

**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.*

<b><u>APPLICATIONS</u></b>	:	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 <a href="mailto:HR@dbe.gov.za">HR@dbe.gov.za</a> . Please visit the Department of Education's website at <a href="http://www.education.gov.za">www.education.gov.za</a> or the Department of Public Service and Administration vacancy circulars at <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr M Segowa/Ms N Monyela
<b><u>CLOSING DATE</u></b>	:	22 December 2025
<b><u>NOTE</u></b>	:	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 abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.

**MANAGEMENT ECHELON**

<b><u>POST 45/11</u></b>	:	<b><u>CHIEF DIRECTOR: CURRICULUM IMPLEMENTATION AND MONITORING</u></b> <b><u>REF NO: DBE/27/2025</u></b> Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Curriculum Implementation and Monitoring
<b><u>SALARY</u></b>	:	R1 494 900 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The applicant must be in a possession of a relevant Bachelor's degree (NQF level 7) or equivalent qualification as recognised by SAQA; The incumbent must have five (5) years' experience at a Senior managerial level and in high level planning and management; The successful applicant must have extensive knowledge of, and insight and experience in the broad education policy framework that guides the provision of education in South African schools, curriculum development and support as it applies to the National Curriculum Framework (NCF) for the 0-4 years old as well as the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) for Grades R to 12; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem-Solving and Analysis; Client Orientation, Customer Focus and Communication Skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, promotion communication, innovation, creativity and ability to prepare speeches; the candidate must be confident, trustworthy, accurate, adaptable and diplomatic; Applicant must have a valid driver's license and willing to travel extensively.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for providing strategic leadership, managing, guiding and supporting the Chief Directorate: Curriculum Implementation and Monitoring in its objective to improve the quality of Basic Education for the 0-4 years olds in Grades R to 12 through improving teacher

capacity and practices; Increasing learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling 2030; Collaborating with state institutions, National and International Bodies as well as NGO's; Developing and ensuring implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Strengthening School Based Assessment to enhance teaching practice; Developing and implementing a strategy to promote the utilisation of data to enhance teaching quality and efficiency; Developing and implementing business processes on the work done to inform Norms and Standards; Improving the quality of Early Childhood Development (ECD); Improving the access of children to qualify for ECD below Grade 1 as well as the grade promotion of learners through Grade 1 to 9 phases of school; Improving the access of Inclusive Education; Ensuring that all children remain effectively enrolled in school up to the year in which they turn 15; The incumbent will be responsible for the development and maintenance of policies and programmes to ensure quality implementation of the NCF and the CAPS, including having responsibility for quality programmes for children experiencing barriers to learning; Increasing the number of learners in Grade 6 who have mastered the minimum language and mathematics competencies; Increase the number of learners in Grade 9 who by the end of the year have mastered the minimum language and mathematics competencies; Implementation of the IIAL and GET Strategy and increasing the number of Grade 12 learners who became eligible for a Bachelor's programme at University.

**ENQUIRIES  
NOTE**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294  
: A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment) the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**POST 45/12**

: **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DBE/28/2025**  
Branch: Finance and Administration  
Chief Directorate: Legal and Legislative  
(Re-advertisement, people who have previously applied need not to re-apply)

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 494 900 per annum  
: Pretoria  
: The applicants must be in a possession of a relevant Bachelor of Law Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; A Master's Degree in Law will be an advantage; At least 10 years working experience in the Legal field and with a minimum of 5 years' experience at a Senior Managerial Level; Experience in Education Law is a pre-requisite; The candidate must be admitted as an Attorney or Advocate; The post requires a person with excellent leadership and strategic management skills; Excellent communication skills (verbal and written); Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); Research and policy formulation; Presentation skills; Analytical and problem-solving skills; Candidate must be confident, trustworthy, accurate, adaptable and diplomatic. A valid driver's license; Ability to work long hours and travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. Core Competencies: Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for managing two Directorates: Legal Services and Legislative Services; Providing litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE); Providing legal advice to the entire Department; Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation; Administering legislation of statutory bodies; Rendering a legal interpretation and advisory service to the DBE; Managing court cases on behalf of the Minister and DG of DBE; Drafting advice on national and international agreements and negotiating the terms of the agreement with parties.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294
	:	A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment), the full details of the outlined requirements and course information can be sourced by following the link <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . 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. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
<b><u>POST 45/13</u></b>	:	<b><u>CHIEF DIRECTOR: PUBLIC EXAMINATIONS AND ASSESSMENTS REF NO: DBE/29/2025</u></b> Branch: Curriculum Policy, Support and Monitoring Chief Directorate: Public Examinations and Assessments Re-advertisement, people who have previously applied need not to re-apply.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 494 900 per annum
	:	Pretoria
	:	The applicants must be in a possession of a Bachelor's degree (NQF Level 7) or equivalent qualification as recognised by SAQA; 5 Years' experience at senior managerial level; Experience in the education sector; Understanding of policies governing Public Examination and Assessment; Process Competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the managing and administration of the National Examination Assessment; Managing the setting of high quality Grade 12 examination question paper; Managing and Enhancing the National Computer System for examinations and assessment in the GET and FET bands; Managing and Improving the certification process relating to Senior Certificate and National Senior Certificate; Managing the administration of International Assessment relating to TIMSS, PIRLS, SACMEQ and TALIS; Managing the administration of the GEC pilot; Developing and assessment regime for the introduction of mother tongue Based Bilingual Education in the GET band; Developing high quality test items for diagnostic, summative and systematic assessment in the GET bands; Promoting the integration of formative assessment in teaching and learning in both GET and FET bands; Implementing a General Education Certificate at the end of Grade 9; Implementing a model of systemic evaluation that will provide valuable data on the performance of the system; Conducting assessment to determine the readiness of Grade R learners to grade 1; Supporting and Coordinating the implementation of the examinations across the nine provincial education departments; Improving the quality assurance of summative school based assessment in both the GET and FET bands; Improving the quality of marking in the Public Examinations; Providing accurate and reliable data on learner performance in the GET and FET bands.
<b><u>ENQUIRIES</u></b>	:	Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

