

## ISANDULELA SOLUHLU LWEZITHUBA 2 LUKA-2022

ISebe leMfundo leNtshona Koloni (*iWCED*) ngumqeshi olandela inkqubo enika amathuba engqesho alinganayo, kwabo babesoloko bewavinjwa ngaphambili. Yinjongo yethu ukukhuthaza ukumelwa kwabantu bonke (ngokohlanga, ngokwesini nangokukhubazeka) kuwo onke amanqanaba kwiSebe *iWCED*.

### **IMIYALELO**

Olu luxwebhu lunika ingcaciso lunokusetyenziselwa iinjongo ezininzi yaye lubhekisa kubagqatswa abalindelekileyo, kwiinqununu, kumabhunga olawulo nakubasebenzi beSebe *iWCED* bebonke, abathatha inxaxheba kwinkqubo yokugaya nokukhetha abasebenzi nokuba badlala yiphi na indima okanye benza wuphi na umsebenzi. Kucetyiswa bonke ababandakanyekayo, ngakumbi abagqatswa, ukuba balufunde lonke olu xwebhu.

#### **1. INTSHAYELELO**

**1.1** Olu Luhlu lweZithuba 2 luka-2022 lunezaziso zezithuba zenqanaba 1 zootitshala nezonyuselo-sikhundleni.

**1.2** Kucelwa niqaphele ukuba lo gama olu luhlu iluluhlu lwezithuba ezivulelekileyo zeenqununu, zamasekela nqununu nezeentloko zezifundo, luluhlu lwezithuba ezivulelekileyo kwizithuba zenqanaba 1 zootitshala. Oku kuthetha ukuba izicelo ngokumalunga nezithuba zenqanaba 1 zootitshala, njengoko zipapashiwe, ziya kuba zezamkelekileyo kootitshala abangaphezu kwemfuneko nootitshala abatsha abafikayo kumsebenzi wobutiitshala kuphela. Utiitshala omtsha ofikayo uchazwa ngolu hlobo:

**(a)** Utiitshala onamabanga emfundo afanelekileyo ophumelele kwiminyaka emithathu edlulileyo nongazange alifumane ithuba lokungena kwisithuba sikatitshala oqeshwe isigxina ngurhulumente okwisithuba sikatitshala.

**1.3** Luxanduva lwenqununu ukuqinisekisa ukuba ootitshala nebhunga lolawulo lesikolo bazisiwe ngokupheleleyo ngokuqulathwe kwesi sandulela, ngoko ke makwenziwe iikopi zaso zize zisasazwe.

**1.4** Nawuphi na umbuzo malunga nesithuba somsebenzi esipapashiweyo kolu luhlu lwezithuba, mawubhekiswe kwisikolo esichaphazelekayo esipapashe isithuba eso.

**1.5** Inombolo yesaziso sesithuba mayibhalwe kuyo yonke imbalelwano.

**1.6** Upapasho lwesaziso sesithuba aluthethi kuthi ukuzaliswa kwaso kuya kugunyaziswa liSebe *iWCED*. Lilungelo leSebe *iWCED* ukuthatha nasiphi na isithuba ekungafakwanga mntu kuso njengesihlatyiweyo.

**1.7** Umhla wokuqeshwa kwizithuba ezipapashwe kolu luHlu lweZithuba uya kumiselwa yi *WCED*.

## 2. IZITHUBA EZIPAPASHIWEYO

2.1 Izithuba ezipapashiweyo zihlelwe ngokwezi ofisi zezithili zilandelayo:

| Umlawuli weSithili           | I-Ofisi yeSithili             | Ifoni        |
|------------------------------|-------------------------------|--------------|
| <i>W Horn</i>                | <i>Metro North</i>            | 021 938 3000 |
| <i>B Robertson</i>           | <i>Metro Central</i>          | 021 514 6700 |
| <i>I Senosi (Ibambela)</i>   | <i>Metro South</i>            | 021 370 2000 |
| <i>L Diamond</i>             | <i>Metro East</i>             | 021 900 7000 |
| <i>H van Ster</i>            | <i>West Coast</i>             | 021 860 1200 |
| <i>J Benjamin</i>            | <i>Cape Winelands</i>         | 023 348 4600 |
| <i>L Abrahams (Ibambela)</i> | <i>Overberg</i>               | 028 214 7300 |
| <i>J Jonkers</i>             | <i>Eden and Central Karoo</i> | 044 803 8300 |

