



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED EDUCATOR VACANCY BULLETIN NO. 1/ 2023

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:

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: <http://e-recruitment.westerncape.gov.za/index.php>.

Applicants can register their profiles and apply for posts on-line. Applicants are to take cognisance of the following:

- Applicants already registered on the system: e-Recruitment for Educators need not register again;
- All information must be captured on the online profile;
- The system will generate a curriculum vitae (CV) for you;
- The uploading of documents is not necessary;
- Short listed candidates invited for interviews must provide the interview committee with originally certified copies of the supporting documents, which includes:
 - Qualifications (degrees, diplomas, certificates etc.);
 - Valid driver's licence (if applicable);
 - ID document and other information requested by the employer;
 - an evaluation certificate from the South African Qualifications Authority (SAQA) in respect of foreign qualifications;
- Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit in respect of non-South African citizens
- Applicants must ensure that they click on the correct post and post number when applying for posts.

- Only on-line applications will be considered.

- Employees in excess will be given preference.

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

3. 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.

4. QUALIFICATIONS

- 4.1.1 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.
- 4.1.2 The evaluation of a teacher's qualifications, so as to determine **an applicant's** 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.
- 4.1.3 Registration with the **South African Council of Educators (SACE)** is compulsory.
- 4.1.3.1 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.

5. GENERAL INFORMATION:

NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING

- The appointment will be subject to a security clearance and the signing of an annual performance agreement.
- Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking (At least three 3 referees must be provided), as directed by the Department of Public Service and Administration.
- It is to be noted that **the President of South Africa assented the Criminal Law (Sexual Offences and Related Matters) Amendment Act, Amendment Act, 2021 (Act 13 of 2021), to strengthen the fight against gender-based violence, amongst others, on 28 January 2022. Based on the assented amendments, the WCED, in conjunction with the Departments of Justice and Social Development, is embarking on the process to ensure that all officials who will be appointed via the recruitment and selection process, officials currently in service, as well as any other persons coming into contact with learners, are vetted against the National Register for Sex Offenders (NRSO) and the National Child Protection Register (NCPR).**

Based on the criminal law Amendment Act, as mentioned above, **candidates must, in addition to the personnel suitability checks, provide the department with a certified copy of the NRSO Certificate from the Department of Justice in respect of the National Register for Sex Offenders.**

A copy of form 7 (J738) is attached, available from the WCED: Recruitment and Selection website as well as the Department of Justice website;

- (a) Applicants must print and complete the form;
- (b) Obtain their fingerprints from the South African Police Service (SAPS);
- (c) Submit the form and the fingerprints to the Department of Justice: Western Cape Office;
- (d) Provide a certified copy of the NRSO Certificate or proof of application with the rest of the supporting documents when invited for an interview.

As part of the above vetting process, the Directorate: Recruitment and Selection will conduct the necessary verifications against the National Child Protection Register via the Department of Social Development (DSD). The submission of an application to an advertised post, automatically grants the WCED consent to conduct the verification via the Department of Social Development.

- 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

6. SELECTION PROCESS

- It is expected of short-listed candidates to be available for selection interviews on a date, time, place and/ or on-line platform 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.**

NO	DISTRICT DIRECTOR	DISTRICT OFFICE	CONTACT DETAILS
1	Ms B Robertson	Metro Central	021514 6700
2	Ms C Meyer-Williams	Metro South	021 370 2000
3	Ms L Diamond	Metro East	021 900 7005
4	Ms W Horn	Metro North	021 938 3133
5	Mr G Claassen (Acting Director)	West Coast	021 860 1200
6	Ms J Harker (Acting Director)	Cape Winelands	021 348 4676
7	Ms I Senosi	Overberg	028 214 7300
8	Mr J Jonkers	Eden & Central Karoo	044 803 8300

7. CLOSING DATE

Closing date for on-line applications: Friday, 10 March 2023 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.

