

**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 [HigherApplications@dbe.gov.za](mailto:HigherApplications@dbe.gov.za)/[LowerApplications@dbe.gov.za](mailto:LowerApplications@dbe.gov.za). Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Mr M Segowa/ Ms N Monyela/ Ms N Kumalo
- CLOSING DATE** : 12 June 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 18/03** : **CHIEF DIRECTOR: (PARTNERSHIPS IN EDUCATION) REF NO: DBE/28/2026**  
Branch: Social Mobilisation and Support Services  
Chief Directorate: Partnerships in Education
- SALARY** : R1 494 900 per annum. (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in possession of a qualification at NQF Level 7 as recognised by SAQA; Five (5) years' experience at Senior Managerial level is required Experience, knowledge and understanding of violence prevention, social cohesion and equity in education, sport, arts and culture; Experience in discharging high level strategic planning processes, human resource management and financial management; Excellent communication skills, interpersonal skills and writing skills; Strong negotiation and presentation skills; Experience of working closely and cooperatively with internal and external associates; Excellent organisational, time management and administrative skills; An understanding of Education policies and legislation; Process Competencies: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and 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; Applicants must have a valid license and be willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for strategic and operational leadership in the development, implementation, coordination and implementation of education policies and legislation and policies, programmes

and systems to ensure quality education for all; Providing strategic leadership and operational management of the Chief Directorate, which includes the Directorates: Social Cohesion and Equity; School Sport and Enrichment as well as Safety in Education; Promoting school sport, arts and culture programmes; Promoting safety in education; Promoting social cohesion, human rights and non-discrimination in education; Liaising and co-operating with Provincial Education Departments, National Government Department, Universities, Research Organisations, Sport Federation, as well as Non- Government Organisations and Civic Organisations; Overseeing monitoring and evaluating policies and strategies for promoting the work of the Chief Directorate; Representing the Department, both internally and externally as required; Liaising with and reporting to project funders; Managing the MTEF budgets and monthly cashflow statements of the Chief Directorate; Coordinating and monitoring the performance management and development as well as needs-based capacity building of staff; Overseeing the development and management of risk and fraud management plans; Coordinating and monitoring the implementation of programmes as directed by the Council of Education Ministers, Heads of Education Department Committee, the Minister and Senior Management.

**ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

**NOTE** : 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 for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. 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 18/04** : **DEPUTY DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME REF NO: DBE/29/2026**  
Branch: Social Mobilisation and Support Services  
Chief Directorate: Care and Support in Schools  
Directorate: National School Nutrition Programme (NSNP)

**SALARY CENTRE REQUIREMENTS** : R1 101 468 per annum. (Level 12)  
: 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 in Monitoring and Evaluation (M&E); At least four (4) years of relevant technical experience as an Assistant Director or equivalent in research; Experience in consolidating, analysing, interpreting and presenting performance data; Complex and technical report; Ability to write; Ability to engage in proactive and informative discussions at all levels; Knowledge of Monitoring and Evaluation (M&E and Research Methodologies; Understanding of frameworks, indicators and techniques for assessing program effectiveness; Understanding of the National School Nutrition Programme (NSNP); Knowledge of public sector legislative and regularity environment; knowledge of policy formulation; Leadership, management and conflict resolution skills; Strong organisational, planning and problem-solving skills; Effective public relations and public speaking skills; Interpersonal and computer skills (MS Office package). Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, promotion of communication, innovation and creativity; Ability to prepare speeches; the candidate must be confident, trustworthy, accurate, adaptable and diplomatic; Applicant must have a valid driver's licence and willing to travel extensively.