2.2 Ezi khowudi zamanani zilandelayo zisetyenzisiwe kwizithuba ezipapashiweyo: (Apho ingabhalwanga khona ikhowudi, kungenxa yokuba singayifakanga isikolo esichaphazelekayo. Imibuzo mayibhekiswe kwisikolo esichaphazelekayo).

- 1 Ulwimi ekufundiswa ngalo – sisi-Afrikansi
- 2 Ulwimi ekufundiswa ngalo - sisiNgesi
- 3 Ulwimi ekufundiswa ngalo – sisi-Afrikansi nesiNgesi
- 4 Ulwimi ekufundiswa ngalo - sisiXhosa
- 5 Bhala ezinye izifundo onokuzifundisa
- 6 Bhala izinto onokuzenza eziyimisebenzi yasemva kweeyure zokufundisa

## 3. IZICELO ZOMSEBENZI

3.1 Izicelo mazenziwe kusetyenziswa i-*eRecruitment System for Educators*. Isistim isebenza ngeziko lewebhu (*web-based*) yaye kungenwa kuyo kwi-intanethi apha <http://wced.school.za/home/home.html> (klikha ku- "*Vacancies*" kwiziko lewebhu kwikhasi elisekuqaleni (*website's home page*) ukungena kwisistim).

3.2 Isistim ixhomekeke kubagqatswa abafaka iisivi (*curriculum vitae*) zabo kwisistim phambi kokuba bafake izicelo zezithuba kwikhompyutha.

3.3 Abagqatswa mabaqinisekise ukuba bafaka amagama abantu ekunokuqhagamshelwana nabo abathathu ubuncinane nabavumayo ukungqina ngomenzi-sicelo (*referees*).

3.4 Iisivi (*CVs*) zigcinwa kwikhompyutha, yaye zinoku-edithwa kwikhompyutha (*edited online*).

3.5 Ngesicelo ngasinye esingenisiweyo, isistim iya kuvelisa (*generate*) ngoko nangoko ileta (i-imeyili) engqina ukufumaneka kwesicelo sesithuba.

3.6 Okuqhotyoshelwe kwesi sandulela sisikhokelo senyathelo ngalinye lokungena kwisistim ukwazi ukuyisebenzisa ngokulula (*easy navigation of the system*).

- 3.7 Abenzi-sicelo abanenombolo yePESALI mabaqinisekise ukuba bayifakile xa bebhalisa kwisistim. Isistim iya kubanika inombolo eyodwa (*unique identification number*) abenzi-sicelo abangenazo iinombolo zePesali.
- 3.8 Mabaqinisekise abenzi-sicelo ukuba baklikha **kwinombolo yesithuba echanekileyo (*correct advertisement number*)** xa besenza isicelo kwisithuba kwikhompyutha.
- 3.9 Ngokusekelwe kwinkcazelo ezizimvo ezifunyenwe kubasebenzisi, iSebe iWCED lenze izilungiso zokuphucula i-E-Recruitment System, ngakumbi kumacandelo e-Employment History ne-Experience Set Fields. Abenzi-sicelo mabaqinisekise ukuba bayasifunda isikhokelo "How to Apply" esifumanekayo kwikhasi oqala ungene kulo kwi-E-Recruitment System's landing page ngokumalunga noku, phambi kokufaka izicelo kwizithuba.
- 3.10 ISebe iWCED alamkeli naziphi na izigxeko ngenxa yezicelo ezibonisa iinombolo zezithuba ezibhalwe ngokungachanekanga kunye/okanye ingqokelela yamava (*experience set*) angachanekanga**
- 3.11 Izicelo ezingamaphepha (*hard copy applications*) nezicelo ezithunyelwe ngefeksi aziyi kuthathelwa ngqalelo (*will not be considered*).**
- 3.12 Imbalelwano iya kwenzelwa kuphela abo benzi-sicelo bafakwe kuluhlu olufutshane. Ukuba umenzi-sicelo ofakwe kuluhlu olufutshane unesiqinisekiso semfundo samanye amazwe, kuya kufunwa isatifikethi sokuqinisekisa ngexabiso elifanelekileyo leziqinisekiso zemfundo yakhe (*relevant evaluation certificate*) esivela kwi-South African Qualifications Authority.
- 3.13 Umhla nexesha lokuvalwa kokwamkelwa kwezicelo ezingeniswe ngekhompyutha ngowe-30 Juni 2022 ngo-24:00 (ezinzulwini zobusuku). ISebe iWCED alamkeli naziphi na izigxeko ngokufakwa kade kwezicelo kwikhompyutha yaye aziyi kuthathelwa ngqalelo izicelo ezifike sekuvaliwe.
- 3.14 Abenzi-sicelo kufuneka baqaphele ukuba iiSIVI kunye namaxwebhu ancedisayo akakhutshelwa (not uploaded) kwisistim. Isistim iya kwenza iSIVI ngokusekelwe kwingcaciso efakwe kwiprofayili esekhompyutheni yomenzi-sicelo.

#### 4. UDLIWANO-NDLEBE

- 4.1 Ukuba abenzi-sicelo babiziwe ukuba beze kudliwano-ndlebe, mabeze nala maxwebhu alandelayo:
- 4.1.1 likopi ezingqiniweyo (*certified copies*) **zamaxwebhu amabanga emfundo, zezatifikethi zeediploma nezidanga.** (amaxwebhu entsusa (*originals*) awayi kubuyiswa.)
- 4.1.2 likopi ezingqiniweyo **zezatifikethi zeBhunga looTitshala laseMzantsi Afrika (*South African Council of Educators (SACE)*)** ezibonisa ukuba umenzi-sicelo ubhalisiwe kwiSACE.

- 4.1.3 Ikopi engqiniweyo yokubhalisa kwi-*South African Revenue Service (SARS)* ukwenzela iinjongo zerhafu yengeniso. Oku kusebenza kootitshala abatsha abafikayo.
- 4.1.4 Abenzi-sicelo abangengabo abemi baseMzantsi Afrika mabaqhuboshele kwakhona amaxwebhu aboniswe kumhlathi 5.1 apha ngezantsi.
- 4.2 Ootitshala abavela kwamanye amaphondo, okanye ababegeshwe kwelinye iphondo ngaphambili, bangacelwa kamva ukuba bangenise irekhodi yenkonzo, iikopi ezingqiniweyo zeziqinisekiso zabo kunye namaphetshana emivuzo yabo yakutshanje (*latest salary advice slip*) kwiSebe iWCED.

5. **IIMFUNO ZOKUQESHA KWISITHUBA SOMSEBENZI**

5.1 **UBUMI**

Abemi abangengabo abaseMzantsi Afrika abeze kudliwano-ndlebe mabangenise kwiphaneli yodliwano-ndlebe amaxwebhu ayimfuneko amalunga nobumi babo nakhutshwa liSebe lezeMicimbi yezeKhaya (*Department of Home Affairs*).

