

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 Sechele.O@dbe.gov.za/Monyela.N@dbe.gov.za/Segowa.M@dbe.gov.za/Kumalo.N@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za
- CLOSING DATE** : 17 August 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. A Pre-entry Certificate for the Senior Management Service (SMS) (Nyukela Certificate) is required for all SMS appointments; the full detail 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 and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process.

MANAGEMENT ECHELON

- POST 27/03** : **CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION REF NO: DBE/59/2026**
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication
- SALARY** : R1 554 696 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised qualification at NQF level 7 in Communication, Marketing, Public Relations or a related field, as recognised by SAQA. A relevant NQF level 8 or higher qualification, as recognised by SAQA, will be an added advantage. The incumbent must have a minimum of ten (10) years' experience in communication, public relations, media liaison, marketing, content development and/or internal communications, of which at least five (5) years must have been at senior management level. Proven experience in strategic communication, media liaison, public relations, stakeholder communication, marketing campaigns, content development and internal communications will be required. Experience in the education sector, public

sector, intergovernmental environment, or a similarly complex stakeholder environment requiring high-level media liaison, crisis communication and stakeholder management will be an added advantage. Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication skills. Core Competencies: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, promotion communication, innovation and creativity, and the ability to prepare speeches. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's licence and be willing to travel extensively.

DUTIES

: The successful candidate will be responsible for providing effective communication services to the Minister, the Department of Basic Education (DBE) and Education Departments in the provinces; Responsible for leading communication strategies for the Minister, DBE and provinces; Managing communication campaigns; Managing urgent and unplanned communication matters; Responding to deadlines and quality inputs; Overseeing and providing strategic direction in the development and implementation of communication channels and strategies for the Ministry, the Department of Basic Education and Provincial Education Departments; Overseeing, implementing and managing communication campaigns for the Department of Basic Education and providing support to communication campaigns undertaken by the Ministry of Basic Education, where required; Ensuring effective management and utilisation of appropriate communication channels for the Ministry and the Department of Basic Education; Building and sustaining a positive reputation for the Ministry and the Department of Basic Education; Managing planned, unplanned and urgent communication matters for the Ministry, where requested, and for the Department of Basic Education; Arranging media and press conferences; Responding to media enquiries; Responding timeously to deadlines and providing quality inputs into matters that affect the Ministry and the Department of Basic Education; Overseeing strategic content development, public relations, stakeholder communication, media liaison and internal communication functions in support of the Department's priorities and the broader basic education sector; Supporting delegated tasks from the Minister, Deputy Minister, DG, HEDCOM and CEM; and ensuring proper financial, administrative and personnel management. Ensuring that appropriate financial, administrative and personnel management procedures are in place and in accordance with the requirements of the Department of Basic Education, relevant Public Service and Administration policies and the Public Finance Management Act.

ENQUIRIES

: Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291

POST 27/04

: **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF NO: DBE/60/2026**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative services

SALARY CENTRE REQUIREMENTS

: R1 554 696 per annum, inclusive salary package
: Pretoria
: An appropriate Bachelor of Laws degree (LLB) or equivalent legal qualification (NQF level 7) recognised by the South African Qualifications Authority (SAQA); Admission as an attorney or advocate in South Africa; The successful candidate must be in good standing with the relevant professional regulatory body. A minimum of 10 years' relevant post-qualification legal experience, of which at least 5 years must be at senior managerial level; Experience in the interpretation, development, implementation and/or litigation of legislation, policies and regulations within the education sector or a comparable public sector environment; Demonstrable experience in education law, including experience in advising on, developing, interpreting or implementing education legislation, regulations or policy, is an essential requirement; Proven experience in constitutional law, administrative law, legislative drafting and regulatory development, public sector litigation and regulatory governance will be an advantage; Knowledge of Administrative law and constitutional law as applied to the education sector; Ability to deliver legal advisory services to government departments, public entities or statutory bodies. Process competencies: Knowledge management; problem-solving and analysis; client orientation and customer focus; communication; negotiation; stakeholder

management; and risk management. Core Competencies The post requires a person with excellent Strategic capability and leadership; people management and empowerment; financial management; change management; programme and project management; and service delivery innovation. leadership and strategic management skills, Excellent written and verbal communication; Computer skills; Research and policy formulation; Presentation skills; Analytical and problem-solving skills; Candidates must be confident, trustworthy, accurate, adaptable and diplomatic.: Strategic Capacity and Leadership, People Management and Empowerment, Financial Management and Change Management, promotion communication.

DUTIES : The successful candidate will be responsible for providing strategic leadership and management to the Chief Directorate: Legal and Legislative Services, comprising the Directorates: Litigation and Advisory Services and Legislative Services. Provide high-level, independent and practical legal advice to the Minister, Director-General and the Department on constitutional, administrative, education and public law matters. Managing and overseeing litigation involving the Minister, the Director-General and the Department, including the development of litigation strategy, the instruction of the State Attorney and external counsel, and the monitoring of court orders and settlements. Leading and overseeing the drafting, amendment, interpretation and implementation of education legislation, regulations and related legal instruments. Coordinating and monitoring the Department's legislative programme and ensuring that proposed legislation and policy are constitutionally and legally sound. Providing legal support, where appropriate, to provincial education departments on matters affecting the national basic education system. Advising on the legal mandates, governance and administration of statutory bodies falling within the basic education portfolio. Drafting, reviewing and negotiating national and international agreements, memoranda of understanding and other legal instruments. Developing and maintaining systems for legal risk management, compliance monitoring and the implementation of legal opinions and court orders. Managing the Chief Directorate's human, financial and operational resources and ensuring effective performance, accountability and service delivery.

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

OTHER POST

POST 27/05 : **DEPUTY DIRECTOR REF NO: DBE/50/2026 (X3 CONTRACT POSTS WITH AN OPTION TO RENEW)**
Branch: Delivery and Support
Chief Director: NEEDU

SALARY : R1 101 468 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

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