

ANNEXURE A

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.

<u>APPLICATIONS</u>	:	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 to Sechele.O@dbe.gov.za / Segowa.M@dbe.gov.za / Kumalo.N@dbe.gov.za / Sko sana.th@dbe.gov.za Please visit the Department of Education's website at www.education.gov.za
<u>FOR ATTENTION</u>	:	Ms N Monyela/ Mr M Segowa
<u>CLOSING DATE</u>	:	05 October 2026
<u>NOTE</u>	:	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 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.

MANAGEMENT ECHELON

<u>POST 34/01</u>	:	<u>DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP)</u> <u>DBE/66/2026.</u> Branch: Social Mobilisation and Support Services Chief Directorate: Care and Support in Schools
<u>SALARY</u>	:	R1 317 384 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a qualification at NQF Level 7 as recognised by SAQA , 5 years' experience at a Middle/Senior managerial level In-depth experience in school nutrition, nutrition or food security programming, conditional grant programme management, or a comparable large-scale public sector programme, together with a sound understanding of the National School Nutrition Programme; Experience in policy formulation and implementation processes; Experience in managing diverse stakeholders and working effectively with communities; Strong analytical, strategic, research, programme and project-management skills; A sound understanding of the national, provincial, district and school interface within the education sector; Knowledge and understanding of nutrition/dietetics and related research; Knowledge and understanding of Government's strategic vision and Public Service legislation and policies applicable to the education sector; Knowledge of the public sector policy, legislative and regulatory environment, particularly the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA) and Public Service Regulations (PSR); and An understanding of Government strategies and interventions relevant to the work of the Directorate. Process competencies: Knowledge Management; Service Delivery Innovation; Report Writing; Problem Solving and Analysis; Client Orientation and Customer Focus; and Communication. Core competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; People Management and Empowerment; Communication; Innovation; and Creativity. Applicants must have a valid driver's license and be willing to travel extensively. The successful candidate must demonstrate strong computer literacy and the ability to work collaboratively and effectively in a dynamic and demanding environment.
<u>DUTIES</u>	:	The successful candidate will provide strategic leadership and management of the National School Nutrition Programme and will be responsible for the national coordination, oversight and monitoring of the NSNP Conditional Grant, including programme implementation, compliance with the applicable grant framework, performance monitoring and reporting. Leading the development, review and implementation of norms, standards, policies and related measures for the National School Nutrition Programme; Providing strategic leadership in relation to the implementation of the three components of the NSNP, namely school feeding, nutrition education and sustainable food production; Coordinating the integration of the NSNP with relevant Government programmes, including the Integrated Food Security and Nutrition Programme (IFSNP); Overseeing, supporting and monitoring the implementation of the NSNP across provincial, district and school levels to promote consistent, efficient and quality programme delivery; Monitoring provincial implementation and performance against applicable grant requirements, programme objectives and agreed targets; Coordinating and supporting the preparation of programme and financial performance reports for relevant oversight structures; Evaluating programme implementation and impact in collaboration with relevant stakeholders and use evidence to inform programme improvement; Establishing and implement appropriate risk-management measures to strengthen accountability, governance and service-delivery outcomes; Managing and supervising national DBE officials within the NSNP Directorate, and provide strategic coordination, guidance, support and oversight in relation to NSNP implementation by provincial education departments; Leading and coordinating engagement with provincial education departments, other Government departments, communities and relevant stakeholders to promote alignment with departmental priorities and Government interventions; Promoting sound financial management and continuously monitor compliance with applicable Public Service prescripts and financial-management

requirements; and Performing such other functions as may reasonably be required in support of the effective management and implementation of the National School Nutrition Programme.

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

OTHER POSTS

POST 34/02 : **AUDIT AND RISK COMMITTEE MEMBERS REF NO: DBE/68/2026 (X5 POSTS)**

Branch: Office of the Director-General
4 years Renewable Contract

SALARY : Remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with National Regulations 20.2.3. Members will be remunerated for preparation and attendance of the meeting.

CENTRE : Pretoria

REQUIREMENTS : The applicant must be in possession of NQF Level 6 in Accounting, Auditing, Finance, Compliance, Business Management, Risk Management, IT or Law; as recognised by SAQA; Committee Chairperson: Minimum of 10 years of senior/executive; Audit Committee Members: 5-10 years of senior/executive management experience; Combine experience for the committee members and chairpersons: Auditing, Governance, Risk Management, Information Communication Technology, Organisational Performance Management, Performance Information, External Auditing or Legal; Prior committee experience (Audit, Risk Anti-Fraud) is strongly preferred. Competencies: Attributes and skills highly independent, integrity, objectivity, reliability, knowledge of governance process and risk management principles and internal control, good communication skills, strong leadership skills and knowledge of Education Sector.

