

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 applications LowerApplications@dbe.gov.za
- FOR ATTENTION** : Ms M Mahape/Ms N Kumalo
- CLOSING DATE** : 17 July 2026
- 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.

OTHER POSTS

- POST 23/03** : **DEPUTY DIRECTOR REF NO: DBE/50/2026**
Branch: Delivery and Support
Chief Director: NEEDU
(X3 Contract Posts with an option to renew)
- SALARY** : R932 292 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicants must be in possession of an appropriate three-year (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years' relevant experience as an Assistant Director or equivalent level in the education sector; A sound knowledge of the education policy and legislation environment; Must have a strong language competency in Sepedi, Setswana or isiZulu; Knowledge of matrix and project management; Experience in qualitative and/or quantitative research methodology; Ability to work under pressure and meet deadlines; Ability to work independently without supervision to meet targets; Sound analytical skills; Report writing and presentation skills, including MS PowerPoint presentation skills; Strong communication (verbal and writing) skills; Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Willingness to work extensive hours and be prepared to travel; A valid driver's licence; Passion to make a positive contribution to South African education.
- DUTIES** : The successful candidate will be liaising with district officials and school management teams to prepare for evaluations/research; Conducting independent research/evaluation in sampled schools, districts and provincial offices following prescribed evaluation protocol and evaluation instruments; Analysing data using appropriate qualitative and quantitative tools or techniques; Providing a clear assessment of the state of teaching and learning in all schools, districts and provincial offices evaluated, this will include collecting and analysing data; As an integral part of a school evaluation process, observe educators in practice using approved instruments; Writing, editing and analysing reports as well as provide recommendations for improvement; Collating reports from different members of the evaluation team; Analysing research/evaluation reports to identify emerging trends within districts and schools; Conducting document analysing and preparing reports with recommendation regarding the course of action that the Basic Education Sector needs to take; Verifying the findings of a school self-evaluation; Contributing to standards setting in education; Sharing research findings in different platforms and structures; Identifying problem areas within the basic education sectors and outline action research, which seek to address them; Performing any other functions as deemed appropriate by the Supervisor within the ambit of labour law.
- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 357 3398

POST 23/04 : **ASSISTANT DIRECTOR: BUSINESS APPLICATION AND SUPPORT REF DBE/51/2026**

Branch: Business Intelligence
Chief Directorate: Information and Management Systems
Directorate: Education Management Information Systems

SALARY CENTRE REQUIREMENTS

: R605 742 per annum
: Pretoria
: The applicants must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification as recognized by SAQA in Computer Science, Information Technology, Software development or related fields; Three (3) years relevant experience at supervisory level in software development and testing, in the Microsoft Development Environment (VB.net , VB6, ADO, CHM, MS Access, and SQL); Advanced knowledge of Microsoft Office products – Word, Excel, Outlook, PowerPoint; Experience with reviewing requirements, developing and automating test cases based on User requirements; Extensive knowledge of SA-SAMS and proven knowledge of user and database support; Experience in the Education sector and Project Management; White and Black box testing experience at the unit, integration and system levels; Must be able to multitask and meet deadlines in a fast-paced start-up environment; Take initiative and the ability to work with minimal guidance; Must be in possession of a driver's license and willing to travel; Attention to detail and strong problem-solving skills are critical with the ability to work as a team player is essential Good communication (verbal and written) skills.

DUTIES

: The successful candidate must lead a team of support and technical specialists on the development, testing and supporting of DBE programs in particular the SA-SAMS and in-house/SITA developed software; Designing and developing ad hoc survey, data collection and reporting tools/applications as required; Trouble shooting and fixing Access and SQL databases; Evaluating and testing new or modified software programs and software development procedures according to user requirements and conform to established guidelines; Writing revise and verifying quality standards and test procedures for program design, product evaluation and quality assurance; Planning, designing and authoring effective test cases and develop automated tests for test cases and integrate automations into test suites; Designing and developing tools for test management, execution and reporting to enhance the overall software testing process; Monitoring system program/application performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation; Writing documentation to describe program evaluation, testing, and correction; Facilitating problem-solving between end user and SA-SAMS developers; Writing monthly/quarterly/annual reports on the status and progress on the support, testing and ad hoc system development; Standardising and supporting SA-SAMS and Provincial Data Warehouses; Supporting on training, advocacy and change management of SA-SAMS and other Data Systems; Liaising with the Education Sector Policy Owners and support on managing the SDLC of requirements on SA-SAMS/programs for version release; Supporting on the SA-SAMS Modernisation Project; Supporting on the Learner Unit Record Information and Tracking System, the Business Intelligence System and other relevant systems; Attending to ad-hoc requests and supporting the Director on relevant Projects as requested.

