

## PREFACE TO VACANCY LIST 3 OF 2022

The Western Cape Education Department (WCED) is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) at all levels in the WCED.

### INSTRUCTIONS

This explanatory document has a variety of uses and is addressed to potential applicants, principals, governing bodies and the full range of WCED staff involved in the recruitment and selection process in whatever role or capacity. All stakeholders and applicants are advised to read the entire document.

#### 1. INTRODUCTION

- 1.1 Vacancy List 3 of 2022 contains advertisements for principal, deputy principal, departmental head and post level 1 posts.
- 1.2 All vacancies advertised in Vacancy List 3 of 2022 are **OPEN**.
- 1.3 It is the responsibility of the principal to ensure that **both the staff and the governing body** are fully informed of the contents of this preface, therefore it must be duplicated and distributed.
- 1.4 Any **enquiry about a post advertised in this vacancy list must be directed to the school that advertised the post.**
- 1.5 The **advertisement number** must be quoted in all correspondence.
- 1.6 **The placing of an advertisement does not imply that the filling of that post will be authorised by the WCED. The WCED reserves the right to regard any post that cannot be filled as cancelled.**
- 1.7 The date of appointment for posts advertised in this vacancy list will be determined by the WCED.

#### 2. ADVERTISEMENTS

- 2.1 Advertised posts are classified under the following district offices:

District office	District Director	Tel. no.
Metro North	W Horn	021 938 3000
Metro Central	B Robertson	021 514 6700
Metro South	I Senosi (acting)	021 370 2000

Metro East	L Diamond	021 900 7000
West Coast	H van Ster	021 860 1200
Cape Winelands	J Benjamin	023 348 4600
Overberg	L Abrahams (acting)	028 214 7300
Eden and Central Karoo	J Jonkers	044 803 8300

2.2 The following numeric codes are used in advertisements:

- 1 – Medium of instruction: Afrikaans
- 2 – Medium of instruction: English
- 3 – Medium of instruction: Afrikaans and English
- 4 – Medium of instruction: Xhosa
- 5 – State other subjects offered
- 6 – State extra-curricular activities offered

*(Where a code does not appear, the relevant school has neglected to complete it and enquiries must be directed to the school concerned.)*

### 3. APPLICATIONS

3.1 Applications must be made using the eRecruitment System for Educators. The system is web-based and can be accessed via the internet at <http://wced.school.za/home/home.html> (click on “Vacancies” on the website’s home page to access the system).

3.2 **Hard copy applications and applications sent by fax will not be considered.**

3.3 Attached to this preface is a step-by-step guide for easy navigation of the system.

3.4 Based on feedback received from users, the WCED implemented enhancements to the eRecruitment System, specifically the *Employment History* and *Experience* set Fields. Applicants must ensure that they consult the “How to Apply” guide available on the eRecruitment System’s landing page in this regard, before applying for posts.

3.5 Applicants who have a PERSAL number must ensure that it is captured when registering on the system. The system will allocate a unique identification number for applicants who do not have a PERSAL number.

3.6 The system is dependent on applicants capturing their personal information online before applying for posts in order for the system to generate the applicant’s curriculum vitae (CV).

3.7 CVs are stored online and may be edited online.

- 3.8 Applicants must note that CVs and supporting documents must not be uploaded onto the system. The system will generate a CV based on the information captured in the applicant's online profile.
- 3.9 Applicants must be sure to click the **correct advertisement number** when applying for a post online.
- 3.10 **The WCED does not accept responsibility for applicants applying for incorrect posts.**
- 3.11 Applicants must ensure that they capture at least three contactable referees.
- 3.12 For each application submitted, the system will immediately generate a letter (email) acknowledging receipt of an application for a post.
- 3.13 Communication will be limited to those applicants who are shortlisted. Should a shortlisted applicant be in possession of a foreign qualification, the relevant evaluation certificate from the South African Qualifications Authority (SAQA) is required.
- 3.14 The closing time and date for the capturing of applications is **24:00 (midnight) on 30 September 2022**. The WCED does not accept responsibility for applications that are not captured in time and will not consider late applications.

#### 4. **INTERVIEWS**

- 4.1 Should applicants be invited for an interview, they must take the following documents with them:
  - a) Certified copies of **academic transcripts**, and **diploma and degree certificates** (original documents will not be returned).
  - b) Certified copies of their **South African Council for Educators (SACE) certificate**, which indicates that the applicant is registered with SACE.
  - c) Certified copy of their South African Revenue Service (SARS) registration for income tax purposes (applicable to new entrants).
  - d) Applicants who are non-South African citizens must also submit the documentation indicated in paragraph 5.1 below.
- 4.2 Educators from another province, or who were previously employed in another province, may be required to submit a service record, certified copies of their qualifications and their latest payslip to the WCED at a later stage.

#### 5. **REQUIREMENTS FOR APPOINTMENT**

##### 5.1 **Citizenship**

Non-South African citizens who attend an interview must submit the required documentation pertaining to their citizenship, issued by the Department of Home Affairs, to the interviewing panel.

5.2 **Applications from medically boarded educators**

Medically boarded candidates will only be considered for appointment if they have written approval from the WCED that their permanent reinstatement to the teaching profession has been approved. Should such an applicant be called to attend an interview, a certified copy of the letter approving his or her reinstatement must be presented to the interviewing panel.

5.3 **Applications from retirees**

Retired educators will not be considered for appointment.

5.4 **Experience**

The minimum experience required for appointment is as follows:

Post	School grading	Minimum experience
Principal	P1 – P5	7 years
Deputy principal	N/A	5 years
Departmental head	N/A	3 years
Educator	N/A	None

Please note the following:

- Both teaching experience and other appropriate experience are considered for appointment.
- At least two years of the prescribed period of experience must have been spent within the borders of South Africa or at an education institution recognised by one of the previous education departments.
- Experience as departmental head, deputy principal or principal is a recommendation for appointment as principal.
- Experience with eLearning/Information and Communication Technology (ICT), preferably in an education environment, is recommended.

