

## ISANDULELA SOLUHLU LWEZITHUBA 3 LUKA-2020

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

### IMIYALELO

Olu xwebhu lunika ingcaciso lunemisebenzi eyahlukeneyo yaye lubhekisa kubagqatswa abalindelekileyo, kwiinqununu, kumabhunga olawulo nakubasebenzi beSebe iWCED bebonke ababandakanyeka ekugayeni nasekukhetheni abasebenzi nokuba badlala yiphi na indima okanye benza wuphi na umsebenzi. Kucetyiswa bonke ababandakanyekayo nabagqatswa, ngakumbi, ukuba balufunde lonke olu xwebhu.

### 1. INTSHAYELELO

1.1 Olu luHlu lweZithuba 3 luka-2020 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 wobutitshala kuphela. Utitshala omtsha ofikayo uchazwa ngolu hlobo:**

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

**(b) Ngumfundi okunyaka wokugqibela oya kuba egqiba izifundo zakhe ekupheleni kuka-2020.**

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

1.4 Nawuphi na **umbuzo ngesithuba esipapashiweyo kolu luhlu lwezithuba mawubhekiswe kwisikolo esichaphazelekayo esipapashe isithuba eso.**

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

1.6 **Ukupapashwa kwesaziso sesithuba akuthethi ukuba kuya kugunyaziswa liSebe iWCED ukuzaliswa kweso sithuba. Lilungelo lalo iSebe iWCED ukuthatha nasiphi na isithuba esingabanga nakuzaliswa ngumntu njengesihlatyiweyo (cancelled).**

1.7 Umhla wokuqeshwa kwizithuba ezipapashiweyo kolu luHlu lweZithuba lupapashiweyo uya kugqitywa liSebe iWCED.

## 2. IZITHUBA EZIPAPASHIWEYO

2.1 Izithuba zomsebenzi zihlelwe phantsi kwee-ofisi zezithili ezilandelayo:

<b>Umlawuli weSithili</b>	<b>I-ofisi yeSithili</b>	<b>Ifoni</b>
D Horne	<i>Metro North</i>	021 938 3000
S Nowers	<i>Metro Central</i>	021 514 6700
GKR Stander	<i>Metro South</i>	021 370 2000
B Schereka	<i>Metro East</i>	021 900 7000
H van Ster	<i>West Coast</i>	021 860 1200
J Benjamin	<i>Cape Winelands</i>	023 348 4600
H Van Zyl (oBambeleyo)	<i>Overberg</i>	028 214 7355
J Jonkers (oBambeleyo)	<i>Eden and Central Karoo</i>	044 803 8300

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

- 1 Ulwimi ekufundiswa ngalo –Isi-Afrikansi
- 2 Ulwimi ekufundiswa ngalo - IsiNgesi
- 3 Ulwimi ekufundiswa ngalo – Isi-Afrikansi nesiNgesi
- 4 Ulwimi ekufundiswa ngalo - IsiXhosa
- 5 Bhala ezinye izifundo onokuzifundisa
- 6 Bhala izinto onokuzenza eziyimisebenzi yasemva kweeyure zokufundisa

## 3. IZICELO ZOMSEBENZI

3.1 Izicelo mazenziwe kusetyenziswa isistim yasekhompyutheni i-e-*Recruitment System for Educators*. Le sistim isebenza ngeziko lewebhu (web-based) yaye kunokungenwa kuyo nge-intanethi apha: <https://wcedonline.westerncape.gov.za> (klikha apha “Vacancies” kwikhasi elisekuqaleni leziko lewebhu (website’s home page) ukungena kwisistim).