Head Office

Rank	Post Detail	Directorate	Contact Person
Deputy Chief Education Specialist	Intermediate and Senior Phases: Social Sciences: (Grade 4-9)	Curriculum GET	Ms K Dudley
Deputy Chief Education Specialist	Assessment Management	Assessment Management	Mr F Salie
Deputy Chief Education Specialist	E-Learning System Manager	E-Learning	Mr C Walker

District Office

Rank	Post Detail	District	No. of posts
Senior Education Specialist:	SENFET: English Subject Advisor [Grade 8-12]	Cape Winelands Education District Office	1
Senior Education Specialist	Economics FET Subject Advisor - Grade 10 - 12	Cape Winelands Education District	1
Senior Education Specialist	Assessment and Examination	Cape Winelands Education District	1
Education Psychologist	English and Afrikaans	Cape Winelands Education District Office	1
Deputy Chief Education Specialist	Inter/Sen Phase Curriculum Coordinator	Cape Winelands Education District Office	1
Senior Education Specialist	Senior Phase: Mathematics Subject Advisor (Grade 7-9)	Cape Winelands Education District Office	1
Chief Education Specialist	Circuit Manager: Circuit 2: Robertson and surrounding areas	Cape Winelands Education District Office	1
Chief Education Specialist	Circuit Manager: Circuit 5: Ceres and surrounding areas	Cape Winelands Education District Office	1
Chief Education Specialist	Circuit Manager: Circuit 5: Oudtshoorn	Eden and Central Karoo Education District Office, Oudtshoorn	1
Education Psychologist	Afrikaans	Eden & Central Karoo Education District, Circuit 2: Mossel Bay	1
Senior Education Specialist	Senior Phase: Mathematics Subject Advisor (Grade 7-9)	Eden and Central Karoo Education District Office	1
Senior Education Specialist	Foundation Phase Subject Advisor (Grade R-3) LOLT IsiXhosa and English	Metro Central Education District Office	1
Senior Education Specialist:	Learning Support Advisor (English + Afrikaans or Xhosa)	Metro Central Education District Office	2
Education Psychologist	English + Afrikaans or Xhosa	Metro Central Education District Office	3
Senior Education Specialist	Senior Phase: Mathematics Subject Advisor (Gr 8 and 9)	Metro East Education District Office	1
Deputy Chief Education Specialist	Intermediate / Senior Phase Curriculum Co-ordinator (Gr 4 – 7)	Metro East Education District Office	1
Chief Education Specialist	Circuit Manager: Circuit 6	Metro East Education District Office	1
Chief Education Specialist	Circuit Manager: Circuit 9	Metro East Education District Office	1

Senior Education Specialist	Inter/Sen: Mathematics Subject Advisor (Grade 4-7)	Metro North Education District Office	1
Senior Education Specialist	Sen/FET: Mathematics Subject Advisor (Grade 7-9)	Metro North Education District Office	1
Deputy Chief Education Specialist	People Management	Metro North Education District Office	1
Deputy Chief Education Specialist	School Management and Governance Support	Metro North Education District Office	1
Chief Education Specialist	Circuit Manager	Metro North Education District Office	1
Senior Education Specialist	FET Phase Life Orientation: Subject Advisor (Grade 8-12)	Metro North Education District Office	1
Senior Education Specialist	Foundation Phase Subject Advisor (Grade R-3) isiXhosa	Metro North Education District Office	1
Senior Education Specialist	Foundation Phase Subject Advisor (Grade R-3): Afrikaans	Metro North Education District Office	1
Deputy Chief Education Specialist	Intermediate / Senior Phase Curriculum Co-ordinator (Gr 4 – 7)	Metro South Education District Office	1
Senior Education Specialist	INTER/SEN Natural Science Subject Advisor (Grade 4-7)	Metro South Education District Office	1
Senior Education Specialist	SEN/FET Life Orientation Subject Advisor (Grade 8-12)	Metro South Education District Office	1
Education Psychologist	English, Afrikaans or Xhosa	Metro South Education District Office	1
Senior Education Specialist	Learning Support Advisors	Metro South Education District Office	2
Senior Education Specialist	SENFET English Subject Advisor Gr 8 – 12	Overberg Education District Office	1
Deputy Chief Education Specialist	Management and Governance	Overberg Education District Office	1
Senior Education Specialist	FET Computer Applications Technology Subject Advisor Gr 10 – 12.	Overberg Education District Office	1
Chief Education Specialist	Head: ISLES	West Coast Education District Office, Paarl	1