

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 HR@dbe.gov.za . Please visit the Department of Education's website at www.education.gov.za
<u>FOR ATTENTION</u>	: Ms M Mahape/Ms N Kumalo
<u>CLOSING DATE</u>	: 20 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 or faxed applications will not be considered.

OTHER POSTS

<u>POST 04/07</u>	: DEPUTY DIRECTOR REF NO: DBE/10/2026 Branch: Infrastructure Chief Directorate: Implementation and Monitoring Directorate: Grant Management and Compliance
<u>SALARY</u>	: R896 436 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: The applicants must be in a possession of an appropriate three-year (NQF level 6) post matric or equivalent qualification as recognized by SAQA in the built environment disciplines; Four years' relevant experience as an Assistant Director or equivalent in a built environment or related environment; Experience in Programme and Project management; Experience in the planning and execution of infrastructure projects; Extensive knowledge in school infrastructure; An understanding of the built environment legislation including the Division of Revenue Act(DORA), PFMA, IDIP, CIDB; Ability to work independently under pressure and adhere to deadlines; Ability to organize and direct groups of professionals in the built environment sector; Excellent communication skills (written and verbal); Good interpersonal relation skills; Construction programme and project management skills will be an advantage. A valid driver's license will be a prerequisite for this post.
<u>DUTIES</u>	: The successful candidate will be responsible for coordinating, monitoring and reporting on infrastructure programmes implemented by provincial departments; Monitoring the implementation of the programmes and projects; Producing quality programme and project performance reports; Developing & strengthening of partnerships at Departmental, Provincial and District level; Developing, reviewing and evaluating education infrastructure guidelines, regulations, policies and best practice guidelines; Providing monthly analytical and strategic assessment reports on progress against sector programme targets; Verifying projects and physical progress against reported expenditure

and report on the physical and financial performance; Engaging with provincial departments on infrastructure matters relating to planning, designing, construction, commissioning, operation and maintenance of education infrastructure; Managing the disaster management programme in the sector; Conducting inspection of existing education facilities infrastructure and prepare reports thereon; Conducting research and developing and formulating policies, procedures and programmes directly related to education infrastructure; Rendering specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department.

ENQUIRIES
NOTE

: Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) 357 3398
: 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 must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

POST 04/08

: **DEPUTY DIRECTOR REF NO: DBE/11/2026**

Branch: Infrastructure
Chief Directorate: Implementation and Monitoring
Directorate: Grant Management and Compliance

SALARY
CENTRE
REQUIREMENTS

: R896 436 per annum
Pretoria
: The applicants must be in a possession of an appropriate three-year (NQF level 6) post matric or equivalent qualification as recognized by SAQA in the built environment disciplines; Four years' relevant experience as an Assistant Director or equivalent obtained in school infrastructure project monitoring; Understanding of the Division of Revenue Act (DORA) and grant framework as well as built environment legislation; Ability to work independently under pressure and adhere to deadlines; Ability to organise and direct groups of professionals in the built environment sector; Excellent communication skills (written and verbal); Good interpersonal relation skills; A valid driver's license will be a prerequisite for this post.

DUTIES

: The successful candidate will be responsible for monitoring and reporting on the implementation of infrastructure projects in the sector, including projects relating to operation and maintenance of education infrastructure; Monitoring the implementation of norms and standards for school infrastructure; Developing the required reporting templates in accordance with the identified priorities; Analysing performance reports received from provinces; Producing quality programme and project performance reports on projects implemented at provincial level; Ensuring effective monitoring and submission of compliance reports; Conducting processes of physical verification visits to provinces; Conducting research, developing and formulating policies, procedures and programmes directly related to education infrastructure; Preparing presentations in relation to performance analysis; Verifying quarterly reported performance of running projects and update records of projects implemented as per the identified priorities; Leading task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines.

ENQUIRIES

: Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) (012) 357 3398

NOTE

: 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 must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

POST 04/09

: **SENIOR ADMINISTRATIVE OFFICER (SCHOOL INFRASTRUCTURE MONITORING) REF NO: DBE/12/2026**

Branch: Infrastructure
Chief Directorate: Implementation and Monitoring
Directorate: Grant Management and Compliance

SALARY

: R397 116 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pretoria The applicants must be in possession of an appropriate three-year post matric qualification (NQF level 6) in the built environment or relevant equivalent qualification; Two years relevant working experience in the school infrastructure environment; Understanding of the Division of Revenue Act (DORA) and grant framework as well as built environment legislation; Ability to work independently under pressure and adhere to deadlines; Excellent communication skills (written and verbal); Good interpersonal relation skills; A valid driver's license will be a prerequisite for this post.
<u>DUTIES</u>	:	The successful candidate will be responsible for monitoring and reporting on the implementation of infrastructure projects in the sector, including projects relating to operation and maintenance of education infrastructure, rehabilitation of schools affected by disasters; Monitoring processes relating to condition assessments; Conducting processes of physical verification visits to provinces; Verification of quarterly reported performance of running projects and update records of projects implemented as per the identified priorities.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No: (012) (012) 357 3398
<u>NOTE</u>	:	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 must sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.