- 3.2 Le sistim ixhomekeke kubagqatswa abafaka iinkcukacha zobuqu zabo kwi-intanethi phambi kokuba bafake isicelo sezithuba ukwenzela ukuba isistim ibe nokuvelisa (*generate*) iSivi (*curriculum vitae*) yomgqatswa.
- 3.3 Abagqatswa mabaqinisekise ukuba bafaka ekhompuyutheni abantu abanokungqina ngabo abathathu ubuncinane ekunokuqhagamshelwana nabo.
- 3.4 IiSivi zigcinwa kwikhompuyutha yaye zinoku-edithwa kwikhompuyutha.
- 3.5 Ngesicelo ngasinye esingenisiweyo, isistim ngoko nangoko iya kuvelisa (*generate*) ileta (i-imeyili) engqina ukufumaneka kwesicelo sesithuba.
- 3.6 Okuqhotyoshelwe kwesi sandulela sisikhokelo senyathelo ngalinye lokungena kwisistim ukwenzela kube lula ukusetyenziswa kwayo.
- 3.7 Abenzi-sicelo abanenombolo yePESALI mabaqinisekise ukuba ifakiwe xa bebhalisa kwisistim. Isistim iya kubanika inombolo efana yodwa (*unique identification number*) abenzi-sicelo abangenazo inombolo zePESALI.
- 3.8 Mabaqinisekise abenzi-sicelo ukuba baklikha **kwinombolo yesithuba echanekileyo (*correct advertisement number*)** xa besenza isicelo sesithuba kwikhompuyutha.
- 3.9 Ngokwengxelo efumanekileyo esuka kubasebenzisi besistim, iSebe iWCED likuphumezile ukuphuculwa kwesistim i-*e-Recruitment System*, ngakumbi kwicandelo amiselweyo eMbali yezeNgqesho naMava (*Employment History and Experience*). Abenzi-sicelo mabaqinisekise ukuba bafunda isikhokelo esimalunga "Nendlela yoKwenza iSicelo soMsebenzi" ("*How to Apply*") esifumanekayo kwikhasi lwebhu lokungena lesistim i-*e-Recruitment System's landing page*) phambi kokwenza izicelo zezithuba zomsebenzi.
- 3.10 **ISebe iWCED alikwamkeli nakuphi na ukugxekwa ngenxa yabenzi-zicelo abenza izicelo zezithuba ezingachanekanga.**
- 3.11 **Izicelo ezingamaphepha (*hard copy applications*) nezicelo ezithunyelwe ngefeksi azisayi kuthathelwa ngqalelo.**
- 3.12 Imbalelwano iya kuthunyelwa kuphela kwabo benzi-sicelo bafakwe kuluhlu olufutshane. Ukuba umenzi-sicelo ofakwe kuluhlu olufutshane unesiqinisekiso semfundo samanye amazwe, kuya kufuneka isatifikethi sokuqinisekisa ngexabiso elifanelekileyo lesiqinisekiso samabanga emfundo (*relevant evaluation certificate*) yakhe esivela kwiSouth African Qualifications Authority (SAQA).

3.13 Umhla nexesha lokuvalwa kokwamkelwa kwezicelo ngu-24:00 (ezinzulwini zobusuku) ungadlulanga owe-**30 Septemba 2020**. ISebe iWCED alikwamkeli nakuphi na ukugxekwa ngezicelo ezingafakwanga ekhompuyutheni kwangexesha yaye azisayi kuthathelwa ngqalelo izicelo ezifike sekuvaliwe.

3.14 Abenzi-sicelo mabaqaphele ukuba iiSivi namaxwebhu ahamba kunye nazo makangafakwa kwisistim. Isistim iya kuvelisa (*generate*) iSivi ngokusekelwe kwingcaciso efakwe ekhompuyutheni kwiprofayili yomenzi-sicelo kwi-intanethi.

#### 4. UDLIWANO-NDLEBE

4.1 Ukuba abenzi-sicelo babizelwe kudliwano-ndlebe, mabaze nala maxwebhu alandelayo:

4.1.1 Iikopi zabo eziqinisekisiweyo (*certified copies*) **zamaxwebhu amabanga emfundo, zezatifikethi zediploma nezidanga** (amaxwebhu entsusa) (*originals*) akasayi kubuyiswa).

4.1.2 Iikopi eziqinisekisiweyo zesatifikethi sabo **seBhunga looTitshala laseMzantsi Afrika (South African Council of Educators) (SACE) certificate** ezibonisa ukuba umenzi-sicelo ubhalisiwe kwiSACE.

4.1.3 Iikopi eqinisekisiweyo yakhe yokubhalisa kwiSouth 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 achazwe kumhlathi 5.1 apha ngezantsi.