**DUTIES** : The successful candidate will be responsible for the Directorate's Annual Strategic Plan, Annual Performance Plan (APP), and Operational Plan;

Collaborating with key role players ensuring that monitoring and evaluation of the programme is aligned with the M&E Framework, including Provincial NSNP Teams responsible for Monitoring, Reporting and Response (MRR); Reviewing and strengthening the M&E Framework; Building processes or systems towards MRR digitisation; Coordinating monitoring activities and ensuring the Directorate meets its targets; Monitoring and facilitating internal and external research/evaluation of the NSNP; Supporting and holding provinces accountable for providing quality-assured and timeous reports; Consolidating, analysing, and reporting on quarterly programme performance data; Reviewing the Directorate's monthly and quarterly performance information reports and supporting evidence; Compiling and customising reports for various audiences as requested by the Directorate; Reviewing and analysing provincial business plans; Attending to internal and external audit findings, resolving audit matters and reporting on progress; Identifying and reporting on key programme risks on the Risk Register; Developing and reviewing monitoring tools and reporting templates; Facilitating training on programme implementation; Communicating effectively with internal and external stakeholders; Liaising and networking with research organisations; Providing effective monitoring, evaluation and support to Provinces, Districts, and Schools for compliance with the NSNP Framework and Treasury Regulations. Ensuring performance development and performance management of staff.

**ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

**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 their financial interests and be subjected to a security clearance.

**POST 18/05** : **DEPUTY DIRECTOR: PROVINCIAL BUDGET MONITORING AND SUPPORT REF NO: DBE/30/2026**  
Branch: Finance and Administration.  
Chief Directorate: Financial Management Services.  
Directorate: Provincial Budget Monitoring and Support

**SALARY CENTRE REQUIREMENTS** : R932 292 per annum. (Level 11)  
: Pretoria.  
: The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) in Financial Management/Accounting or other similar qualification recognised by SAQA; At least four (4) years' experience as Assistant Director or equivalent level; Four (4) years' experience in budget analysis environment. Experience of working with financial statements, supply chain management, data management, database and report writing; Proficiency in computer applications; Experience in coordinating provincial financial support; Knowledge of government transversal systems and understanding of public sector budget planning, budget analysis, auditing, budgeting and financial accounting; Knowledge of the King Reports, PFMA, Treasury Regulations, PPPFA, Public Service Act and other prescripts; Good communication skills (verbal and written) and interpersonal skills, Change Management, Conflict Management, People management, Planning and Organising skills, risk management and computer skills (MS Office package). Ability to travel.

**DUTIES** : The successful candidate will be responsible for ensuring effective monitoring and evaluation; Reporting financial performance of the Provincial Education Departments (PEDs) in alignment with their Annual Performance Plans and Strategic Plans; Ensuring improved quality of Provincial Education budget and funding of educational priorities; Liaising with stakeholders and DBE with regards to the PEDs financial performance; Facilitating capacity building on analysis, monitoring and reporting of the financial information and spending trends; Strengthening financial management reporting and decision making processes; Conducting constant assessment to ensure that approved provincial financial plans in line with relevant financial processes and prescripts; Travelling to PEDs for monitoring purposes Ensuring performance development and performance management of staff.

**ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

- 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 their financial interests and be subjected to a security clearance.
- POST 18/06** : **DEPUTY DIRECTOR: MEDIA LIAISON AND INTERGOVERNMENTAL RELATIONS REF NO: DBE/31/2026**  
Branch: Office of the Director-General  
Chief Directorate: Communication Media liaison and Provincial Communication.
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum. (Level 11)  
: 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 in communications; At least four (4) years relevant experience as an Assistant Director or equivalent level; Experience of working within government communication; Knowledge and understanding of the Basic Education Sector, Government communication policies, programmes and priorities; Extensive experience in external communication with strong inter-governmental and community liaison focus; Excellent writing and editing skills; Planning, organising and project management skills; Strong inter-governmental and financial management skills; Good communication (verbal and written communications skills); Excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, and Internet Explorer); Ability to work accurately and independently; Ability to handle crisis communication, war-room management and coordination, Sound inter-personal relations, facilitation and negotiation skills; Ability to communicate with stakeholders at all levels; Knowledge and skills in formulating and writing reports; Ability to work well in a team; Strong administrative skills, People management and budget, management skills, Ability institute risk management and administer tender procurement processes in accordance with the PFMA; Strategic capability and leadership skills; Knowledge and experience in managing personnel; Valid driver's license; Ability to travel and work long hours including weekends.
- DUTIES** : The successful candidate will be responsible for providing strategic advice and analysis on matters of intergovernmental relations and community liaison; Enhancing intersectoral collaboration and playing a key role in the advancement of the Department of Basic Education's priorities; Supporting the Director in providing strategic communication leadership in the Basic Education Sector, Provincial Education Departments and statutory bodies; Leading the development of the Department of Basic Education's overall intergovernmental and community liaison strategy to support the sector in the advancement of the intergovernmental elements of key policy initiatives; Co-ordinating intergovernmental relations and community liaison for the Department of Basic Education; Promoting intergovernmental co-operation and community liaison through approved protocols; Supporting the Director on facilitating intersectoral intergovernmental and community liaison co-operation; Assisting the Director with the management of the HEDCOM Sub-Committee on Communications the attendance and management of inter-governmental forums; Providing strategic photojournalism, advising and analysing matters of publication designs and production; Assisting the Director with videography and internal-communication; Enhancing the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education's priorities; Leading the development of the Department of Basic Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinating the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinating the weekly publication of the Departmental Newsletter; Co-ordinating the management of internal communication platforms (e.g. intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.);Co-ordinating the management of photojournalism, editing and videography services to all Directorates, the Director General and the Ministry; Maintaining a professional relationship with all internal and external stakeholders; Managing personnel

