

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria or you can email your application at Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
- CLOSING DATE** : 07 November 2025
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and faxed applications will not be considered.

OTHER POSTS

- POST 39/01** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DBE/15/2025**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
Directorate: Legal Services
- SALARY** : R586 956 – R1 386 972 per annum, (Salary will be in accordance with OSD determination)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of an appropriate recognised LLB degree and must be admitted as an Attorney or Advocate; At least eight (8) years appropriate post qualification experience in the legal field with specific focus on litigation, drafting of contracts and drafting of opinions; Applicant must have a credible management experience in the legal field with specific focus on litigation; Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act (PFMA) and Treasury Regulations, Promotions of Administrative Justice Act; Knowledge of civil procedure, law of contracts; Problem solving, good presentation, good communication (verbal and written) and strong analytical skills; Willingness to work irregular hours and skills in interpretation of statutes and conducting research.
- DUTIES** : The successful candidate will be responsible for providing and administering legal advice/opinions in the Department, conducting research on policy, legislation and legal principles; Providing legislative support to provincial education departments; Providing legal education to departmental officials; Providing legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Drafting and/or amending legal documents including primary and secondary legislation that is administered by the Department, and piloting such legislation through Parliament; Commenting on draft legislation of other departments, when so

requested; Monitoring, coordinating and evaluating the effective implementation of education legislation; Assisting project managers with legal support in regard to contracts; Ensuring compliance with PAIA, PAJA and POPI; Assisting with contract drafting and litigation; Drafting and editing legal correspondence on all administrative enquiries; Conducting awareness on legal matters and legal intervention and carry out any other relevant duties as instructed.

**ENQUIRIES
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
: All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview, and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance

POST 39/02

: **ASSISTANT DIRECTOR: BIDS AND CONTRACT ADMINISTRATION REF NO: DBE/16/2025**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum
: Pretoria
: A Three year Degree or Diploma in Public Administration, Supply Chain Management, Procurement, Logistics (Minimum NQF Level 6) or a relevant qualification; Minimum of three years relevant Supply Chain Management experience in Bids Management and Acquisition Management; Knowledge of procurement policies, regulations and relevant legislations governing the Bids Administration and Acquisitions Management; Communication skills (Verbal and Written), Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) and BAS; Ability to work as a team; Good interpersonal relations and problem-solving abilities; Attention to details and excellent numeric skills.

DUTIES

: The successful candidate will be responsible for managing the Acquisition process effectively; Attending and advising during the Bid Specification Committee (BSC) or Bid Evaluation Committee (BEC) meetings; Attending and responding to the audit findings; Providing secretariat function/ support to the bid committees (BSC/BEC); Compiling submissions after the BAC has made recommendations to the Director General; Compiling the bid committees reports; Compiling the monthly reports; Administering contracts' compliance; Assisting the Deputy Director by providing Secretariat function/ support to the Bid Adjudication Committee (BAC) whenever the Deputy Director is not available; Drafting letters to Bidders informing them about the outcome of the bid after the finalisation of the bidding process; Facilitating the finalisation of the contracts/ SLA in consultation with Legal Services; Facilitating and ensuring that payments of Suppliers/ Service Providers are done within 30 days; Notifying the Suppliers/ Service providers/ Contractors regularly on the status or expiry of contracts; Updating the Commitment Register when payments are processed; Coordinating and monitoring the Contracts; Ensuring proper record keeping of all contracts and relevant documentations; Reviewing modifications, extensions, and contract close-out documents for further action; Facilitating and ensuring that payments of Suppliers/ Service Providers are done within 30 days; Performing any other duty as required by the managers.

**ENQUIRIES
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
: All shortlisted candidates shall undertake a pre-entry practical exercise to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance