



Reference: 20190211-1488

File no.: 3/3/2/3

Enquiries: Call Centre

Recruitment and Selection Notice: 0001/2019

To: Deputy Directors-Generals, Chief Directors, Directors, Circuit Managers, Heads of all educational institutions and Chairpersons of governing bodies

**Subject: Clarification of Recruitment and Selection Minute 0001/2019**

1. The Western Cape Education Department (WCED) invites applications from WCED employees employed on contract in funded posts only.
2. This includes applications from contract employees at institutions, district offices and Head Office in the following categories:
  - Clerks (up to SL5)
  - General assistants
  - Household aids
  - Nurses
3. Employees who wish to apply, must submit:
  - a) A completed Z83 form (application for appointment form)
  - b) A letter of motivation from the governing body or line manager
  - c) A certified copy of qualifications (where applicable)
  - d) The names of consulted excess employees with motivations or reasons for not matching and placing
  - e) Banking details form (DPE3)
  - f) Tax number
  - g) A change of bonus month form
4. The due date for the submission of applications is **26 April 2019**.
5. Applications must be submitted via the governing body or line manager to Head Office at the address provided in Recruitment and Selection Minute 0001/2019.
6. The permanent appointment will be made at the discretion of the Head of the Western Cape Education Department.

7. Principals and/or line managers are requested to ensure that this information is communicated to all qualifying employees via the institution's notice board or any other communiqué.

  
**DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

**DATE:** 2019/03/28