

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 Recruitment@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za.
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 27 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.

MANAGEMENT ECHELON

- POST 09/02** : **DIRECTOR: LEGAL SERVICES REF NO: DBE/15/2026**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
- SALARY** : R1 266 714 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must in a possession of a relevant Bachelor of Law/Legal Degree (NQF Level 7) or equivalent qualification recognised by SAQA; A minimum of 5 years' experience at middle/senior managerial level; Experience in Education Law is a pre-requisite; The candidate must be admitted as an Attorney or Advocate; Knowledge of the South African legal system and legal practices; Excellent leadership skills and strategic management skills; The post requires a person with excellent leadership and strategic management skills; Excellent communication skills (written and verbal); 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 Oriented, 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.
- DUTIES** : The successful candidate will be responsible for managing the Directorate: Legal Services; Providing litigation support to the National Department of Basic Education (DBE) as well as Provincial Education Departments; Providing legal advice to the entire Department; Coordination, monitoring, evaluating and

supporting the effective implementation of legislation related to the basic education; Administering legislation of statutory bodies; Managing court cases on behalf of the Minister and Director-General of the Department Basic Education; Drafting advice on national and international agreements and negotiating the terms of agreement with parties.

**ENQUIRIES
NOTE**

: Ms M Mahape Tel No: (012) 357 3291 or Ms N Kumalo Tel No: (012) 357 3398.
: A Certificate for SMS pre-entry programme is required for all SMS appointments, 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 09/03

: **PROVISIONING ADMINISTRATIVE OFFICER REF NO: DBE/17/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

**SALARY
CENTRE
REQUIREMENTS**

: R325 101 per annum
: Pretoria
: Applicants must be in possession of an appropriate three year post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; One year relevant experience in Supply Chain Management environment; One year 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 and its regulations; 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 communication skills (written and verbal) 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 subordinates. Monitoring, controlling and evaluating performance of subordinates and performing any other duties as delegated by managers.

**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 09/04** : **SENIOR SECRETARY REF NO: DBE/19/2026**
 Branch: Finance and Administration
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R269 499 per annum
 : Pretoria
 : The applicants must be in possession of a Senior Certificate or equivalent qualification; Good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal); Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook). Ability to think clearly and concisely, be friendly, confident, work independently; Ability to work under pressure; Ability to multi-task and cope with workloads; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.
- DUTIES** : The successful candidate will be responsible for secretarial and general administrative support services to the Director. Maintaining a professional relationship with internal and external stakeholders and serve as a direct point of contact for visitors; Taking responsibility for the general organisation, tidiness and image of the Office of the Director. Handling, screening and managing incoming telephone calls, taking messages and transfer telephone calls to the Director or relevant units ensuring the efficient flow of information. Managing and coordinating the diary of the Director; Facilitating logistical arrangements for meetings, workshops and appointments; Making arrangements for the Directors work related travel itinerary by coordinating transport and accommodation requirements and compiling and reconciling subsistence and travel claims; Maintaining a document management and an orderly filing system; Preparing submissions and reports; Assisting with the consolidation of the Directorate's reports. Providing secretariat support during meetings; Managing all communications; Screening incoming and outgoing calls in the office of the Director; Performing any other duties as delegated.
- ENQUIRIES NOTE** : Ms N Kumalo Tel No: (012) 357 3398 or Ms M Mahape Tel No: (012) 357 3291
 : 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 09/05** : **SENIOR PROVISIONING ADMINISTRATION CLERK (TRAVEL) REF NO: DBE/18/2026**
 Branch: Finance and Administration
 Chief Directorate: Financial Management Services
 Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R228 321 per annum
 : Pretoria
 : The applicants must be in possession of a Senior Certificate or equivalent qualification; Knowledge in travel and accommodation; Knowledge of the BAS system, PFMA, Treasury Regulations and National Travel Policy Framework; Good communication skills (verbal and written); Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) and BAS; Ability to work as a team; Ability to work under pressure; Excellent client relations; Organising planning and problem-solving skills; General office management.
- DUTIES** : The successful candidate will be responsible for receiving VA26As; Verifying compliance and provide approval stamp on the VA26A by issuing the order number; Registering travellers on the approval book; Making copies of VA26As and filing original; Scanning VA26As and saving them electronically on the H-Drive; Receiving and stamping invoices on a weekly basis; Compiling invoices on the General Journal form and capturing them on the BAS system; Recording journals on the register book for queries from finance; Amending and rectifying queries from Finance Directorate and attend to internal queries with travellers and travellers bookers; Performing any other duties as delegated.
- ENQUIRIES NOTE** : Ms N Kumalo Tel No: (012) 357 3398 or Ms M Mahape Tel No: (012) 357 3291
 : 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 to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.