

## 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. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za).
- FOR ATTENTION** : Mr A Tsamai/Mr M Segowa
- CLOSING DATE** : 04 August 2023
- 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 Z.83. 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. Applications received after the closing date and e-mailed or faxed applications will not be considered.

## OTHER POSTS

- POST 24/22** : **SENIOR PERSONNEL OFFICERS REF NO: DBE/22/2023 (X2 POSTS)**  
Branch: Finance and Administration  
Chief Directorate: Human Resources Management, development and Labour Relations  
Directorate: Human Resources Management and Administration  
Sub-Directorate: Recruitment and PMDS
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
Pretoria  
Applicants must be in possession of a Senior Certificate or equivalent qualification; Experience in Recruitment, Selection and PMDS; Experience in MS Word and Excel; Knowledge of relevant policies and legislation and PERSAL; Good organisational, communication (verbal and written) and interpersonal relation are essential; Ability to deal with confidential matters, work under pressure and work independently as well as part of a team.
- DUTIES** : The successful candidate will be responsible for placing advertisements of vacant posts; Sorting and capturing of application forms received for advertised posts; Arranging interviews; Taking minutes; Writing submissions and memos; Compiling unsuccessful letters; Verifying qualifications and criminal records; Assisting with the Performance Management Development System (PMDS); Filing of the Mid-Year and Annual Assessment forms; Capturing Performance Agreements, Annual Assessments and Mid-Year Reviews on the PERSAL; Arranging meetings and Performing any other duties as deemed appropriate from time to time.
- ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321/Mr M Segowa Tel No: (012) 357 4291

- POST 24/23** : **SENIOR PERSONNEL OFFICERS REF NO: DBE/23/2023 (X2 POSTS)**  
 Branch: Finance and Administration  
 Chief Directorate: Human Resources Management, Development and Labour Relations  
 Directorate: Human Resources Management and Administration  
 Sub-Directorate: Service Benefits and Administration
- SALARY** : R202 233 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification; Experience in HR Service Benefits and Conditions of Services; Experience in MS Word and Excel are required Demonstrable skill of application and operation of PERSAL; Knowledge of relevant policies, legislation and PERSAL; Good organisational, communication (verbal and written) and interpersonal relations are essential; Ability to deal with confidential matters, work under pressure and work independently.
- DUTIES** : The successful candidate will administer personnel administration, i.e appointments (permanent, contract and abnormal), transfers/promotion, probations, leave, calculations of leave gratuities, service terminations, pensions, staff establishment, housing, MMS and SMS salary structuring, long services awards, etc; Capturing of transactions on PERSAL; Writing of submission, letters, memos and circulars; Processing pension documents and Injury on Duty matters; Attending to internal and external HR enquiries on HR procedures and policies. Performing any other duties delegated to you.
- ENQUIRIES** : Mr A Tsamai Tel No: (012) 357 3321/Mr M Segowa Tel No: (012) 357 4291  
**NOTE** : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.