- and service providers; Providing general strategic communications support to the Director Ensuring performance development and performance management of staff.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.
- POST 18/07** : **ASSISTANT DIRECTOR (PROCUREMENT): SUPPLY CHAIN MANAGEMENT REF NO: DBE/32/2026**  
Branch: Finance and Administration  
Chief Directorate: Financial Management Services  
Directorate: Supply Chain Management
- SALARY CENTRE REQUIREMENTS** : R487 197 per annum. (Level 9)  
: 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 in Public Administration, Supply Chain Management, Procurement Logistics; Three (3) years relevant experience at supervisory level; Three (3) years relevant experience in Supply Chain Management (SCM); Experience in Provisioning and Procurement Environment; Knowledge of Treasury Regulations and all relevant legislation governing the Supply Chain Management and Provisioning; Communication skills (verbal and written), Time management, Computer literacy (MS Office, MS Power Point, MS Word, MS Excel, Logistical Information System (LOGIS) and BAS; Ability to work as a team; Good interpersonal relations; Ability to solve problems; Ability to attend to details; Excellent numeracy skills.
- DUTIES** : The successful candidate will be responsible for ensuring adherence to PFMA, PPPFA, Treasury Regulations, SCM frameworks and DBE SCM policy; Ensuring that the quotation processes and standard bidding documents are in compliance and accordance with department policies, procedures and all applicable legislative requirements; Managing Transversal contracts; Ensuring acquisition through Transversal compliance with the engagement model and all SCM prescripts; Ensuring timeous payments of all Transversal contracts; Managing the creation of purchase orders; Ensuring timely capturing of internal requisitions; Ensuring that purchase orders are authorised as per SCM processes and ensuring safekeeping of purchase orders; Ensuring the integrity of LOGIS; Managing and analysing LOGIS reports and preparing monthly management reports; Managing payments for goods, services and assets; Managing the processing of payments and ensuring safekeeping of payments documents; Ensuring that invoices are captured on LOGIS on time; Conducting risk assessment and implementing mitigating measures; Reconciling statements from suppliers; Managing stores and warehouse; Managing deliveries; Managing spot checks and stock taking bi-annually; Addressing obsolete, surplus, and redundant stock; Monitoring warehouse and logistical flow of materials; Managing financial reporting; Compiling monthly payment reports, monthly Interim Financial Statements and Annual Financial Statements commitment reports; Managing monthly statement, Interim Financial Statements and Annual Financial Statements accruals and payable reports and weekly invoice reports; Responding to audit queries and implementing audit recommendations; Maintaining accurate records for audit and reporting purposes; Providing leadership and guidance to subordinates; Ensuring performance development and performance management of staff.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.