4.2 Ootitshala abavela kwamanye amaphondo, okanye ababeqeshwe kwelinye iphondo, bangacelwa kamva ukuba bangenise irekhodi yenkonzo, iikopi eziqinisekisiweyo zamabanga emfundo zabo nephethshana lemivuzo yabo yakutshanje (*latest salary advice slip*) kwiSebe iWCED kamva.

#### 5. IIMFUNeko EZINGUMMISELO ZOKUQESHWA KWISITHUBA SOMSEBENZI

##### 5.1 UBUMI

Abemi abangengabo abaseMzantsi Afrika abeze kudliwano-ndlebe mabangenise kwiphaneli yodliwano-ndlebe amaxwebhu ayimfuneko amalunga nobumi babo, akhutshwa liSebe leMicimbi yaseKhaya (*Department of Home Affairs*).

## 5.2 IZICELO ZABAYEKISWAYO EMSEBENZINI NGEZIZATHU ZEMPILO (APPLICATIONS FROM MEDICALLY BOARDED EDUCATORS)

Abenzi-sicelo abayekiswayo emsebenzini ngezizathu zempilo (*medically boarded applicants*) baya kuqwalaselelwa ukuqeshwa kuphela ukuba banemvume ebhaliweyo (*written approval*) evela kwiSebe iWCED yokuba kuvunyiwe ukubuyiselwa kwabo kwakhona ngokusisigxina (*permanent reinstatement*) emsebenzini wobutitshala. Ukuba umenzi-sicelo onjalo ubizelwe udliwano-ndlebe, makeze nekopi yeleta eqinisekisiweyo evuma ukubuyiselwa kwakhe kwakhona emsebenzini kwiphaneli yodliwano-ndlebe.

## 5.3 AMAVA

Awona mava asezantsi afunekayo ukuze umntu aqeshwe ngala alandelayo:

<b>Isithuba</b>	<b>Ukulelwa kwesikolo</b>	<b>Inqanaba lomvuzo</b>	<b>Awona mava asezantsi</b>
Inqununu	S8–S12	P1–P5	Iminyaka eyi-7
Isekela nqununu	N/A	N/A	Iminyaka eyi-5
Intloko yesifundo	N/A	N/A	Iminyaka eyi-3
Utitshala ( <i>PL1</i> )	N/A	N/A	Ayikho

KUCELWA KUQATSHELWE OKU KULANDELAYO:

- Kungaqukwanga izithuba zootitshala zenqanaba 1, amava okufundisa namanye amava afanelekileyo athathelwa ingqalelo kwingqesho.
- Ubuncinane mayibe yiminyaka emibini yethuba elimiselweyo lamava emayibe ichithwe ngaphakathi kwemida yoMzantsi Afrika okanye kwiziko lemfundo elalivunywe lelinye lamasebe emfundo angaphambili.
- Amava njengentloko yezifundo, njengesekela nqununu okanye njengenqununu ayamthethela ofuna ukuqeshwa njengenqununu.
- Kucetyiswa ukuba amava kwi-*eLearning/Information and Communication Technology (ICT)*, ibe ngamava okusebenza kwiziko lemfundo.

#### 5.4 IIMVAVANYO EZISEKELWE KUBUCHULE BOMNTU (COMPETENCY-BASED ASSESSMENTS)

- Isixhobo sovavanyo *i-competency-based assessment development tool* sasenzelwe ngakumbi iinqununu, amasekela nqununu kunye neentloko zezifundo.
- Esi sixhobo sifumaneka **ngaphandle** kwendleko 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.

#### 5.5 AMABANGA EMFUNDO

5.5.1 Ukwenzela ukuba umntu abe nokuqeshwa, bonke abenzi-sicelo ubuncinane mababe namabanga emfundo avunyiweyo eminyaka emithathu (REQV 13), amawabandakanye uqeqesho olufanelekileyo njengotitshala.

