

## ANNEXURE B

### 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.*

<u>APPLICATIONS</u>	:	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>
<u>FOR ATTENTION</u>	:	Mr M Segowa/Ms M Monyela/Ms N Kumalo
<u>CLOSING DATE</u>	:	13 February 2026
<u>NOTE</u>	:	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 Z83. 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 will not be considered.

### OTHER POSTS

<u>POST 03/06</u>	:	<b><u>DEPUTY DIRECTOR RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/30/2025 (X2 POSTS)</u></b>
		Branch: Business Intelligence Chief Directorate: Strategic Planning, Research Evaluation and Monitoring Kindly note that this is a re-advertisement.
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	:	R1 059 105 per annum Pretoria The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; At least four years of relevant technical experience as an Assistant Director or equivalent 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.

<b><u>DUTIES</u></b>	:	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 networking with research organisations, including presenting DBE research at conferences.
<b><u>ENQUIRIES</u></b>	:	Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela 3294/ Mr M Segowa Tel No: (012) 357 4291
<b><u>NOTE</u></b>	:	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. The successful candidate have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
<b><u>POST 03/07</u></b>	:	<b><u>ASSISTANT DIRECTOR: INITIAL TEACHER EDUCATION REF NO: DBE/02/2026</u></b> Branch: Teacher Education Human Resources and Institutional Development Chief Directorate: Education Human Resources Development Directorate: Initial Teacher Education
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	The Applicants must be in possession of an appropriate three (3) year relevant post matric qualification (NQF level 6) as recognised by SAQA in Economics or Business Administration with Project Management as a subject. An academic record should be attached; A master's degree will be added advantage); Three (3) years relevant experience at supervisory level; Applicants must have at least two years' working experience in the research and management of data; Knowledge of policies of the Education sector and Higher Education Institution (HEI) environment; Analytical, planning, facilitation, communication, interpersonal, problem solving organisational skills; Data analysis, interpretation and reporting skills; Report writing skills and policy development. An understanding of teacher education environment; Highly credible professional with good policy formulation and conflict resolution; Ability to use surveys to determine the identification of teachers needs/demand and supply; Ability to review and recommend changes in any programme/project; Ability to revamp and aligned the recommendations to improve the implementation of the project or programme of induction of new teachers; Ability to work with diverse teams at National, Provincial, District, circuits, schools and HEIs; Innovation and creativity for the programme NTIP and Funza Lushaka; Proficiency in Quantitative research and STATA, project management tools and software; Ability to prioritise and work under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate will be expected to work close with Deputy Director and the Director: Initial Teacher Education in the implementation of Funza Lushaka Bursary; Recruitment of youths to study teaching and Teacher Internship Programmes; Supports visits to Universities and the New Teacher Induction Programme (NTIP) as well as any other project that the sub-directorate will be focusing on annually; Supports role in Funza Lushaka Bursary recruitment of youths to study teaching and Teacher Internship Programmes; Supports with the proper administration of the Funza Lushaka Bursary Programme; Assists with the expansion of teacher recruitment in key scarce subject priority areas and phases through programmes for school going youths and out of school youth; Assists with the implementation of advocacy programmes of the Funza Lushaka Bursary; Participates in the modernisation of the Funza Lushaka Information Management System; Supports the implementation of New Teacher Induction Programme in provinces; Supports the broadening of teacher internship programme in provinces and Non-Governmental Organisations; Assists with the analysis of Provincial, Higher Education Institutions as well as National Student Financial Aid Scheme plans and reports; Support visits to Universities, develop tools for the visit, interpretate data collected from the visit and writing reports; Supports the maintenance, data collection and management of database of Funza Lushaka Bursary Programme and reporting; Assists with the co-ordination of final lists with the districts and Higher Education Institutions; Assists with the co-ordination and arrangements of selections at Higher Education Institutions; Use research to implement effective teacher recruitment programmes and

	selections of potential prospective teachers; Co-ordinate of data from various sources such as SA-SAMS, Persal, DDD and grade 12 examination results; Report needs to be mitigated through series of meetings with provinces and HEIs; Conduct school visits for new teachers to provide support.
<b><u>ENQUIRIES</u></b>	: Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela 3294/ Mr M Segowa Tel No: (012) 357 4291
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<b><u>POST 03/08</u></b>	: <b><u>ASSISTANT DIRECTOR (DEBT, REVENUE AND FINANCIAL COMPLIANCE): FINANCIAL SERVICES REF NO: DBE/01/2026</u></b> Branch: Finance and Administration Chief Directorate: Financial Management Services Directorate: Financial Services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum Pretoria : The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) in Auditing, Accounting, Financial Management, or relevant qualification with accounting as major subject as recognised by SAQA; Three (3) years relevant experience at a supervisory level; A minimum of three (3) years' experience in internal control/ Auditing, Financial Management or related field; An in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures within a government environment; Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA); Knowledge and experience on BAS, and LOGIS will be an advantage; Knowledge management and change management; Ability to establish and manage financial management systems and controls; Ability to maintain high level of confidentiality and prioritise work in high-pressure environments; Ability to work independently and in a team; Ability to interpret and evaluate information; Good interpersonal, administrative, managerial, Conflict management, communication (verbal and writing) skills; Skills in policy formulation and review, financial management; Ability able to work under pressure.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for assisting to manage and report on revenue; Assisting to manage and reporting on debt and receivables; Assisting to ensure accurate management reports are compiled; Assisting to produce Generally Recognized Accounting Practices (GRAP) compliant annual financial statements (AFS) and regulatory bodies reports; Investigating irregular and fruitless and wasteful expenditure; Identifying potential financial risks (inclusive of fraud risks) and facilitating management action to mitigate the identified risks; Testing and monitoring level of compliance to enabling legislation (PFMA, Treasury Regulations, SCM); Raising findings on areas of concern relating to weaknesses in controls to assist and enhance effectiveness of the process; Monitoring the implementation of internal and external audit recommendations based on the audit results; Monitoring the progress of audit recommendations; Coordinating, monitoring and reporting on fruitless and wasteful expenditure registers; Coordinating, monitoring and reporting on irregular expenditure registers; Monitoring and strengthening the control environment within the Department through performance of planned internal control assessments of quarterly key control assessments and follow through all data analysis reviews; Monitoring and ensuring that departmental policies and procedures are updated and valid; Managing operational risk register; Attending audit steering committee meetings; Performing any duties as delegated.
<b><u>ENQUIRIES</u></b>	: Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela 3294/ Mr M Segowa Tel No: (012) 357 4291
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