ANNEXURE B

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 HR@dbe.gov.za in PDF format. Please visit the Department of Education's website at www.education.gov.za
CLOSING DATE	:	06 November 2026
FOR ATTENTION	:	Ms N Monyela/ Mr M Segowa
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 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

POST 38/02 : **DIRECTOR: PUBLIC EXAMINATION REF NO: DBE/74/2026**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: National Assessment and Public Examinations
Directorate: Public Examinations

SALARY : R1 317 384 per annum, (all-inclusive remuneration package)
CENTRE : Department of Basic Education (Pretoria)
REQUIREMENTS : An appropriate NQF Level 7 qualification (as recognised by SAQA) in Education or a related field. A postgraduate qualification will be an added advantage. A minimum of five (5) years' experience at a middle/senior management level, of which at least three (3) years must be within the education assessment and examinations. Sound knowledge curriculum Policies and Assessment Policies. Sound knowledge of the National Senior Certificate (NSC) examination system, including question paper development, moderation, standardisation processes, quality assurance processes, marking, monitoring of examinations, examinations policy and examination irregularities. Working knowledge of the General and Further Education and Training Quality Assurance Act, 2001 and the Regulations Pertaining to the Conduct, Administration and Management of the NSC Examinations. Knowledge of the Public Finance Management Act, 1999, and other relevant prescripts governing public examinations administration. Proven project management, strategic leadership, and stakeholder liaison skills, including engagement with provincial education departments, examiners, moderators, and Umalusi. 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. A valid driver's licence and willingness to travel. The incumbent will undergo a vetting process through the State Security Agency before assumption of duty.
DUTIES : Manage, coordinate and support the activities of the Directorate: Public Examinations. Facilitate the setting of high-quality Grade 12 question papers for the National Senior Certificate examination and the Senior Certificate. Enhance the National quality assurance system for School Based assessment in Grade 12. Facilitate the implementation of high quality and standardised marking of the National Senior Certificate (NSC) and Senior Certificate (SC) across all marking centres and pilot e-marking. Support and co-ordinate the implementation of the NSC and SC examinations across the nine Provincial Education Departments. Manage irregularities and enhance the integrity of the NSC. Contribute to strengthening communication.
ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

OTHER POSTS

POST 38/03 : **DEPUTY DIRECTOR: WHOLE SCHOOL EVALUATION (WSE) REF NO: DBE/75/2026**
Branch: Teacher, Education Human Resources Management
Chief Directorate: Education Human Resources Management
Directorate: Education Performance Management & Development and Whole-School Evaluation

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 or equivalent qualification as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent; A post graduate will serve as an advantage; At least 10 years (10) years overall experience as an educator with five (5) years management experience; Experience in project management, supervision and managing a budget in line with strategic plan; Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum; Knowledge and understanding of

school evaluation, performance management and accountability systems; Knowledge of and insight into relevant education policies and legislation as well as CAPs; Knowledge of the national WSE-policy; Knowledge of research methods; Ability to conduct and report on classroom observations; Ability to keep up with a challenging education environment for the 21st Century; Adapt an outcomes approach and foster data-driven decision-making; Have capacity to work without supervision and be able to meet targets and deadline; Willingness to work extensive hours and be prepared to travel; Strong verbal and written communication skills; Good computer skills in Microsoft Office Programmes: Word, Excel and PowerPoint; Report writing and presentation skills; Excellent people skills in order to interact with stakeholders; A valid driver's licence; Have a passion for making a positive contribution in the South African Education Sector.

DUTIES : The successful candidate will be responsible for planning and coordinating meetings and training of provincial WSE-supervisory teams and district officials; Developing training material and instruments for internal and external school evaluations; Monitoring and reporting on the quality and effectiveness of school evaluations; Analysing reports on lesson observations; Monitoring WSE post-address areas of underperformance; Effectively use reliable and valid data for School Improvement Plans to support systematic evaluation processes; Creating a repository of school evaluation reports for system wide consumption; Work collaboratively to establish partnerships with stakeholders in the sector to strengthen accountability and promote improvement.

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

NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/04 : **DEPUTY DIRECTOR REF NO: DBE/76/2026**
Branch: Social Mobilisation and Support Service
Chief Directorate: Care and Support Service
Directorate: Health Promotion

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 or an equivalent qualification in Health Promotion, Health Science or Education as recognised by SAQA; Four (4) years relevant experience as an Assistant Director or equivalent; Understanding of the policy mandate, biomedical evidence and the social determinates relevant to provision of sexuality education and health education/promotion coupled with extensive experience in the development, implementation and management of programmes for children and/or adolescence; Knowledge of the education sector policies and strategies guiding the development; Implementation and management of HIV, STIs, and Teenage pregnancy prevention programmes in schools; An understanding of current school health policies and trends as well as the evidence and interventions aimed at vulnerable girl and boy is required; Stakeholder and partnership management is crucial in this position; Strong financial management skills are prerequisite for the position; Strong communication skills(both verbal and written) are essential, as are conceptual, organisational and administrative skills and networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field; A self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation and project management principles to their work.