**POST 18/08** : **ASSISTANT DIRECTOR: BIDS AND CONTRACT ADMINISTRATION REF NO: DBE/33/2026**  
Branch: Finance and Administration  
Chief Directorate: Financial Management Services  
Directorate: Supply Chain Management

**SALARY CENTRE REQUIREMENTS** : R487 197.per annum. (Level 9)  
: 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 in Public Administration, Supply Chain Management, Procurement, Logistics; A Minimum of three (3) years relevant Supply Chain Management; Experience in Bids Management and Acquisition Management; Knowledge of procurement policies, regulations and relevant legislations governing the Bids Administration and Acquisitions Management; Communication skills (Verbal and Written), Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook and BAS); Ability to work as a team; Good interpersonal relations; Ability to solve problems; Attention to details and excellent numeric skills.

**DUTIES** : The successful candidate will be responsible for managing the Acquisition process effectively; Attending and advising during the Bid Specification Committee (BSC) or Bid Evaluation Committee (BEC) meetings; Attending and responding to the audit findings; Providing secretariat function and support to the BSC and BEC; Compiling submissions after the BAC has made recommendations to the Director General; Compiling the bid committees reports; Compiling the monthly reports; Administering contracts' compliance; Assisting the Deputy Director by providing Secretariat function and support to the Bid Adjudication Committee (BAC); Drafting letters to Bidders informing them about the outcome of the bid after the finalisation of the bidding process; Facilitating the finalisation of the contracts/SLA in consultation with Legal Services; Facilitating and ensuring that payments of Suppliers Service Providers are done within 30 days; Notifying the Suppliers Service providers/ Contractors regularly on the status or expiry of contracts; Updating the Commitment Register when payments are processed; Coordinating and monitoring the Contracts; Ensuring proper record keeping of all contracts and relevant documentations; Reviewing modifications, extensions and contract close-out documents for further action; Attending and responding to the audit findings; Performing any other work as related duties by the managers. Ensuring performance development and performance management of staff.

**ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

**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 their financial interests and be subjected to a security clearance.

**POST 18/09** : **SENIOR INTERNAL AUDITOR REF NO: DBE/34/2026**  
Branch: Office of the Director-General.  
Directorate: Internal Audit, Risk Management and Investigation

**SALARY CENTRE REQUIREMENTS** : R413 001.per annum. (Level 8)  
: 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 in Accounting /Auditing/ Internal Auditing. A minimum of two (2) years' experience in Internal Auditing or External Auditing; Knowledge and skills in Internal Auditing, Risk Management, Accounting and Corporate Governance; A minimum of one (1) year exposure in supervision on junior staff; Exposure to Public Service legislation, policies and procedures; Membership of the Institute of Internal Auditors and drivers' licence; Computer Skills (MS Office); Benchmarking and networking skills are required to be abreast with current developments in the field of auditing.

**DUTIES** : The successful candidate will be responsible for Conducting audit projects from planning to reporting; Assisting in evaluating the department's governance, risk management and controls processes; Conducting audits to determine and evaluate the adequacy, effectiveness, and efficiency of controls in accordance