**5.2 IZICELO ZOITSHALA ABAYEKISWAYO EMSEBENZINI NGENXA YEZIZATHU ZEMPILO (MEDICALLY BOARDED EDUCATORS)**

Abenzi-sicelo abayekiswayo emsebenzini ngenxa yezizathu zempilo baya kuqwalaselelwa ukuqeshwa kuphela ukuba banemvume ebhaliweyo (*written approval*) evela kwiSebe iWCED yokuba kuvunyiwe ukubuyiselwa kwabo kwakhona ngokusisigxina (*permanent reinstatement*) emsebenzini wokufundisa. Ukuba umenzi-sicelo ololu hlobo ubiziwe ukuba eze kudliwano-ndlebe, ngoko ke makeze nekopi yeleta eqinisekisiweyo yokuvuma ukubuyiselwa kwakhe kwakhona emsebenzini kwiphaneli yodliwano-ndlebe.

**5.3 IZICELO EZISUKA KWABATHATHE UMHLALA-PHANTSI**

Abayi kuqwalaselelwa ukuqeshwa ootitshala abathathe umhlala-phantsi.

**5.4 AMAVA**

Awona mava asezantsi afunekayo ukuze umntu aqeshwe ngala alandelayo:

| Isithuba          | Ukuhlelwa kwesikolo | Awona mava asezantsi |
|-------------------|---------------------|----------------------|
| INqununu          | P1 – P5             | Iminyaka esi-7       |
| ISekela-nqununu   |                     | Iminyaka emi-5       |
| INTloko yeSifundo |                     | Iminyaka emi-3       |
| Utitshala (PL1)   |                     | Awakho               |

**KUCELWA NIQAPHELE OKU KULANDELAYO:**

- Kungabandakanywanga izithuba zootitshala zenqanaba 1, amava okufundisa namanye amava afanelekileyo athathelwa ingqalelo ukulungiselela ukuqeshwa kootitshala.
- Ubuncinane mayibe yiminyaka emibini yethuba elimiselweyo lamava emayibe ichithwe ngaphakathi kwemida yoMzantsi Afrika okanye kwiziko lemfundo elalivunyiwe lelinye lamasebe emfundo angaphambili.
- Amava njengentloko yezifundo, njengesekela-nqununu okanye njengenqununu ayamthethelela ofuna ukuqeshwa njengenqununu.
- Amava kwi-eLearning/Information and Communication Technology (ICT), yaye kucetyiswa ukuba ibengamava okusebenza kwiziko lezefundo.

## 5.5 IIMVAVANYO EZISEKELWE KUBUCHULE BOMNTU (*COMPETENCY-BASED ASSESSMENTS*)

- Isixhobo soVavanyo *i-competency-based assessment development tool* sasenzelwe ngakumbi iinqununu, amasekela-nqununu neentloko zezifundo
- Esi sixhobo sifumaneka **ngaphandle** kweendleko ezikolweni/kumabhunga olawulo.
- Xa kuzaliswa izithuba zeenqununu, ezamasekela-nqununu nezeentloko zezifundo, **kucetyiswa** ukuba iikomiti zokhetho zisebenzise esi sixhobo njengenxalenye yezixhobo ezisetyenziswa kwinkqubo yokugaya nokukhetha abaqeshwa.

## 5.6 AMABANGA EMFUNDO

5.6.1 Ukwenzela ukuba umntu abe nokuqeshwa, bonke abenzi-sicelo ubuncinane mababe nesiqinisekiso semfundo esivunyiweyo esibude buyiminyaka emithathu (*i-REQV 13*), nemasibandakanye uqeqesho olufanelekileyo lobutitshala.

5.6.2 Ukuxatyiswa kweziqinisekiso zemfundo zikatitshala ngenjongo yokuqinisekisa ukuba ngaba ufanelekile na okanye akafanelekile ukuba aqeshwe kwisithuba somsebenzi nokuqinisekisa ngexabiso elifanelekileyo leziqinisekiso zemfundo yakhe (*relative education qualification value (REQV)*), kuya kwenziwa ngokungqinelana nemigqaliselo ekuxwebhu olubizwa ngokuba "luXatyiso lweziQinisekiso ngenjongo yokuQeshwa kwiSebe leMfundo" (*Evaluation of Qualifications for Employment in Education*). Apho abenzi-sicelo bangazanelisiyo iimfuno ze-*(REQV 13)*, kodwa kuthi nakuba kunjalo kubaluleke ngokukodwa ukuqeshwa kwabo, iimeko ezinjalo ziya kuthathwa ngokuba kunyenyiswe imiqathango kwiimeko zabo ngabanye, yaye abenzi-sicelo abaphumeleleyo kwizicelo zabo baya kuhlululwa ngokwalawo manqanaba omvuzo asezantsi afanelekileyo.

