

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 HR@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 27 February 2026
- 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 abovementioned requirements will not be considered. Applications received after the closing date or faxed applications will not be considered.
- ERRATUM:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 04 dated 06 February 2026, Deputy Director: Grant Management and Compliance with Ref No: DBE/10/2026; Deputy Director: Grant Management and Compliance with Ref No: DBE/11/2026; kindly note that the salary have been amended from R896 436 per annum to the correct salary package of R 1 059 105 per annum.

OTHER POSTS

- POST 05/05** : **ASSISTANT DIRECTOR: CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD) REF NO: DBE/03/2026**
Branch: Teachers Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Development
Directorate: Continuing Professional Teacher Development
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in a possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification in Labour Relations as recognised by SAQA; Three years relevant experience at supervisory level in an education sector; Two years' experience in quality design of Continuing Professional Teacher Development Programs; Experience in formal writing and document management; Experience of dealing with Integrated Teacher recognition & Appreciation; Experience to the Teacher Well-Being Programs will be an added advantage; Understanding of Teacher Development Framework, Policies and National Education Policy Act (NEPA); Understanding of the education policy environment; Knowledge of Government prescripts and procurement processes; Knowledge and understanding of Public Service Regulations; Knowledge of monitoring, evaluating and reporting systems and processes; Knowledge of the Educational Framework and Policies; Ability to plan, prioritise and execute assigned duties; Ability to work independently and be willing to work long hours where required; Ability to interact and nature relationships at all levels of the employer; Good communication (verbal and written); Presentation analytical and reporting skills; Operational planning, management and problem solving

DUTIES

skills; Decision making and conflict resolution skills; Computer literate; A valid driver's licence and willingness to travel.

: The successful candidate will be responsible for conducting the Teacher Appreciation and Support Programs (TASP) that includes the inter-provincial concession and determine the Strength, Weaknesses, Opportunities, and Threats (SWOT) analysis through reviewing the programs annually with the Provincial co-ordinators; Assisting in the composition of the TASP management plans within the stipulated budget, followed by a comprehensive reporting and a clear strategic monitoring and evaluation plan; Assisting in the designing and implementing the Advocacy strategy; Assisting with the execution and implementation of the holistic activities for the National Teaching Awards (NTA) programme which includes analysis of the risk and mitigations pertaining to the awards; Compiling documentation required in the project; Assisting in promoting innovation and creativity in the management of programs; Liaising with other Directorates in the Department for effective planning, execution, and delivering of the NTA events; Management and administration of projects; Communicating with the DBE and other stakeholders involved such as the Provincial Education Departments (PEDs), Teacher Unions, School Governing Bodies, Curriculum Specialists and the internal officials; Conducting comprehensive administration of TASP within the Department; Ensuring that teacher training is holistically co-ordinated by collaborating with Directorates within Branch: Teachers Education Human Resources and Institutional Development and other relevant Directorates within 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 05/06

: **SENIOR ADMINISTRATION OFFICER: CONTINUING PROFESSIONAL
TEACHER DEVELOPMENT (CPTD) REF NO: DBE/13/2026**

Branch: Teachers Education Human Resources and Institutional Development
Chief Directorate: Education Human Resources Development
Directorate: Continuing Professional Teacher Development

SALARY CENTRE REQUIREMENTS

: R397 116 per annum
: Pretoria
: Applicant must be in possession of an appropriate three year post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Financial Management or Public Administration, or Social Sciences. Two years relevant work experience in the field; Experience in teacher training, teacher appreciation and support programmes will be an added advantage; Experience in writing financial reports, collating and compiling team reports; Experience in creating and maintaining electronic and manual records keeping systems; Computer applications such as MS Word, MS Excel, PowerPoint, Outlook, and general use of the internet; Experience in administration of training projects; Understanding of the government's strategic vision, public service legislation and National Treasury Regulations and Policies; Knowledge of PFMA, BAS and Batho Pele Principles; Knowledge of financial administration, including budgets and cash flow management; Ability to create databases and presentations; Ability to work under pressure within tight deadlines and targets; Communication skills (verbal and written); Willingness to travel; Valid driver's licence at least Code 8.

DUTIES

: The successful candidate will be responsible for ensuring that the Directorate complies with procurement policies and relevant departmental procedures; Ensuring that the Directorate meets financial reporting requirements; Ensuring that the Directorate meets its monthly, quarterly and annual reporting requirements; Coordinating the MTDf budgeting processes for the Directorate; Coordinating all financial income and expenditure reports; Developing mechanisms to prevent under and over expenditure on the Directorate Budget; Coordinating logistics for the Directorate's meetings, training workshops, National Teacher Awards (NTA) adjudication sessions and NTA gala events; Coordinating supply chain processes; Maintaining and updating the assets register; Maintaining an electronic and manual record keeping system; Maintaining and updating the assets register of the directorate; Assisting with travelling and accommodation arrangements in the Directorate; Assisting with basic events managements such as invitations, attendance register, procurement and payment of event invoices; Compiling financial submissions,

ENQUIRIES
NOTE

- reports, and memoranda; Providing administrative support for the Directorate including tracking, and processing of documents and correspondence; Performing any other duties delegated from time to time in the Directorate.
- : 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.