- with the methodology; Contributing to the achievement of the internal audit coverage plan; Collecting information and participating in the compiling reports to the accounting officer and audit committee; Keeping up to date with new developments in the internal audit environment.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.
- POST 18/10** : **SENIOR ADMINISTRATIVE OFFICER (SECRETARIAT OF THE LOSS AND DISPOSAL COMMITTEE) REF NO: DBE/35/2026**  
Branch: Finance and Administration  
Chief Directorate: Financial Management Services  
Directorate: Security and Assets Management
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum. (Level 8)  
: Pretoria  
: An applicant must be in possession of a 3 years post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; At least two (2) years relevant experience in the management of the loss and disposal process in Government; Experience in working with BAS; Ability to work individually and in a team; Ability to collaborate effectively with stakeholders at various levels; Knowledge of the departmental policies and Public Finance Management Act (PFMA); Practical knowledge of the implementation of the Treasury Regulations; Good communication skills (written and verbal); Ability to write of minutes and the develop the agendas; Knowledge of Microsoft Officer package; Relevant experience or understanding the payment process of invoices; Understanding the turnaround time.
- DUTIES** : The successful candidate will be responsible for receiving all the information on cases and relevant supporting documentation and opening a case file for each case; Receiving all the cases and all relevant documentation from the Loss Control Officer; Ensuring completeness of the agenda by reconciling reported cases; Including the cases in the agenda to be discussed at the Loss and Disposal Committee meeting; Taking minutes for every Loss and Disposal Meeting; Distributing minutes to all the members to enable them to take the necessary actions and provide input where necessary; Distributing preliminary recommendations made by the Loss and Disposal Committee to all the members to enable them to follow-up on the recommendations; Following-up on a weekly basis on the progress made on recommendations made by the Loss and Disposal Committee and provide feedback to the Loss Control Officer.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.
- POST 18/11** : **SENIOR ADMINISTRATIVE OFFICER: PUBLIC EXAMINATION ADMINISTRATION REF NO: DBE/36/2026**  
Branch: Curriculum Policy Support and Monitoring.  
Chief Directorate: National Assessment and Public Examinations
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum. (Level 8)  
: 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; Two (2) years' experience in administrative of examination process; 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, Ability to work independently; Ability to work under pressure; Ability to multi-task and cope with a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.
- DUTIES** : The successful candidate will be responsible for providing administrative support to the unit responsible for Policy and Irregularities; Assisting with the administration of all examination processes relating to policy and irregularities; Assisting with the coordination of the nine Provincial Education Departments (PEDs) through organising meetings for the National Examinations and Assessment Committee (NEAC), Heads of Examinations (HOEs), National Examinations Irregularities Committee (NEIC), Policy Task Team (PTT) and any other coordinating committees and task teams that may be established; Supporting the unit in collating reports on irregularities from the nine PEDs; Updating and maintaining a national database and register on irregularities; Supporting the unit in preparing presentations on irregularities for the National Examinations Irregularities Committee, writing submissions and memos; Assisting with the report writing of irregularities prepared for the Minister of Basic Education and Umalusi for approval of the examinations results; Drafting letters to Umalusi for assessment concessions and administering the concession; Supporting the unit in drafting the budget and keeping record of expenditure; Processing remuneration claims as required; Providing general office support, including filing, tracking and processing of documents and correspondence, compiling and reporting financial updates, managing leaves, assuming secretarial functions when required.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.
- POST 18/12** : **SENIOR ADMINISTRATIVE OFFICER: NATIONAL ASSESSMENTS REF NO: DBE/37/2026**  
Branch: Curriculum Policy Support and Monitoring  
Chief Directorate: National Assessment and Public Examinations
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum. (Level 8)  
: 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; Two (2) years relevant experience; 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 a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.
- DUTIES** : The successful candidate will be responsible for coordinating events and project relating to national and international assessment programmes; Providing specific support to the Directorate in implementing the National Assessment Framework; Including filing, tracking and processing of documents and correspondence; Compiling and reporting financial updates; Consolidating and compiling of quarterly reports on national assessment projects; Coordinating logistical and administrative functions relating to travel and accommodation of appointed assessors as well as contracted local and international researchers/specialists appointed in the Directorate; Checking and verifying all payments relating to subsistence and travel as well as remuneration of appointed assessors and contracted local and international researchers/specialists appointed in the Directorate; Facilitating participation and partnership agreements with local and international agencies/institutions; Providing administrative and logistical support to the Directorate; Coordinating administrative support across sub-units in the Directorate; Providing administrative support relating to procurement of goods and services of the Directorate; Coordinating provincial assessment coordinators meetings and

