) years' work experience at a supervisory or management role. Experience in ICT strategy implementation, systems administration (AZURE cloud infrastructure, D365 ERP and Active Directory, Mimecast, Veeam Backup, M365 packages, Intune, Cyber Security platforms),

and infrastructure management. Knowledge of public sector ICT governance frameworks (e.g., DPSA, CGICTPF, POPIA, ISO/IEC standards). Experience in IT project management and user support, the incumbent will also be a person who works well under pressure, pays attention to detail, works well within a team environment and has good communication skills. Excellent technical knowledge of ICT systems, networks, and security, Strong leadership, communication, and stakeholder management skills. Analytical thinking and problem- solving abilities. Ability to manage projects and deliver results within tight deadlines, Knowledge of ICT legislation and policy frameworks in the public service. A valid driver's license.

DUTIES

: Implement the ICT strategy and manage the NSF's ICT infrastructure including applications, hardware and systems. Support the development and implementation of ICT strategies, policies, and standards. Manage the ICT infrastructure and ensure the security, reliability, and availability of ICT systems. Coordinate ICT service delivery, including user support, system administration, and network management. Oversee the implementation and maintenance of business systems and enterprise resource planning. Ensure proper ICT governance, including risk management, business continuity, and disaster recovery planning. Lead ICT projects and initiatives aligned with organizational goals. Assist in managing ICT procurement, licensing, maintenance and service provider SLAs. Provide technical guidance and support to internal stakeholders. Manage ICT hardware requirements for the NSF. Identify any ICT hardware issues and determine if they are repairable internally or if they need to go to the suppliers for repairs.

ENQUIRIES

: Mr D Moyane Tel No: (012) 943 3105 / Ms C Els Tel No: (012) 943 3250 / Ms B Setuki Tel No: (012) 943 3161