ENQUIRIES

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

POST 23/05

: **ASSISTANT DIRECTOR: PROVINCIAL SCHOOL IMPROVEMENT SUPPORT COORDINATORS REF DBE/52/2026**

(X6 Contract Posts)

Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
Directorate: School-Level Planning, Monitoring, Development and Support

SALARY CENTRE

: R487 197 per annum
: **Eastern Cape:**
(Mandela Bay and Sarah Baartman, Alfred Nzo East and East, Amathole West and Buffalo City Districts)
Kwa-Zulu Natal:
(Zululand and Umzinyathi Districts)

		Mpumalanga: (Bohla Bela District)
<u>REQUIREMENTS</u>	:	The applicants must be in possession of an appropriate three year qualification (NQF level 6) in Education as recognized by SAQA, which includes professional teacher education and registration with SACE as a professional Educator; Three (3) years relevant experience at supervisory level; At least three (3) years' experience as a deputy principal or principal and above; An Honours degree or higher qualification will be an added advantage; Academic achievements must be coupled with at least eight years' teaching experience; The successful candidate must demonstrate a good understanding of the education sector in South Africa, proven experience in managing the implementation of projects; Proven ability to produce quality work under pressure; Manage deadlines; Ability to work with people at different levels, team player able to work autonomously; Interpretation and utilisation of performance data to identify and address gaps in performance. A sound knowledge of Curriculum and Assessment Policy Statement (CAPS) and Programme development; Proficient computer skills; Strong analytical and problem-solving skills; Good communication (verbal and written) skills, process management; Willingness to frequently travel; A valid driver's license; Possession of own transport; Computer literacy.
<u>DUTIES</u>	:	The successful candidate must work with circuit managers to develop a data-driven approach to school improvement support; Participating in specialised multi-disciplinary teams to implement and manage various interventions aimed at improving the quality of education; Developing a plan for addressing identified weaknesses in order to improve teaching; Evaluating circuit priorities, deliverables and calendars (year plans) and work with the identified circuit managers to implement circuit improvement plans so that all deliverables are delivered (met or achieved) within agreed deadlines; Monitoring on behalf of the DBE the refinement, implementation and monitoring of responsive improvement plans in order to record lessons for possible replication; Overseeing the implementation of the turnaround strategies for each identified circuit; Undertaking follow-up work to ensure sustainability of expertise and compile and present progress, quarterly and annual reports on programmes undertaken.
<u>ENQUIRIES</u>	:	Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 3573 3398
<u>POST 23/06</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: DBE/53/2026</u> Branch: Delivery and Support Project NEEDU
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum (Level 08) Pretoria
	:	Applicant must be in possession of three (3) years relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; Two (2) years' experience working in the Basic Education Sector; Knowledge of the education policy and legislation environment; Must have a strong language competency in Sepedi and isiZulu; An understanding of Whole-School Evaluation (WSE); Strong communication (verbal and writing) skills; An understanding of both qualitative and quantitative research methodology; Sound analytical skills; Report writing and presentation, including MS PowerPoint presentation skills; The ability to work under pressure and meet deadlines; Computer skills in MS Office (Word, PowerPoint, Excel and Outlook); Ability to work independently without supervision to meet targets; Willingness to work extensive hours and be prepared to travel; A passion to making a positive contribution to South African education.
<u>DUTIES</u>	:	The successful candidate will be responsible for transcribing, recording interviews verbatim to prepare for the analysis of data; Capturing and collecting data from schools, district offices and provincial offices through questionnaires; Cleaning and sorting data captured in different databases; Sorting and packaging hundreds of documents researchers collect from the field; Assisting in calling schools and districts in preparation for visits by researchers; Assisting in calling schools and districts to make follow-ups on documents that the researchers need to prepare reports; Training, supervising and guiding a team that capturing and cleaning data; Scanning and filing completed data instruments; Formatting prepared reports; Keeping Leave and Risk Registers; Monitoring expenditures using the monthly cashflow statements; Making travelling plans for researchers to collect data; Quality-assuring researchers'

- S&T claim forms before they are submitted for payment; Carrying out other activities as assigned by the Supervisor within the ambit of labour law.
- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291/Ms N Kumalo Tel No:(012) 3573 3398
- POST 23/07** : **SENIOR SECRETARY REF NO: DBE/54/2026**
 Branch: Office of the Director General
 Chief Directorate: ODG Support Services
 Directorates: Intergovernmental and Technical Support
- SALARY CENTRE REQUIREMENTS** : R280 278 per annum
 : 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 manager; 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 manager; Handling, screening and managing incoming and outgoing telephone calls, taking messages and routing telephone calls to the manager 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 manager 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 delegated.
- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291/ Ms N Kumalo Tel No: (012) 3573 3398