- the General Education and Training Assessment Committee meetings; Providing secretariat support for projects as and when required.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.
- POST 18/13** : **CHIEF ACCOUNTING CLERK: (SALARIES) REF NO: DBE/38/2026**  
Branch: Finance and Administration  
Chief Directorate: Financial Management Services  
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R338 106.per annum. (Level 7)  
: Pretoria  
: The applicants must be in possession of a Senior Certificate or equivalent qualification; Three (3) years' experience in Salary Management; Experience in working with the PERSAL and BAS system; Knowledge of PFMA and Treasury Regulations; Proficiency in english; Good communication (verbal and written communication skills); Good interpersonal relations, analytical and decision-making skills; Ability to handle confidential matters; Ability to exercise discrete when dealing with people; Computer literate (MS Office Programs).
- DUTIES** : The successful candidate will be responsible for calculating and processing payments of salary related matters; Calculating and processing payments of claims for examiners and moderators; Calculating and processing payments of leave gratuities, severance pay and service bonus on service terminations; Implementing deductions on the PERSAL system; Salary claims in terms of transfer; Distributing salary advice; Managing monthly payroll schedules; Distributing monthly PERSAL reports; Liaising and rendering professional salary advice to clients within and outside the Department; Performing other work related duties as required.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.
- POST 18/14** : **ADMINISTRATIVE OFFICER REF NO: DBE/39/2026**  
Branch: Social Mobilisation and Support Services.  
Chief Directorate: Care and Support on Schools.  
Directorate: National School Nutrition Programme (NSNP)
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum. (Level 7)  
: 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; Good understanding of the National School Nutrition Programme; A minimum of one (1) year relevant experience in the operation of the Public Sector; Conceptual and analytical skills; Verbal and writing communication skills; Report writing; Problem solving skills; Computer Literacy (MS Word, Excel, Outlook, Power-Point presentation); Ability to communicate with stakeholders at different level; Presentation skills; Driver's license.
- DUTIES** : The successful candidate will be responsible for assisting with the collection, capturing, verification and consolidation of programme information; Updating and maintaining the NSNP record keeping system; Providing data management and information flow in the Directorate; Compiling monthly monitoring schedule; Supporting the review of monitoring tools, tracking progress on Monitoring targets, Reporting and Response (MRR) Dashboards; Assisting with the preparation of reports, presentations and source data from the MRR dashboard; Supporting directorate's research project; Assisting with other NSNP activities as required within the Directorate.

**ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

**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 their financial interests and be subjected to a security clearance.

**POST 18/15** : **SENIOR SECRETARY: REF NO: DBE/40/2026 (X8 POSTS)**  
Chief Directorate: Strategic Planning, Research Evaluation and Monitoring  
Directorate: Social Cohesion and Equity in Education;  
Curriculum Implementation and Quality Improvement (GET); Inclusive Education; Education Management and Governance Development; Reading; Rural Education; Human Resources Management and Administration.

**SALARY CENTRE REQUIREMENTS** : R280 278.per annum.( Level 6)  
: Pretoria  
: The applicant must be in possession of a Senior Certificate or equivalent qualification; The ideal candidate must have a 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 a high workload; 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 Chief Directorate/Directorate; 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 Chief Directorate/Directorate; Handling, screening and managing incoming and outgoing telephone calls, taking messages and routing telephone calls to the Chief Directorate/Directorate or relevant units ensuring the efficient flow of information; Managing and coordinating the diary of the manager; Facilitating logistical arrangements for meetings, workshops and appointments; Making arrangements for the Chief Directorate/Directorate work-related travel itinerary by coordinating transport, accommodation requirements, compiling, reconciling subsistence and travel claims; Maintaining a document management in an orderly filing system (electronically and manually); Managing all documents, receiving, recording, screening, quality assuring, filing and dispatching all documents (submissions and memorandums); Quality assuring submissions and reports; Assisting with the consolidation of the Directorate's/ Chief Directorates reports; Providing secretariat support during meetings and drafting minutes as required; Performing other work related duties as required.

**ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

**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 their financial interests and be subjected to a security clearance.