DUTIES : The successful candidate will be responsible for managing and coordinating the HIV and AIDS conditional grant at National Level; Consolidating the monthly, quartley, annual financial and programme reports; Monitoring the performance of Provincial HIV and AIDS programme; Facilitating the development of the HIV and AIDS Life Skills Conditional Grant Framework and provincial business plans; Ensuring adherence to allocated budgets as per the approved business plans; Consolidating financial performance reports for the grant, management of the HIV & AIDS Life Skills programme incompliance to the grant framework in provinces, ensuring effective planning implementation, monitoring and evaluation of HIV and AIDS, STIs and TB programme activities and policies; Conducting oversight visit in the 9 provinces and hold

interprovincial meetings; Facilitating and maintaining strategic partnerships with sister departments and stakeholders.

ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/05 : **ASSISTANT DIRECTOR: BIDS AND CONTRACT ADMINISTRATION REF NO: DBE/77/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY : R487 197 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a three (3) year relevant post matric qualification (NQF level 6) or equivalent qualification as recognised by SAQA in Public Administration, Supply Chain Management, Procurement, Logistics; A Minimum of three (3) years relevant experience in Supply Chain Management at supervisory level; Experience in Bids Management and Acquisition Management; Knowledge of procurement policies, regulations and relevant legislations governing the Bids Administration and Acquisitions Management; Communication skills (Verbal and Written), Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook); Ability to work as a team; Good interpersonal relations; Ability to solve problems; Attention to details and excellent numeric skills.
DUTIES : The successful candidate will be responsible for managing the Acquisition process effectively; Attending and advising during the Bid Specification Committee (BSC) or Bid Evaluation Committee (BEC) meetings; Attending and responding to the audit findings; Providing secretariat function and support to the BSC and BEC; Compiling submissions after the BAC has made recommendations to the Director General; Compiling the bid committees reports; Compiling the monthly reports; Administering contracts' compliance; Assisting the Deputy Director by providing Secretariat function and support to the Bid Adjudication Committee (BAC); Drafting letters to Bidders informing them about the outcome of the bid after the finalisation of the bidding process; Facilitating the finalisation of the contracts/SLA in consultation with Legal Services; Facilitating and ensuring that payments of Suppliers Service Providers are done within 30 days; Notifying the Suppliers Service providers/ Contractors regularly on the status or expiry of contracts; Updating the Commitment Register when payments are processed; Coordinating and monitoring the Contracts; Ensuring proper record keeping of all contracts and relevant documentations; Reviewing modifications, extensions and contract close-out documents for further action; Performing any other work as related duties by the managers. Ensuring performance development and performance management of staff.
ENQUIRIES : Ms N Monyela Tel No: (012) 357 3294/ Mr M Segowa Tel No: (012) 357 4291
NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/06 : **SENIOR SECRETARY REF NO: DBE/78/2026**
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: Psychosocial Support

SALARY : R280 278 per annum (Level 06)
CENTRE : Pretoria
REQUIREMENTS : The applicant must be in possession of a Senior Certificate or equivalent; One (1) year relevant experience in rendering secretarial or administrative support services to senior management will serve as an added advantage; Knowledge of administrative and clerical procedures, departmental policies and public service regulatory frameworks; Ability to work under pressure, maintain confidentiality and manage multiple tasks; Good verbal and written communication skills, interpersonal relations, organisational and planning skills, telephone etiquette, record management, minute-taking and report writing skills; Sound knowledge of Microsoft Office applications (Word, Excel,

PowerPoint, Outlook and Teams); A valid driver's licence will be an added advantage.

DUTIES : The successful candidate will be responsible for providing secretarial and administrative support services to the Director: Psychosocial Support; Managing the diary of the Director by scheduling meetings, appointments and events; Receiving, screening and direct telephone calls and correspondence; Drafting routing correspondence, submissions, reports and presentations; Coordinating meetings, prepare agendas, take minutes and follow up on resolutions; Managing incoming and outgoing documents and ensure proper filing and records management systems are maintained in line with departmental policies and the National Archives and Records Service requirements; Arranging travel and accommodation for the Director and process related claims; Maintaining logistical and administrative support workshops, meetings and stakeholder engagement; Maintaining office supplies and ensuring the efficient functioning of the office; Liaising with internal and external stakeholders on behalf of the Director.

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

NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.

POST 38/07 : **SENIOR ADMINISTRATION CLERK REF NO: DBE/79/2026**
Branch: Finance and Administration
Chief Directorate: Financial Management Services
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 qualification; Knowledge of The Public Finance Management Act (PFMA); Knowledge of Treasury Regulations; Knowledge of applicable Supply Chain Management policies and procedures; Good verbal and written communication skills; Computer literacy, including proficiency in Microsoft Word, Microsoft Excel, Microsoft Outlook and Microsoft PowerPoint; Good organisational and planning skills; Good problem-solving skills; Good interpersonal and client-relations skills; Ability to work effectively as part of a team; Ability to work independently and under pressure; Good administrative and record-keeping skills.

DUTIES : The successful candidate will be responsible for Receipt of goods from service providers and verifying deliveries against purchase orders and other relevant supporting documentation; Ensuring that goods received are aligned with the specifications and quantities reflected in the applicable purchase orders; Ensuring that discrepancies between ordered and delivered goods are identified, recorded, reported and resolved with the relevant stakeholders; Monitoring stock levels and identify damaged, obsolete and slow-moving goods; Conducting regular stock counts and reconciliations and investigate discrepancies; Ensuring that goods are appropriately recorded, labelled, stored and controlled.

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

NOTE : The successful candidate must sign an annual performance agreement, annually disclose their financial interests and be subjected to a security clearance.