**Makuqatshelwe: Iziqinisekiso zamazwe angaphandle ziya kuqala zivavanywe liSebe leMfundo ePhakamileyo noQeqesho elisePitoli.**

5.6.3 Uyacelwa kwakhona uqaphele ukuba abenzi-sicelo abangafanele kuqeshwa kwisigaba/kwinkalo yesifundo/kwisifundo (kwizifundo) esithile ngokwesithuba esipapashiweyo, abayi kuqeshwa/kunyuselwa kwizithuba ezilolu hlobo.

## 5.7 UBHALISO KWIBHUNGA LOOTITSHALA LASEMZANTSI AFRIKA I-SACE

5.7.1 Lunyanzelekile ubhaliso kwiBhunga looTitshala laseMzantsi Afrika (*South African Council of Educators (SACE)*)

5.7.2 Ikopi engqiniweyo yomenzi-sicelo **yesiqinisekiso sobhaliso kwi-South African Council of Educators (SACE)** mayingeniswe kwiSebe **iWCED phambi kokuqeshwa okanye ngethuba lokuqeshwa kwakhe**. Oku kuthetha ukuba ibhunga lolawulo malingasikhupheli ecaleni isicelo ngenxa yokuba nje kungangeniswanga isatifikethi seSACE kuphela. Oko kulilungelo elilodwa (*prerogative*) lomqeshi.

5.7.3 Apho umenzi-sicelo angenayo ikopi engqiniweyo yesiqinisekiso sobulungu be-SACE enye yezi zinto zilandelayo, iya kwamkeleka:

- (a) Ukungqinwa kokufumaneka kwesicelo yi-SACE ukubonisa ukuba umenzi-sicelo usifakile isicelo sesiqinisekiso se-SACE phambi komhla wokuvalwa kokwamkelwa kwezicelo ngokumalunga nezi zithuba zipapashwe kolu luhlu lwezithuba;
- (b) Ubungqina besicelo sobhaliso se-SACE (ikopi yefom yesicelo, ubungqina bentlawulo kwi-SACE nobungqina beslipu seposi eya kwi-SACE).
- (c) Nabuphi na obunye ubungqina obuvela kwi-SACE bokuba umenzi-sicelo ubhalisiwe;
- (d) Ikopi engqiniweyo yesiliphu somvuzo wokugqibela womeenzi-sicelo (*the applicant's latest salary slip*) apho kuboniswa khona ukutsalwa kwentlawulo yobhaliso kwi-SACE kunye nenombolo yobhaliso ye-SACE yomeenzi-sicelo.

## 5.8 ULWAZI NCAM LOLWIMI

Ulwimi omalwaziwe ncam ngumenzi-sicelo makufikelelwe esigqibeni ngalo libhunga lolawulo kunye/okanye yikomiti eyenza udliwano-ndlebe.

5.9 Abenzi-sicelo mabaqaphele ukuba kuya kwenziwa olunye utshekisho lokufaneleka kwabasebenzi nje ukuba babhalwe kuluhlu olufutshane kwanokuba ingqesho ixhomekeke kwiziphumo ezihle zolu tshekisho, olubandakanya ukungqinisiswa kwezinqinisekiso zemfundo, iirekhodi ngezolwaphulo-mthetho, iirekhodi zendlela owahlawula ngayo amatyala akho kunye nobumi.