**NOTE** : A Certificate for SMS pre-entry programme is required for all SMS appointments (submitted prior to appointment), the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

#### OTHER POSTS

**POST 45/14** : **DEPUTY DIRECTOR: RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/30/2025 (X2 POSTS)**  
Branch: Business Intelligence  
Chief Directorate: Strategic Planning, Research, Evaluation and Monitoring

**SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum  
: Pretoria.  
: The applicants must be in a possession of an appropriate Bachelor's Degree (NQF Level 7) or equivalent qualification as recognised by SAQA; At least four years of relevant technical experience in research, monitoring and evaluation with supervisory responsibilities is required, in project management, coordinating research projects, and coordinating work amongst team members; At least two years of experience in managing evaluations in the education sector, involving aspects such as the coordination of large data collection exercises, data management, questionnaire design for school - based survey and service provider management; Knowledge of basic education regulations and policies; Knowledge of the latest research on education system reform and a proven personal track record of undertaking research, monitoring and evaluation in the basic education sector will be highly advantageous; Knowledge of relevant national education datasets and working experience of such datasets will be highly advantageous; Ability and experience in writing research reports where the candidate was the primary author of at least two technical evaluation or research reports; Ability to develop monitoring tools; and high level skills in the use of the MS Office Suite; Ability to make presentations to stakeholders; Ability to analyse, interpret and report on quantitative as well as qualitative data; Working experience of statistical packages such as R or STATA.

**DUTIES** : The successful candidate will be responsible for monitoring and evaluating the policy outputs of the education system and co-ordinating research; Designing, managing and supporting large scale evaluation and research studies commissioned by the Department; Facilitating capacity building on planning, monitoring and evaluation; Liaising and network with research organisations, including presenting DBE research at conferences.

**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 45/15** : **ASSISTANT DIRECTOR: SECURITY AND ASSET MANAGEMENT REF NO: DBE/31/2025**  
Branch: Finance and Administration  
Chief Directorate: Financial Management Services

**SALARY CENTRE** : R468 459 per annum  
: Pretoria

**REQUIREMENTS**

: The applicant must be in a possession of a Three (3) year relevant post matric qualification in Security, Risk Management or equivalent qualification; Three (3) years relevant experience at a supervisory level; A State Security Management Course will be an added advantage; Must have a PSIRA registered Grades A, B, C or D security certificates/Fire Fighting and First Aid Certificate/Advanced Investigation Certificate and a valid driver's license.

**DUTIES**

: The successful candidate will be responsible for managing security operations in the Department; Managing of security service contracts; Conducting security risk/appraisals ensuring compliance with SSA and MPSS; Ensuring and monitoring adherence to department security system and policies; Ensuring implementation of security measures; Monitoring and providing strategic guidance to the Department of security issues as well as security bridges; Monitoring the extent of adherence to and compliance with security policies and ensuring that officials with access to sensitive information are vetted; Promoting and facilitating security awareness programmes; Conducting all security threats and risk assessments; Advising management regarding security risks; Planning all security measures and procedures; Implementing OHS Act and MISS following the State Security Agency (SSA) policies; Liaising with the SSA and other security agencies to ensure effective security. Preparing and submitting security reports for consideration by Senior Management.

**ENQUIRIES**

: Mr M Segowa Tel No: (012) 357 4291 or Ms N Monyela Tel No: (012) 357 3294

**NOTE**

: 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.