

## 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 [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** : Ms N Kumalo/ Ms M Mahape
- CLOSING DATE** : 24 July 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 Z83. 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 requirements outlined above, will not be considered. 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. NB: People with disabilities are encouraged to apply.

## OTHER POST

- POST 24/04** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DBE/55 /2026**  
Branch: Curriculum Policy, Support and Monitoring  
Chief Directorate: Public Examinations and Assessments  
Directorate: Public Examinations
- SALARY** : R413 001 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicant must be in possession of three a (3) years relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA; A minimum of at least two (2) years administrative work experience; Good understanding of the operation of the Public Sector; Good interpersonal relations; Good communication skills (written and verbal) and planning and organisational skills.; Good telephone etiquette; Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to plan in details, 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 a commitment to a high standard of work.
- DUTIES** : The successful candidate will be responsible for providing administrative support to the Directorate: Public Examinations and the Office of the Director; Coordinating all directorate activities, including monitoring and tracking the directorate's operational, management, and improvement plans; Coordinating

and providing secretariat support for pre-standardisation meetings of the NSC and SC examination results; consolidating reports for the directorate, keeping records and maintaining an archiving system for all directorate documents, tracking expenditure of the directorate, Coordinating and providing secretariat support for DBE/Umalusi bilateral meetings; Providing secretariat support for Directorate management meetings; Promoting communication, innovation, and creativity within the Directorate.

**ENQUIRIES**

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