



CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT

Directorate: Human Resource Management and Administration

Reference: Filling of Posts (Circular No. 14 of 2026)
Enquiries: As indicated in the circular

Date: 06 July 2026

TO: Deputy Director - General
Chief Directors
Directors
Sub-District Managers
Circuit Managers
Deputy Directors
Assistant Directors
Principals/Heads of Learning Institutions
All Employees

DEPARTMENTAL PUBLIC SERVICE ACT (PSA) STAFF VACANCY **CIRCULAR NO. 14 OF 2026**

1. Attached hereto is a copy of an advertisement of PSA (Office-Based) vacant post.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates:-
 - (a) The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled on every page.
 - (b) The new Z83 Form must be accompanied by a recently updated and Comprehensive/ Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees.
 - (c) The Post Reference Number must be quoted on each application form.
 - (d) Candidates who require additional information must direct their enquiries to the relevant person as indicated in the advertisement.
 - (e) Applications which are sent to the wrong address or reach their destination after the closing date will not be considered.
 - (f) An envelope containing application form/s must be forwarded to the Relevant Office as indicated in the advertisement.
 - (g) The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.
 - (h) The department reserves the right not to make any appointments to the advertised posts.
 - (i) due to the large number of applications the department envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check if your application has been received. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.

DEPARTMENTAL PUBLIC SERVICE ACT (PSA) STAFF VACANCY
CIRCULAR NO. 14 OF 2026

CLOSING DATE: 29th JULY 2026 (All the applications must have reached the department by 16H00 pm on this date, otherwise they will not be considered).



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MR L J BOGATSU
SUPERINTENDENT GENERAL
DATE:16/07/2026

Administration Clerk (SL 05) X 2 (Conditional Grant Posts)
(3 - Year Contract)

Chief Directorate: Curriculum Management Services
(E-Learning/Mathematics, Science and Technology)

Basic Salary: R 237 453 per annum (Plus 37% in lieu of benefits)

• Post Ref No: NWDE/ 01/07/01 • Corporate Centre

Minimum qualification and experience: • Grade (12) certificate or equivalent qualification
• Relevant post Matric qualification in Secretarial Studies/Office Management will serve as an added advantage • 0-2 years' related and complimentary experience in either Public or Private Sector.

Knowledge and Skill of: • The Public Sector and its administrative regulatory and legislative framework • Supply Chain Management methodology • Administrative skills and a track record in the creation/layout/typing of documents, presentations, reports and databases • Office administration skills relating to client liaison, function and meeting scheduling, equipment administration, filing and record keeping and supply chain management • Ability to work under pressure in a team, independently and meet deadlines • Handling basic enquiries and assisting clients. Good written and verbal communication skills • Computer literacy, including MS Word; MS Excel and MS PowerPoint, Internet etc .

Duties: Providing support to the grant manager and subject coordinators, assisting in daily office needs and managing general administrative activities for the grant • Check compliance with SCM process and procedures • Make necessary traveling arrangements for the grant manager and subject coordinators for attendance of the interprovincial meetings • Ensures that monthly, quarterly and annual project reports are submitted on time to Department of Basic Education and other stakeholders • Handle routine enquiries • Distribute documents/ packages to various stakeholders as required • Keep and maintain the filing system for all the grant-related activities • Type basic letters and/or other correspondences when required • Keep and maintain the incoming and outgoing register of correspondence related to the grant • Liaise with internal and external stakeholders in relation to projects activities.

Enquiries: Ms S M Mekgwe, tel. (018) 397 3002

APPLICATIONS SHOULD BE FORWARDED TO THE FOLLOWING PHYSICAL ADDRESS:

Office	Physical Address	Enquiries	Contacts
Head Office/ Corporate Centre	Department of Education, Private Bag X 2044, MMABATHO , 2735 OR (Hand delivered – At the Main Gate –Old Mmabatho High Hostels), No. 3105 Chief Albert Luthuli Drive	Mr T Motsusi/ Ms J Setzin/ Ms G Moumakoe/ Mr T Mosepele	Tel. (018) 388 2088/2165/ 3278/4016/ 4102