

DIRECTORATE: RECRUITMENT AND SELECTION



RECRUITMENT AND SELECTION

OFFICE BASED EDUCATOR VACANCY BULLETIN NO 1/ 2019

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

FOREWORD

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard as part of the on-line registration process will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.



1. GENERAL INSTRUCTIONS:

NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:

2. All posts are advertised on the department's on-line system.
3. The website can be access via <https://wcedonline.westerncape.gov.za/home/>, click on vacancies and click on the link: E-Recruitment System for Office-Based and Public Service. The website can also be viewed directly on the following URL: https://www.scubedonline.co.za/recruitment_wced/using via **Google Chrome or Mozilla Firefox.**
4. Applicants can register their profiles and apply for posts on-line.
5. Applicants must ensure that they click on the correct post and post number when applying for posts.
6. A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees must be uploaded on the system as part of the registration/application process.

7. Copies of qualifications (degrees, diplomas, certificates etc.), valid driver's licence (if applicable) and ID document must be uploaded on the system as part of the registration/application process.

Short listed candidates invited for interviews must provide the interview committee with originally certified copies of the abovementioned documents.

8. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to the on-line application.
9. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her on-line application.

10. Only on-line applications will be considered.

2. REQUIREMENTS FOR APPOINTMENT:

- Teaching experience, as well as evidence of appropriate management experience, is taken into account for appointment to vacancies on Post Level 3 and higher.
- At least two years of the prescribed period of experience must have been spent within the borders of South Africa or at an educational institution recognised by one of the previous education departments.

2.1 Qualifications

2.1.1 In order to be eligible for appointment, all applicants must have at least a recognised three-year qualification (REQV 13), which must include appropriate training as a teacher.

2.1.2 The evaluation of a teacher's qualifications, so as to determine his or her suitability for the post and the relative education qualification value (REQV) of his or her qualifications, will be done in accordance with the measures contained in the criteria for the evaluation of qualification in South Africa.

2.1.3 Registration with the **South African Council of Educators (SACE)** is compulsory.

2.1.3.1 Where the applicant is not in possession of a **SACE** certificate, one of the following will be accepted:

(a) Acknowledgement of receipt from SACE indicating that the applicant applied for his or her SACE certificate prior to the closing date for applications for posts advertised in this vacancy bulletin;

(b) Any other proof obtained from SACE that the applicant is registered;

(c) A certified copy of the applicant's latest salary slip on which is indicated a salary deduction for SACE registration and the applicant's SACE registration number and not a PERSAL number next to the deduction.

3. GENERAL INFORMATION:

NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING

- Appointments are subject to a security clearance and applicant's suitability check, which includes qualifications, previous employment, criminal records, credit verification and reference verification.
- The Department will communicate only with applicants who have been short-listed.
- Short-listed applicants will be expected to be available for interviews at a date, time and place determined by the WCED
- Short-listed applicants will be required to complete an assignment.
- Nominated candidates will be subjected to the Competency-Based Assessment (CBA) tool.
- Successful applicants will be appointed for a probationary period of 12 months.
- The WCED reserves the right not to make an appointment to any of the advertised posts.
- Personnel in excess on the same salary level will receive preference, if they meet the advertised post requirements.

- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful.

Please note that the WCED, will offer posts to successful candidates based on operational requirements

4. SELECTION PROCESS

- It is expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by the WCED.
- Candidates will be required to complete an assignment.
- **The WCED reserves the right not to make an appointment to any of the advertised posts.**
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NO	DISTRICT DIRECTOR	DISTRICT OFFICE	CONTACT DETAILS
1	Ms S Nowers	Metro Central	021 514 6700
2	Mr G Stander	Metro South	021 370 2000
3	Mr B Schereka	Metro East	021 900 7005
4	Mr D Millar	Metro North	021 938 3133
5	Ms H Van Ster	West Coast	021 860 1200
6	Mr J Benjamin	Cape Winelands	023 348 4600
7	Ms H Van Zyl	Overberg	028 214 7300
8	Mr D Maarman	Eden & Central Karoo	044 803 8300

5. CLOSING DATE

Closing date for on-line applications: Friday, 22 February 2019 by 12:00 midnight.

It is the responsibility of the applicant to ensure that applications are submitted via the on-line system by the closing date and time.

Activation date: Friday, 1 February 2019

Head Office

Rank	Post Detail	Directorate
Deputy Chief Education Specialist	FET Grades 10 -12 Mathematical Literacy	Curriculum Further Education and Training (FET)
Deputy Chief Education Specialist	Foundation Phase Languages	Curriculum General Education and Training (GET)
Senior Education Specialist	IsiXhosa Language Practitioner	Communication
Senior Education Specialist	English Language Practitioner	Communication
Senior Education Specialist	Afrikaans Language Practitioner	Communication
Senior Education Specialist	Programme Coordinator: Inclusive Education	Cape Teaching and Leadership Institute

District Offices

Rank	Post Detail	Education District Office	No. of posts
Education Psychologist		Metro Central	1
Education Psychologist	LOLT: IsiXhosa	Metro Central	1
Deputy Chief Education Specialist	INTER/SEN Phase Curriculum Co-ordinator (Grade 4-7)	Metro Central	1
Senior Education Specialist	SEN/FET Phase Subject Advisor: Economic Management Sciences (Grade 8 - 9) & Business Studies	Metro Central	1
Education Psychologist		Metro North	3
Chief Education Specialist	Head Learner Support	Metro East	1
Deputy Chief Education Specialist	People Management	Metro East	1
Education Psychologist		Metro South	2
Deputy Chief Education Specialist	Assessment and Examination Coordinator	Metro South	1
Deputy Chief Education Specialist	School Management and Governance Support	Metro South	1
Senior Education Specialist	SEN/FET Phase Subject Advisor: Mathematics (Grade 8-12) & Technology (Grade 7-9)	Metro South	1
Senior Education Specialist	Foundation Phase Subject Advisor (Grade R – 3)	Metro South	1

Chief Education Specialist	Circuit Manager	West Coast, Malmesbury (Circuit 1)	1
Senior Education Specialist	INTER/SEN Phase Subject Advisor: Natural Sciences & Technology (Grades 4-6) and Natural Sciences (Grades 7-9)	Cape Winelands, Worcester	1
Senior Education Specialist	Foundation Phase Subject Advisor (Grade R – 3)	Cape Winelands, Worcester	1
Senior Education Specialist	SEN/FET Phase Subject Advisor: Mathematical Literacy (Grade 10-12) & Mathematics (Grade 8-9)	Overberg, Caledon	1
Senior Education Specialist	SEN/FET Phase Subject Advisor: Physical Sciences (Grade 10-12) and Natural Sciences (Grade 8-9)	Overberg, Caledon	1
Deputy Chief Education Specialist	INTER/SEN Phase Curriculum Co-ordinator (Grade 4-7)	Eden & Central Karoo, George	1
Senior Education Specialist	SEN/FET Phase Subject Advisor: History (Grades 8 – 12)	Eden & Central Karoo, George	1
Senior Education Specialist	Foundation Phase Subject Advisor (Grade R – 3)	Eden & Central Karoo, Beaufort West (Circuit 7)	1