

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** : 13 March 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.

OTHER POST

- POST 07/08** : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER REF: DBE/16/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management
- SALARY** : R397 116.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of an appropriate three year post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; Two years' experience in Supply Chain Management environment; Two years' experience of LOGIS system and the National Treasury's Central Suppliers Database; Knowledge of government Procurement processes and regulations, including the Public Finance Management Act. Code of Conduct for Supply Chain Management Practitioners, and Preferential Procurement Policy Framework Act; Ability to work under pressure, independently and in a team; Ability to organise and plan work; accordingly, Excellent interpersonal and organisational skill; Computer literacy (MS Word, MS Excel, MS PowerPoint MS Outlook and Internet) Good written and verbal communication skills and must be self-motivated
- DUTIES** : The successful candidate will be responsible for sourcing quotations for goods and services from suppliers listed on the National Treasury's Central Supplier Database (CSD); Ensuring that the quotation processes are compliant, standard bidding documents are compiled in accordance with department policies, procedures and all applicable legislative requirements; Rendering guidance in writing of specifications; Rendering secretarial support to Bid Specification Committee (BSC) and Quotation Evaluation Committees (QEC); Compiling submissions for deviation requests and compile reports; Managing LOGIS transactions such as processing of requisitions, authorisation of procurement advice and authorise payments; Providing supervision and guidance to

ENQUIRIES
NOTE

- subordinates; Monitoring, controlling and evaluating performance of subordinates and performing any other duties as delegated by managers.
- : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo (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