**POST 18/16** : **SENIOR ADMINISTRATION CLERK REF NO: DBE/41/2026 (X4 POSTS)**  
Branch: Office of the Director-General

**SALARY CENTRE REQUIREMENTS** : R237 453 per annum. (Level 5)  
: Pretoria.  
: The applicants must be in possession of a Senior Certificate or equivalent qualification; Knowledge of E-Submission; Knowledge of Director-General (DG) Memos; Good understanding of Parliamentary Questions; Ability to work in a team; Verbal and writing communication skills; Report writing; Problem solving skills; Computer Literacy (MS Word, Excel, Outlook, Power point

- presentation); Ability to interact with stakeholders at all levels; Basic Presentation skills; Driver's license.
- DUTIES** : The successful candidate will be responsible for rendering general clerical support services within the Office of the Director-General; Receiving, recording, and distributing incoming and outgoing correspondence; Receiving visitors and providing basic administrative assistance; Coordinating enquiries to the Office of Director-General from internal and external stakeholders; Maintaining proper filing systems and ensuring safekeeping of documents; Maintaining office supplies and ensuring stationery availability; Capturing data and updating administrative records and databases; Providing registry and document tracking support.; Providing technical support for Smartgov; Providing support during interviews, workshops and departmental events; Assisting with the preparation, photocopying, scanning, and distribution of documents; Assisting with Parliamentary enquiries; Assisting with travel and accommodation arrangements where required; Assisting on DG's projects, including Basic Education Sector Lekgotla, DG engagements with provinces; Arranging meetings, venues, and logistical requirements when required; Handling telephone enquiries and direct calls appropriately; Supporting the coordination of submissions, reports, and compliance documents; Ensuring accurate record keeping and adherence to administrative procedures; Performing other administrative duties delegated by supervisors or management; Performing general office support to the PA of the Director-General.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.
- POST 18/16** : **SENIOR ADMINISTRATION CLERK REF NO: DBEDBE/42/2026 (X3 POSTS)**  
Branch: Curriculum Policy, Support and Monitoring.  
Chief Directorate: Curriculum Implementation and Monitoring  
Directorate: Curriculum, Implementation and Quality Improvement (FET)
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum. (Level 5)  
: Pretoria.  
: The applicant 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 a high workload; General office management; Willingness to learn quickly; Accuracy and be adaptable; Planning and organisational skills.
- DUTIES** : The successful candidate will be responsible for providing admin support to FET Subject Specialist; Following up on communication to and from the office of the Director; Following-up on outstanding invoices through procurement and assets section; Working with the Provincial Education Department (PED's) officials in programmes led by the FET Directorate; Coordinating leave forms, telephone accounts and other delegated functions; Analysing cash flow on monthly basis; Completing and verifying the claims for overtime payment; Requesting equipment quotations and process receipt of equipment; Arranging the workshops and conferences and providing administrative support throughout the duration of the functions; Making travel arrangements and process S&T for the Directorate; Arranging Directorate Meetings, taking and distributing minutes; Arranging meetings with stakeholders and take minutes; Setting up MS teams meetings when requested and providing secretarial support; Writing memos when required; Assisting with History Ministerial Task Team; Assisting other Directorates with work related when requested.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.

- 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 their financial interests and be subjected to a security clearance.
- POST 18/18** : **SENIOR ADMINISTRATIVE ASSISTANT (REGISTRY AND RELATED SERVICES REF NO: DBE/43/2026)**  
 Branch: Finance and Administration  
 Chief Directorate: Financial Management Services  
 Directorate: Supply Chain Management  
 Sub-division: Registry and Related Services
- SALARY** : R237 453 per annum. (Level 5)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : The applicant must be in possession of a Senior Certificate or equivalent qualification; Excellent interpersonal relations and communication skills (Written and Verbal); Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Numeracy skills ;Reliable; Ability to work under pressure and perform physical work; Ability to work in a team; A valid driver's license.
- DUTIES** : The successful candidate will be responsible for driving services on a daily basis to the bank; Delivering, collecting documents, mailing parcels, packages, couriers mails, registering mails and parcels within the Department promptly; Delivering and collecting mail documents from Post-Office, other Departments and SITA; Sorting, distributing incoming and outgoing mail daily to relevant officials; Assisting with general administrative duties; Filing of documents, opening and sorting of mail delivering of ordinary mail/parcel to relevant officials within the Department; Performing other work related duties as delegated.
- ENQUIRIES** : Ms N Kumalo Tel No: (012) 357 3398/ Ms N Monyela (012) 357 3294/ Mr M Segowa (012) 357 4291.
- 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 their financial interests and be subjected to a security clearance.