5.5.2 Ukuxatyiswa kwamabanga emfundo katitshala ngenjongo yokuqinisekisa ukuba ingaba ufanelekile na ukuba aqeshwe kwisithuba somsebenzi nokuqinisekiswa ngexabiso elifanelekileyo leziqinisekiso zemfundo yakhe (*relative education qualification value*) (REQV), kuya kwenziwa ngokungqinelana nemimiselo ekuxwebhu olubizwa ngokuba luXatyiso lweziQinisekiso zamaBanga eMfundo (*Evaluation of Qualifications for Employment in Education*). Apho abenzi-sicelo bangazanelisiyo iimfuno (ze-REQV 13), kodwa kuthi, nakuba kunjalo, kubaluleke ngakumbi ukubaqesha kwezi zithuba zomsebenzi, abo benzi-sicelo banjalo kuya kujongwana nabo ngabanye ngabanye, kusetyenziswa iimfuno ezingummiselo ezinyenyisiweyo. Abo benzi-sicelo abaphumeleleyo kwizicelo zabo baya kuhlawulwa ngokwaloo manqanaba omvuzo asezantsi afanelekileyo.

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

5.5.3 **Kucelwa kuqatshelwe kwakhona ukuba abenzi-sicelo abangafanele kuqeshwa kwisigaba/kwinkalo yesifundo/kwisifundo (kwizifundo) esithile ngokwesithuba esipapashiweyo, abayi kuqeshwa/kunyuselwa kwizithuba ezilolo hlobo.**

## 5.6 UBHALISO KWIBHUNGA LOOTITSHALA LASEMZANTSI AFRIKA I-SACE

5.6.1 Lunyanzelekile ubhaliso kwiBhunga looTitshala laseMzantsi Afrika iSACE.

5.6.2 Ikopi yomenzi-sicelo eqinisekisiweyo **yesatifikethi sobhaliso kwiSACE mayingeniswe kwiSebe iWCED phambi kokuqeshwa okanye ngethuba lokuqeshwa kwakhe**. Oku kuthetha ukuba ibhunga lolawulo malingasikhupheli ecaleni isicelo ngenxa yokuba kungangeniswanga isatifikethi seSACE kuphela - oko kulilungelo elilodwa (*prerogative*) lomqeshi.

5.6.3 Apho umenzi-sicelo angenayo ikopi eqinisekisiweyo yesatifikethi seSACE, enye yezi zinto zilandelayo iya kwamkeleka:

- (a) Ukuvunywa kokufumaneka kwesicelo yiSACE ukubonisa ukuba umenzi-sicelo usifakile isicelo sesatifikethi seSACE phambi komhla wokuvulwa kokwamkelwa kwezicelo zezithuba zomsebenzi ezipapashwe kolu luhlu lwezithuba;
- (b) Nabuphi na obunye ubungqina obuvela kwiSACE bokuba umenzi-sicelo ubhalisiwe.
- (c) Ikopi eqinisekisiweyo yesliphu somvuzo wokugqibela womenzi-sicelo (*the applicant's latest salary slip*) apho kuboniswa khona ukutsalwa komvuzo ngenjongo yokubhalisela iSACE kwanenombolo yobhaliso yomenzi-sicelo yeSACE.

## 5.7 ULWAZI NCAM LOLWIMI

Ulwazi ncam lolwimi umenzi-sicelo ekufuneka enalo makufikelelwe esigqibeni ngalo libhunga lolawulo kunye/okanye yikomiti eyenza udliwano-ndlebe.

5.8 Abenzi-sicelo mabaqaphele ukuba kuya kwenziwa olunye utshekisho lokufaneleka kwabasebenzi bakuba befakwe kuluhlu olufutshane kwanokuba ukuqeshwa kwabo kuxhomekeke kwiziphumo ezihle zolu tshekisho, oluquka ukungqinisiswa kwamabanga emfundo, iirekhodi ngezolwaphulo-mthetho, iirekhodi zendlela owahlawula ngayo amatyala akho kunye nobumi.

## 5.9 ULWAZI LOMSEBENZI WOKUFUNDISA

5.9.1 Ngethuba lenkqubo yokhetho (yodliwano-ndlebe, yenkcazo-ntetho, yengxelo ebhaliweyo) makubuzwe imibuzo ethile ukuqinisekisa ukuba ingaba umenzi-sicelo uya kuba nako na ukusingatha imiba ejongene nezemfundo, ulwazi lomsebenzi awufundeleyo kunye nemiba yezolawulo ngokumalunga neso sithuba somsebenzi. Kunokucelwa umphathi wesekethe ukuba ancedise ngokumalunga noku.