DUTIES : Audit Committee Members (Including Chairperson): Participating in audit committee meetings and deliberations; Reviewing internal controls, risk management and governance processes; Overseeing and approving internal and external audit plans and outcomes; Monitoring implementation of audit recommendations; Reviewing financial and performance reporting. Additional Responsibilities of Audit Committee Chairperson: Leading and facilitating committee meetings; Guiding strategic discussions on key risks; Engaging with management, internal and external auditors. Providing strategic guidance to accounting officer and executive authority on the Departmental governance process. Risk Management Committee Chairperson: Chairing the Risk Management Committee and serve on the Audit Committee; Providing strategic oversight to accounting officer and executive authority on risk management frameworks and practices; Advising the accounting officer and the executive authority on risk identification, mitigation, and risk appetite. Monitoring implementation of risk mitigation plans; Overseeing Business Continuity Management (BCM) and fraud prevention; Presenting quarterly risk reports to the Audit Committee.

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

POST 34/03 : **DEPUTY DIRECTOR: CHIEF INFORMATION SECURITY OFFICER REF NO: DBE/69/2026**

Branch: Business Intelligence
Chief Directorate: Information and Management Systems
Directorate: Government Information Technology Office

SALARY : R1 101 468 per annum (Level 12)

CENTRE : Department of Basic Education (Pretoria)

REQUIREMENTS : Applicants must be in possession of NQF level 6 post matric qualification in Information Technology/Information Systems or equivalent qualification as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent; A minimum of two (2) certifications in any of the following: ITIL, COBIT, CISA, CISM, CISSP, CRISC, ISO 27001 plus a minimum of at least five (5) years' experience as a Chief Information Security Officer/ Information Security Officer; Experience in managing networks; Sound knowledge of Enterprise or Technology architecture environment is required, strategic management, information and communication technology systems and processes; Sound knowledge of Microsoft environment, virtualised, cloud environments; Sound knowledge of business continuity management; Sound

		knowledge of the E-government strategy and roadmap, interactive communication, problem solving and analytical thinking orientation, planning and organising skills, project management skills, strategic thinking; Understanding organisational information flows and maintaining an inventory of data; Understanding the data classification framework and implementing controls in accordance with the sensitivity levels; Vulnerability awareness through an understanding of the vulnerability Detection and management program; Patching and Remediation SLAs and Agreed-upon timelines for addressing security vulnerabilities; A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will be responsible for CyberSecurity Program: Designing, configuring, deploying, and maintaining security controls to safeguard the Department's infrastructure; Actively protecting the Department's information technology assets and infrastructure from external or internal threats and ensuring compliance with statutory and regulatory requirements regarding information access, security, and privacy; Analysing problems and recommending solutions, products and technologies to meet the Organisation's security and information security objectives; Performing security assessments for all systems and applications and checking for compliance with cybersecurity standards and regulations in projects and new system design implementation; Developing and interpreting the cybersecurity strategy and framework; Interpreting cybersecurity maturity levels and implementing road maps; Leading the implementation of best practice network security controls across cloud environments and On-premises platforms to maintain resistance against cyberattacks; Focusing on the safe adoption of AI integration; Data protection and encryption: Ensuring sensitive information is identified and adequately protected; Developing or installing software, such as data-at-rest encryption programs and SSL certificates to protect sensitive information in transit and in use; Supporting the development of disaster response and recovery strategies and its implementation within the DBE; Troubleshooting security and network problems to maintain a fit-for-purpose DR site and business continuity plans; Network, web, and Endpoint Security and monitoring; Threat and Vulnerability Management: Leading threat landscape assessment and situational Cyber-attack; Ensuring vulnerability assessments and penetration tests are performed periodically; Analysing and interpreting vulnerability results and facilitating remediation of identified vulnerabilities at Protection and Response Maturity levels in conjunction with other business application owners; Providing reports to Senior Management on the vulnerability management program. Incident response and third-line support: Providing third-line support to any Information security-related queries; Overseeing and providing advanced incident response support for breaches, intrusions, or data theft; Performing Third-Party Risk Management: Effective monitoring of supplier security postures; Ensuring rapid recovery capabilities. Delivering on Security Projects within budget; Training employees on Information Security.
<u>ENQUIRIES</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
<u>POST 34/04</u>	:	<u>DEPUTY DIRECTOR: DEBT, REVENUE AND FINANCIAL COMPLIANCE</u> <u>REF: DBE/70/2026</u> Branch: Finance and Administration Chief Directorate: Financial Management Services Directorate: Financial Services
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a qualification NQF level 6 or equivalent qualification as recognised by SAQA in Financial Accounting/ Financial Management/Management Accounting; Four (4) years relevant experience as an Assistant Director in the area of debt and revenue management, in-depth knowledge of the Debt/Loss Control officer's responsibilities; Knowledge and understanding of the public sector financial administration relating to the listed duties and the provisions of the PFMA and Treasury Regulation; Ability to develop and apply policies; Computer literacy, planning, organisational skills, communication skills (verbal and written); Numeracy and accuracy skills; People management and leadership skills; A good understanding of BAS, PERSAL and other computer systems.
<u>DUTIES</u>	:	The successful candidate will be responsible for managing of accounts receivable and revenue collection; Handling documents and information with

