



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED EDUCATOR VACANCY BULLETIN NO. 3/ 2024

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
- 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.

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 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.

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 slips 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:

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- 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.
- 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.
- In addition to the standard personnel suitability checks, the department will also conduct **checks against both the National Child Protection Register, the National Register for Sexual Offenders and vetting checks against the Central Register for verification of dismissals and resignations pending disciplinary cases.**
- 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	021 514 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	Ms A Truter (Acting Director)	West Coast	021 860 1209
6	Mr N Petersen	Cape Winelands	023 348 4600
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, 25 October 2024 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

Advert No.	Rank	Post Detail	Directorate	Contact Person
133	Deputy Chief Education Specialist	Performance Management and Advisory Services	Strategic People Management	Mr R Oosthuizen
141	Deputy Chief Education Specialist	FET Phase Senior Curriculum Planner: Civil Technology and Engineering Graphics & Design (EGD) (Gr 10-12)	Curriculum FET	Mr D Haripersad
132	Deputy Chief Education Specialist	Intermediate & Senior Phases: Social Sciences (History and Geography) (Grade 4 – 9)	Curriculum General Education Training	Ms K Dudley
156	Deputy Chief Education Specialist	ICT and Technology Integration Visually Impaired/ Hospital Schools	Specialised Education Support	Mr IP Du Preez
159	Deputy Chief Education Specialist	Adapted Curricula (Technical Occupational Schools of Skill Curriculum and DCAPS)	Specialised Education Support	Mr IP Du Preez
131	Deputy Chief Education Specialist	Learning Support Programme Manager	Specialised Education Support	Mr IP Du Preez
146	Chief Education Therapist	Speech Therapist	Placement: Cape Winelands Education District Office	Mr IP Du Preez
144	Chief Education Therapist	Speech Therapist	Placement: Eden & Central Karoo Education District Office	Mr IP Du Preez
145	Chief Education Therapist	Speech Therapist	Placement: Overberg Education District Office	Mr IP Du Preez
143	Chief Education Therapist	Occupational Therapist	Placement: Overberg Education District Office	Mr IP Du Preez
151	Chief Education Therapist	Physiotherapist	Placement: Overberg Education District Office	Mr IP Du Preez
160	Education Psychologist		Placement: Overberg Education District Office	Mr IP Du Preez

152	Chief Education Therapist	Physiotherapist	Placement: West Coast Education District Office	Mr IP Du Preez
161	Senior Education Specialist	Learners with Severe to Profound Intellectual Disability	Placement: West Coast Education District Office	Mr IP Du Preez

District Office

Advertiser No.	Rank	Post Detail	District	Contact Person
150	Chief Education Specialist (2 Posts)	Circuit Manager	Cape Winelands Education District Office	Mr N Petersen
130	Senior Education Specialist	Foundation Phase Subject Advisor: English and Afrikaans (Grade R-3)	Cape Winelands Education District Office	Mr N Petersen
154	Senior Education Specialist	Inter/Sen Phase Subject Advisor: Economics and Management Sciences (Grade 7-9)	Cape Winelands Education District Office	Mr N Petersen
138	Senior Education Specialist	Inter/Sen Phase Subject Advisor: Mathematics (Grade 4-7)	Cape Winelands Education District Office	Mr N Petersen
134	Senior Education Specialist	SENFET Phase Subject Advisor IsiXhosa (Grade 8-12)	Cape Winelands Education District Office	Mr N Petersen
155	Senior Education Specialist (2 posts)	Learning Support Advisor	Cape Winelands Education District Office	Mr N Petersen
135	Deputy Chief Education Specialist	Learning Support Coordinator	Eden and Central Karoo Education District Office	Mr J Jonkers
139	Deputy Chief Education Specialist	Assessment and Examination Coordinator	Eden and Central Karoo Education District Office	Mr J Jonkers
158	Senior Education Specialist	SENFET Phase Subject Advisor: Economics & EMS (Grade 8-12)	Metro Central Education District Office	Ms B Robertson
137	Senior Education Specialist	Learning Support Advisor	Metro East Education District Office	Ms L Diamond
157	Chief Education Specialist (3 Posts)	Circuit Manager	Metro South Education District Office	Ms C Meyer-Williams
142	Senior Education Specialist	Senior Phase Subject Advisor: Mathematics (Grade 7-9)	Metro South Education District Office	Ms C Meyer-Williams
153	Senior Education Specialist	Inter/Sen: Phase Subject Advisor: Natural Sciences and Technology (Grade 4-7)	Metro South Education District Office	Ms C Meyer-Williams
129	Senior Education Specialist	Foundation Phase Subject Advisor: English and Afrikaans (Grade R-3)	Metro South Education District Office	Ms C Meyer-Williams
147	Senior Education Specialist	SENFET Subject Advisor: History (Grade 8-12)	Metro South Education District Office	Ms C Meyer-Williams

140	Senior Education Specialist	e-Learning Advisor	Metro South Education District Office	Ms C Meyer-Williams
136	Deputy Chief Education Specialist	Learning Support Coordinator	West Coast Education District Office, Paarl	Ms A Truter
149	Senior Education Specialist	Inter/Sen Phase Subject Advisor: Social Sciences (Grade 4-7)	West Coast Education District Office, Paarl	Ms A Truter
148	Education Psychologist	LOLT: Afrikaans and English	West Coast Education District Office, Piketberg	Ms A Truter