## 5.10 ULWAZI LOMSEBENZI WOKUFUNDISA

5.10.1 Ngethuba lenkqubo yokhetho (udliwano-ndlebe, inkcazo-ntetho nengxelo ebhaliweyo) makubuzwe imibuzo ethile ukuqinisekisa ukuba ngaba umenzi-sicelo uya kubanako na ukusingatha imiba ejongene nezemfundo, nolwazi lomsebenzi awufundeleyo nemiba yezolawulo ngokumalunga neso sithuba somsebenzi. Umphathi wesekethe angacelwa ukuba ancedise malunga noku.

5.10.2 Kufuneka inkqubo yokukhetha iiNqununu namaSekela-nqununu ibandakanye oku kulandelayo:

- Ukuqwalaselwa kobungqina bempumelelo yomeenzi-sicelo ekuphuculweni kwesikolo kweso sithuba akuso njengangoku okanye kwizikolo zabo zangaphambili (*previous schools*).
- Udliwano-ndlebe nabenzi-sicelo abafakwe kuluhlu olufutshane.
- Inkcazo-ntetho (*a presentation*) eyenziwa ngumenzi-sicelo ngamnye emalunga nokuba uya kwenza ntoni na ukuphucula iziphumo zezifundo zesikolo nodumo lwaso (*reputation*).
- Umsebenzi obhalwayo ongawaziwayo ngumenzi-sicelo (*unseen task written by applicant*) omawenziwe ngumenzi-sicelo kwikhompyutha phambi kodliwano-ndlebe.
- Udliwano-ndlebe, nokuba ngaba kungefoni, nabantu abavumayo ukungqina ngomeenzi-sicelo (*referees*).

6. **UMVUZO**

6.1 Umvuzo womezi-sicelo ophumeleleyo ubalwa ngokwemigqaliselo ekwi-*Personnel Administration Measures*, nemigqaliselo ekhoyo ngoku nezigqibo ezinxulumeneyo zeBhunga leMfundo lezoBudlelane eMsebenzini (*Education Labour Relations Council agreements*).

7. Upapasho lwazo zonke izithuba ezikolu luhlu lwenziwe ngaphandle kokuhlutha ilungelo leSebe leMfundo leNtshona Koloni, yaye luxhomekeke ekubeni iBhunga leMfundo lezoBudlelane eMsebenzini linokwenza ezinye izigqibo.

8. **IZINTO NGOKUBANZI**

Amabhunga olawulo makasoloko ekhumbula oku kulandelayo:

8.1 **Imibutho yootitshala mayaziswe kwangaphambi kwexesha, ubuncinane kwiintsuku ezintlanu zomsebenzi**, ngokumalunga nomhla, ixesha nendawo ekuza-

- (i) kuvulelwa kuyo isistim i-*eRecruitment* system ukufumana izicelo zomsebenzi
- (ii) nokufakwa kuluhlu olufutshane kwabagqatswa; kunye
- (iii) nodliwano-ndlebe kunye nabagqatswa.

8.2 Mayivulwe isistim eyi-*eRecruitment* system ukwenzela ukufumana izicelo kuphela xa kukho abameli bemibutho yootitshala zakuba zamkelwe/zimiselwe yaye zacaciswa iikhrayitheriya zoluhlu olufutshane kwisicwangciso senkqubo.

8.3 linkcukacha zoqhagamshelwano zemibutho yootitshala zimi ngolu hlobo lulandelayo:

**CTU – SADTU:**

**Idilesi yeposi:** PO Box 320, Parow, 7499

**Idilesi yestrato:** 33 Tallent Street, Parow, 7500

**Ifoni:** 021 951 2107

**Ifeksi:** 086 402 9766/021 951 4672

**I-imeyili:** [clouw@sadtu.org.za](mailto:clouw@sadtu.org.za)

**CTU – ATU:**

**Idilesi yeposi neyestrato:** *NAPTOSA House, 6 Park Road, Rondebosch, 7700*

**Ifoni:** 021 686 8521

**Ifeksi:** 021 689 2998

**I-imeyili:** [infowc@naptosa.org.za](mailto:infowc@naptosa.org.za)

8.4 **La maxwebhu alandelayo okutyumba abagqatswa makasayinwe ngusihlalo webhunga lolawulo:**