5.5 **Competency-based assessments**

- A competency-based assessment tool has been developed specifically for principals, deputy principals and departmental heads.
- The tool is available at **no cost** to schools/governing bodies.
- When filling principal, deputy principal and departmental head posts, it is **recommended** that selection committees use the tool as part of the instruments applied during the recruitment and selection process.

5.6 **Qualifications**

- 5.6.1 In order to be eligible for appointment, all candidates must have at least a recognised three-year qualification (REQV 13), which must include appropriate training as an educator.
- 5.6.2 The evaluation of an educator's qualifications, to determine whether he or she is suitable for appointment and his or her Relative Education Qualification Value (REQV), will be done in accordance with the measures contained in the *Evaluation of Qualifications for Employment in Education*. Where candidates do not comply with the requirements (REQV 13), but it is, nevertheless, essential to appoint them, such cases will be regarded as individual relaxations of the requirements and the successful candidates will be remunerated in accordance with the appropriate lower salary categories.
- 5.6.3 **Please note that foreign qualifications are subject to evaluation by the Department of Higher Education and Training in Pretoria.**
- 5.6.4 **Candidates not qualified for a specific phase/learning area/subject(s), as per advertised post, will not be appointed/promoted to such posts.**
- 5.7 **SACE registration**
- 5.7.1 Registration with SACE is compulsory.
- 5.7.2 A certified copy of a candidate's **SACE registration certificate must be submitted to the WCED before or on appointment.** This means that a governing body may not eliminate an application based on the non-submission of a SACE certificate only – that is the prerogative of the employer.
- 5.7.3 Where the candidate is not in possession of a certified copy of a SACE certificate, one of the following will be accepted:
- a) Acknowledgement of receipt from SACE to indicate that the candidate applied for his or her SACE certificate prior to the closing date for applications for posts advertised in this vacancy list.
  - b) Proof of application for registration made to SACE (copy of application form, proof of payment to SACE and proof of postal slip to SACE).
  - c) Any other proof obtained from SACE that the candidate is registered.
  - d) A certified copy of the candidate's latest payslip on which a salary deduction for SACE registration and the candidate's SACE registration number are indicated.
- 5.8 **Language proficiency**  
The language proficiency of the candidate must be determined by the governing body and/or the interviewing committee.

5.9 Candidates must note that further checks will be conducted once they are shortlisted and that appointment is subject to positive outcomes on these checks, which include the verification of qualifications, criminal records and citizenship.

5.10 **Occupational proficiency**

5.10.1 During the selection process (interview, presentation, written report) specific questions must be put to determine whether the candidate will be able to deal with the academic, professional and administrative facets of the post. The circuit manager may be approached for assistance in this regard.

5.10.2 The selection process for principals and deputy principals should include the following:

- a) Consideration of evidence of the candidate's success in school improvement in his or her current post or previous school(s).
- b) Unseen task written by the candidate on a computer before the interview.
- c) Interviews, albeit telephonic, with referees.
- d) Interviews with shortlisted candidates.
- e) A presentation by each candidate on how they will set about improving the school's academic results and reputation.

6. **SALARY**

The salary of a successful candidate is determined by the *Personnel Administrative Measures*, published in *Government Gazette* No. 39684 of 12 February 2016, current prescripts and related Education Labour Relations Council agreements.

7. The advertising of all posts in this vacancy list is done without prejudice to the WCED and is subject to further decisions of the Education Labour Relations Council.

8. **GENERAL**

Governing bodies must keep the following in mind:

8.1 The **educator unions must be notified five working days in advance** of the date, time and venue for the:

- a) opening of the eRecruitment System for accessing applications;
- b) shortlisting of applicants; and
- c) interviews with candidates.

8.2 The eRecruitment System may only be opened to access applications in the presence of educator union representatives once shortlisting criteria have been accepted/determined and indicated on the business plan.

8.3 The contact details of the educator unions are as follows:

**CTU-SADTU:**

Postal address: PO Box 320, Parow,  
7499  
Street address: 33 Tallent Street,  
Parow, 7500  
Tel.: 021 951 2107  
Fax: 086 402 9766/021 951 4672  
Email: [clouw@sadtu.org.za](mailto:clouw@sadtu.org.za)

CTU-ATU:  
Postal & street address: NAPTOSA  
House, 6 Park Road, Rondebosch,  
7700  
Tel.: 021 686 8521  
Fax: 021 689 2998  
Email: [infowc@naptosa.org.za](mailto:infowc@naptosa.org.za)

- 8.4 The following nomination documents must be signed by the chairperson of the governing body:
- a) Shortlisting minutes
  - b) Interview minutes
  - c) Ratification of processes for the appointment of the nominated candidates.
- 8.5 Shortlisting minutes must contain reasons per applicant as to why the applicant was not shortlisted. Score sheets must be attached.
- 8.6 Interview minutes must contain reasons per candidate as to why the candidate who was interviewed was not nominated for the post. Score sheets must be attached.
- 8.7 While the prescripts mandate that three nominations must be made for a post, the WCED realises that compliance is not always possible. Where only one or two nominations have been made, the governing body must provide a separate motivation, which must be signed by the chairperson of the governing body, as to why three nominations could not be made.
- 8.8 Governing bodies must ensure that the selection process is guided by the WCED's employment equity (EE) targets to enhance the representivity of designated groups.
- 8.9 **If the nomination is not in line with the WCED's EE targets, a motivation for the inclusion of a candidate, whose appointment will not enhance representivity, must be provided.**

## 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.**