5.9.2 Kufuneka inkqubo yokukhetha iinqununu namasekela nqununu iquke oku kulandelayo:

- Ukuqwalaselwa kobungqina bempumelelo yomenzi-sicelo ekuphuculweni kwesikolo kweso sithuba akuso njengangoku okanye kwizikolo zabo zangaphambili.
- Udliwano-ndlebe nabenzi-sicelo abafakwe kuluhlu olufutshane.
- Inkcazo-ntetho (*a presentation*) eyenziwa ngumenzi-sicelo ngamnye emalunga nokuba uya kwenza ntoni na ukuphucula iziphumo zokufunda zesikolo nodumo (*reputation*) lwaso.
- Umsebenzi obhalwayo ongazange ubonwe ngumenzi-sicelo (*unseen task*) omawenziwe ngumenzi-sicelo kwikhompyutha phambi kodliwano-ndlebe.
- Udliwano-ndlebe, nokuba kungefoni, nabantu abavumayo ukungqina ngomenzi-sicelo (*referees*).

## 6. UMVUZO

6.1 Umvuzo womenzi-sicelo ophumeleleyo ubalwa ngokwemigqaliselo ekwi-*Personnel Administration Measures*, imigqaliselo ekhoyo ngoku neemvumelwano zeBhunga leMfundo lezoBudlelane eMsebenzini (*Education Labour Relations Council agreements*) ezinxulumene noku.

6.2 Kwizikolo ezivunyiweyo ezithile kuhlawulwa isibonelelo sokusebenza kwiindawo ezingafikeleleki lula (*remoteness allowance*) kootitshala abanamabanga emfundo afanelekileyo.

7 Upapasho lwazo zonke izithuba ezikolu luhlu lwenziwe ngaphandle kokuhlutha ilungelo leSebe iWCED yaye luxhomekeke kwezinye izigqibo zeBhunga leMfundo lezoBudlelane eMsebenzini.

## 8. IZINTO NGOKUBANZI

Amabhunga olawulo makasoloko ekhumbula oku kulandelayo:

8.1 **Imibutho yootitshala mayaziswe zingadlulanga iintsuku ezintlanu zomsebenzi kwangaphambi kwexesha**, ngokumalunga nomhla, ixesha nendawo ekuya:-

- (i) kuvulelwa kuyo isistim i-eRecruitment System ukwenzela ukufikelela kwizicelo;
- (ii) ukufakwa kuluhlu olufutshane kwabagqatswa; kunye
- (iii) nodliwano-ndlebe kunye nabagqatswa.



8.2 Inokuvulwa kuphela isistim i-e-*Recruitment system* ukwenzela ukufumana izicelo xa sele bekho abameli bemibutho yootitshala naxa zamkelwe/zimiselwe yaye zicacisiwe 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 yesitrato: 33 Tallent Street, Parow, 7500**

**Ifooni: 021 951 2107**

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

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

**CTU-ATU:**

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

**Ifooni: 021 686 8521**

**Ifooni: 021 689 2998**

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

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

8.4.1 **Imizuzu yokwenziwa koluhlu olufutshane**

8.4.2 **Imizuzu yodliwano-ndlebe**

8.4.3 **Ukuvunywa ngokusemthethweni kweenkqubo zokuqesha abenzi-sicelo abatyunjelwe ukuba ngabaqeshwa.**

8.5 Imizuzu yoluhlu olufutshane mayiqulathe izizathu ngomenzi-sicelo ngamnye zokuba kutheni na umenzi-sicelo engafakwanga kuluhlu olufutshane. Makuqhotyoshelwe amaxwebhu i-score sheets.

8.6 Imizuzu yodliwano-ndlebe mayiqulathe izizathu zomenzi-sicelo ngamnye malunga nokuba kutheni na umenzi-sicelo obesenziwa udliwano-ndlebe engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu i-score sheets.

8.7 Lo gama imigqaliselo igunyazisa ukuba makutyunjwe amagama amathathu kwisithuba, iSebe iWCED liyakuqonda ukuba ukuhambelana mbo noku akusayi kusoloko kusenzeka ngamaxsha 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 kutheni lungenziwanga utyumbo lwamagama abatyunjwa abathathu.



## 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.**