

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.

MANAGEMENT ECHELON

<u>POST 31/05</u>	:	<u>DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME (NSNP) REF NO: DBE/66/2026</u> Branch: Social Mobilisation and Support in School 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 of the National School Nutrition Programme (NSNP); Experience of policy formulation processes; Experience in managing diverse stakeholders and working effectively within communities; Strong analytical, strategic, project management and research skills; A good understanding of the national, provincial, district and school interface; Knowledge and understanding of nutrition/dietetics and research, Government 's strategic vision, Public Service legislation and policies pertaining to the education sector in South Africa; Knowledge of the public sector policy, legislative and regulatory environment particularly the Public Financial Management Act (PFMA) and Procurement Policy Framework Act (PPFA) and Public Service Regulation (PSR); Understanding of Government strategies and intervention; Process Competencies: Knowledge Management, Service Delivery Innovation, Report Writing, Problem Solving, Analysis, Client Oriented 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 driver's licence and be willing to travel extensively; The incumbent must also demonstrate strong computer literacy skills and ability to work collaboratively within a dynamic and demanding environment.
<u>DUTIES</u>	:	The successful candidate will be responsible for the management of the National School Nutrition Conditional Grant, including a range of strategic and operational responsibilities aimed at strengthening programme delivery and impact; Developing and/or reviewing norms and standards for the National School Nutrition Programme (NSNP) as well as ensuring the effective implementation of three components including integration with other Government programmes such as the Integrated Food Security and Nutrition Programme (IFSNP); Overseeing and supporting the implementation and monitoring NSNP service delivery across the national, provincial, district and schools levels to ensure consistency, efficiency and quality; Evaluating programme impact in partnership with relevant stakeholders; Establishing and implementing risk management measures to strengthen accountability and improving service delivery outcomes; Overseeing, managing and supervising NSNP staff at both national and provincial levels; Coordinating stakeholders engagement to ensure alignment with departmental priorities and Government interventions and continuously monitoring compliance with Public Service prescripts and financial management regulations to ensure proper governance and accountability.
<u>ENQUIRIES</u>	:	Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
<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 Sechele.O@dbe.gov.za / Skosana.T@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
<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.

CLOSING DATE

: 11 September 2026

OTHER POST

POST 31/06

: **SENIOR ADMINISTRATION CLERK REF NO: DBE/67/2026**

Branch: Finance and Administration
Chief Directorate: Financial Management
Directorate: Security and Asset Management

**SALARY
CENTRE**

: R237 453 per annum (Level 05)
: Pretoria

REQUIREMENTS

: Applicant must be in possession of a Senior Certificate or Equivalent qualification. Understanding of the (PFMA) Public Finance Management Act and (MCS) Modified Cash Standard and Treasury Regulations. Knowledge of basic accounting and the Hard CAT system. Good interpersonal relations; Good communication skills (written and verbal), planning and organisational skills; 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.

DUTIES

: The successful candidate will be responsible for assisting with the maintenance of asset registers; Executing asset verification to ensure completeness and existence of all departmental assets; Facilitating the disposal and movement of departmental assets within and outside the Department. Receiving and updating asset records upon delivery of newly acquired assets; Assisting in the preparation of monthly reconciliations report between the BAS and HARD/CAT systems; Assisting with the preparation of asset notes for the interim and annual financial statements. Assisting with resolving queries from internal and external auditors.

**ENQUIRIES
APPLICATIONS**

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: 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 LowerApplication@dbe.gov.za. Please visit the Department of Education's website at www.education.gov.za

**FOR ATTENTION
NOTE**

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