strict confidentiality; Preparing financial statements relevant to the section; Ensuring that financial transactions are brought to book; Managing the cashier's office activities and banking; Managing the TRC payments; Collecting and keeping safe Departmental revenue; Ensuring safekeeping of financial documentation according to prescripts; Ensuring that reconciliations are done monthly; Ensuring telephone accounts are paid; Establishing and maintaining a strong relationship with key stakeholders internally and externally; Ensuring that all outstanding interdepartmental receivables are followed up, cleared and reconciled; Responding and resolving audit queries related to the section; Providing supervision to junior staff; Investigating irregular and fruitless and wasteful expenditure, identify potential financial risks (inclusive of fraud risks) and facilitating management action to mitigate the identified risks; Testing and monitoring level of compliance to enabling legislation: PFMA, Treasury Regulations, SCM and raise findings on areas of concern relating to weaknesses in controls to assist and enhance effectiveness of the process; Monitoring the implementation of internal and external audit recommendations based on the audit results; Attending Audit steering committee meetings; Monitoring the progress of audit recommendations; Coordinating, monitoring and reporting on fruitless and wasteful expenditure registers; Coordinating, monitoring and reporting on irregular expenditure registers; Monitoring and strengthening the control environment within the Department through performance of planned internal control assessments of Quarterly key control assessments and follow through of all data analysis reviews; Managing operational risk register; Performing any duties as delegated.

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

POST 34/05 : **SENIOR REGISTRY CLERK REF NO: DBE/71/2026**

Branch: Finance and Administration
Chief Directorate: Finance Management Services
Directorate: Financial Services

SALARY : R237 453 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : The applicant must be in possession of a Senior Certificate or equivalent qualification; Knowledge of personnel registry; Basic knowledge of PERSAL and Archive Rules pertaining to personnel records are additional recommendation; Good organisational skills, communication skills (Verbal and Written); Computer and interpersonal relations skills are essential; Ability to deal with confidentiality matters, work under pressure and work independently as well as part of a team.

DUTIES : The successful candidate will be responsible for writing of standard letters to institutions and government departments; Handling basic enquiries on PERSAL; Ensuring that new personnel files are opened and that records are well maintained; Receiving and posting of documents; Maintaining registers and files.

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

POST 34/06 : **TELECOM OPERATOR REF NO: DBE/72/2026**

Branch: Finance and Administration
Chief Directorate: Finance Management Service
Directorate: Supply Chain Management

SALARY : R237 453 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : The applicant must be in possession of a Senior Certificate or equivalent; Communication (written and verbal); Computer literacy (MS Office); Good interpersonal skills; Good public relations skills, Ability to work under pressure and to solve problems; Customer service and document management.

DUTIES : The successful candidate will be responsible for answering and directing incoming calls to relevant section/ directorate; Providing information about services rendered by the department; Scanning all incoming calls and maintaining a record; Providing internal telephone directory to staff when required; Providing secretarial services to sections when officials are not in office and convey messages; Providing contact details of all Provincial and District Offices to the public; Ensuring that the switchboard is always manned; Rendering an effective and efficient telephone service to department.

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

<u>POST 34/07</u>	:	<u>SECURITY GUARDS REF NO: DBE/73/2026 (X8 POSTS)</u> Branch: Finance and Administration Chief Directorate: Finance Management Services Directorate: Security and Asset Management 12 Months Renewable Contract
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	The applicant must be in possession of a Senior Certificate or equivalent; Communication (written and verbal); Valid PSIRA Registration; Security Training with accredited security training such as Grade "A, B, C or D"; Fire Fighting & First Aid certificate added advantage; Clean criminal record; Security and operational skills- access and egress control; Patrol and surveillance techniques; CCTV and alarm monitoring; Incident and emergency response; Visitor and vehicle management; key and access control management; Communication skills- effective verbal communication; Good written communication and report writing; active listening; professional interaction with officials, visitors and the public; Personal competencies- professionalism; discipline and adherence to procedures; Reliability and punctuality; Alertness and vigilance; Ability to remain calm under pressure; Integrity, Honesty and confidentiality; Problem solving and decision making- assess situations and take appropriate actions; Ability to identify potential risks; Respond effectively to emergencies; Escalate the incidents through correct reporting channels; Exercising sound judgment within delegated authority; Team-work and interpersonal skills; Ability to work effectively as part of security team; Cooperation with management and other stakeholders; Conflict management skills; Respect for diversity and different backgrounds; Ability to work with SAPS, and other security stakeholders where required.
<u>DUTIES</u>	:	The successful candidate will be responsible for guarding and protecting of people, property and information; Conducting security patrols; Monitoring CCTV and alarm systems; Searching persons, vehicles or property where legally authorised; Responding to security incidents and emergencies; Maintaining OB and incident reports; Enforcing organizational security procedures; Reporting suspicious activities, security breaches and incidents; Managing security operations in the department.
<u>ENQUIRIES</u>		Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291