8.4.1 **Imizuzu yokwenziwa koluhlu olufutshane.**

8.4.2 **Imizuzu yodliwano-ndlebe.**



- 8.4.3 linkqubo zokuvunywa ngokusemthethweni (*ratification of processes*) kwabenzi-sicelo abatyunjelwe ukuba bangaqeshwa.
- 8.5 Imizuzu yoluhlu olufutshane mayinike izizathu ngomenzi-sicelo ngamnye zokuba kungani na umenzi-sicelo engafakwanga kuluhlu olufutshane. Makuqhotyoshelwe amaxwebhu e-*score sheets*.
- 8.6 Imizuzu yodliwano-ndlebe mayinike izizathu ngomenzi-sicelo ngamnye zokuba kungani na umenzi-sicelo owabuzwa imibuzo kudliwano-ndlebe engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu e-*score sheets*.
- 8.7 Lo gama imigqaliselo igunyazisa ukuba makutyunjwe amagama amathathu kwisithuba, iSebe iWCED liyaqonda ukuba ukungqinelana noku akuyi kusoloko kusenzeka ngamaxesha onke. Apho kukho igama elinye okanye amabini kuphela atyunjiweyo, ibhunga lolawulo malinike izizathu ezivokothekileyo kwingxelo eyahlukileyo (*separate motivation*), nekufuneka isayinwe ngusihlalo webhunga lolawulo, malunga nokuba kungani na kungatyunjwanga amagama abatyunjwa abathathu.
- 8.8 Amabhunga olawulo makaqinisekise ukuba inkqubo yokhetho ikhokelwa ziithagethi zoBulungisa kwezeNgqesho (Employment Equity (EE) zeSebe iWCED ukuphucula ukumelwa kwawo onke amaqela o ekujoliswe kuwo.
- 8.9 Ukuba ukutyunjwa komgqatswa akuhambelani neethagethi ze-EE zeSebe iWCED, makunikwe izizathu ezixhasayo apho ukuqeshwa komgqatswa kungayithobeliyo imigaqo yokumelwa kwawo onke amaqela.

## WCED Online Vacancy application guide

This guide will help you understand how the WCED e- Recruitment system works and how to apply for vacancies online. Here is an overview of the procedure to be followed:

1. Register as a user
2. Create a profile (CV)
3. View vacancies & select the vacancy you wish to apply for.
  - (a) Complete "Why I apply for this post" (cover letter)
  - (b) Apply for this post
4. Review my CV
5. View applications you have applied for by clicking "View my applications".

### Information you need to have ready that will assist you with your online application.

- Detailed CV
- ID number
- Qualifications
- SACE number (actual or provisional)
- Referees (minimum 3)
- SARS Tax Number

## INSTRUCTIONS

Detailed instructions are as follows:

### 1. Register as a user

- 1.1 Access the system via Google Chrome
- 1.2 Enter your email address and a password with no less than 8 characters. Click on the "*Click here to Register*" tab.
- 1.3 All first time users must register to be able to use the system. To register, click the "**Register**" button. A registration form will be populated. Capture or select the following:
  - Name & Surname
  - Email address
  - Password
  - Confirm password
- 1.3 Follow the steps
  1. Click the "register" button and an OTP code will be sent to your registered email address (gmail, webmail, yahoo, etc.)
  2. Retrieve OTP code from your email (if not received, check your junk mailbox) and go back to e-Recruit Login page.
  3. Enter email address and password, click on "Login".
  4. The system will prompt you for the OTP code.
  5. Enter OTP code and click on "submit".

1.4 You can now proceed with completing your profile.

1.5 An email address can be changed by contacting Directorate: Recruitment & Selection, on **021 4672510** or email: [Recruitment.Institution@westerncape.gov.za](mailto:Recruitment.Institution@westerncape.gov.za) Users also have the option to change their email address and/or password on their existing profile by clicking the "Edit Profile" button on the blue tab at the top right-hand corner of the screen.

## **2. Create a profile**

(a) Capture **personal details**; if you are not a South African citizen, the following details are required:

- Nationality
- South African ID number – issued by Dept. of Home Affairs
- Indicate whether you are a permanent SA resident.

**N.B. Only foreign nationals who are naturalized can apply for permanent posts.**

(b) Capture **Contact details**, this includes physical & postal address.

(c) Capture **Qualifications**. **NB!** You can load multiple qualifications by clicking "Add Qualification" button.

(d) Capture **REQV**. **NB!** A qualifications directory is available to guide users with the REQV level applicable to the qualification obtained.

(e) Indicate **Language Proficiency** by selecting the language and ability to speak, read or write it.

**NB!** You can load multiple languages by clicking "Add Language" button.

(f) Capture **Employment History per Position Held**.

**NB!** You can load multiple employment histories by clicking "Add Employment History" button. Complete/Edit (update existing) fields:

1. Sector
2. Position
3. Province
4. School Name
5. Start Date
6. End Date
7. Phase
8. Major Subject
9. Reason for leaving
10. Skills
11. Responsibilities
12. Extra-curricular Activities
13. Achievements
14. Community Involvement
15. Awards

Enter as much information about yourself under these headings as this is a core area of your CV, where you highlight your suitability for appointment. Refrain from using bullets and/or spaces and lines between sentences. It may complicate saving the data. The content is more important than the layout.

(g) Capture **Training & Development** by selecting/capturing training and expiry date.

**NB!** You can add more by clicking "Add Training" button.

(h) Capture **computer literacy** by indicating how often you use a computer and selecting the computer skill. **NB! You can load multiple computer skills by clicking "Add Computer Literacy" button.**

(i) Capture minimum 3 **Referees**. **NB! You can load multiple referees by clicking "Add Referee" button.**

(j) **Do not upload any attachments to your profile.**

When short listed for an interview, submit certified copies of all documents (Qualification/SACE/ID/SARS etc.) to the interview panel (refer to the preface/foreword of the vacancy list)

(k) Candidate must declare if the information provided is completed correctly to the best of his knowledge by ticking the tickbox. **NB! Ticking the box will be taken as being as binding as your signature.** Click "Save" button and your CV will saved on the database.

Read the Foreword/Preface by clicking on the link in the "Declaration" field. This document clearly defines the necessary requirements when applying for a post and going for an interview. This link also has the "How to Apply" manual attached.

### **3. View vacancies & select the vacancy you wish to apply for:**

- (a) Click on "Vacancies" button on the menu and all the vacancies will be displayed.
- (b) Vacancies can be searched e.g. by Job title, School Name, Post description or Suburb.
- (c) Selected the post you wish to apply for.
- (d) Click on "Apply"
- (e) Verify Post number and click "OK"
- (f) View Advert
- (g) Complete "Why are you applying for this post" (Cover Letter)
- (h) Read Pop-up
- (i) Click OK and submit
- (j) On-screen notification will appear
- (k) A confirmation email will be sent to registered email address (N.B. if not received, check Junk mailbox)

### **4. Review my CV**

You can review your CV in PDF by clicking "New CV Format" tab located on the bottom left side of your home page. You can also review or update any part of your CV by clicking the relevant tab below the "My CV" tab. The system will display the selected part of your CV. You can make changes and click "Update" button.

**NB: The "Review CV" (old format) will be archived for posts applied to prior to April 2019 (not to be used for applications with effect from 1 April 2019 – new applications)**

### **5. View applications you have applied for**

You can view the posts you applied for by clicking "View my applications" tab located on the bottom left corner of home page. The system will display the list of all post you have applied for. You can click on "more" to view details of each post. You have an option to withdraw your application.

### **Additional Information**

**Correspondence regarding all posts will be done within 3 months after the closing date of the advertisement. If you are not contacted within the stated period, accept that your application was unsuccessful.**