



**Western Cape  
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

## **RECRUITMENT AND SELECTION**

**OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN**

**NO. 1/2021**

**WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

[www.westerncape.gov.za](http://www.westerncape.gov.za)

## **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: <http://e-recruitment.westerncape.gov.za/index.php>.
4. 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 are 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
5. Applicants must ensure that they click on the correct post and post number when applying for posts.

6. Only on-line applications will be considered.
7. Employees in excess will be given preference.

#### **8. GENERAL INFORMATION:**

- 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.
- Shortlisted candidates must be prepared to do a Practical Assessment which forms part of the interview.
- **Candidates applying for posts on Salary Level 9 and higher will be subjected to a competency assessment before final decisions are made in respect of the filling of posts.**

#### **9. COMMUNICATION**

- Communication will be limited to those applicants who have been short-listed.
- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful.

#### **10. SELECTION PROCESS**

- It is expected of short-listed candidates to be available for selection interviews on a date, time, place and/ or online platform determined by the WCED.
- **The WCED reserves the right not to make an appointment to any of the advertised posts.**

## 11. CLOSING DATE

**Closing date for on-line applications: 19 February 2021 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

<b>Post Title</b>	<b>Directorate/ Chief Directorate:</b>	<b>Contact Person</b>
Accounting Clerk: Accounts <b>(various posts)</b>	Financial Accounting	Ms C Adendorff
Accounting Clerk – Batch Control Office	Financial Accounting	Mr H Burger
Registry Clerk: Records Management	Financial Accounting	Ms C Van Heerden
State Accountant: Accounts	Financial Accounting	Ms C Adendorff
State Accountant – Deductions: Salaries	Financial Accounting	Ms S Dlamini
Chief Accounting Clerk: Accounts Receivable (Debtors)	Financial Accounting	Ms NG Mlandu
Administration Clerk: Financial Accounting	Financial Accounting	Mr Z Mpsi
Accounting Clerk: Loss Control Office <b>(Various posts)</b>	Financial Accounting	Mr H Burger
Deputy Director: Management Accounting	Management Accounting	Mr R Eyssen
Assistant Director: Management Accounting	Management Accounting	Mr PPP Adams
State Accountant: Management Accounting	Management Accounting	Mr LR van Wyk
Assistant Director: Service Benefits <b>(2 posts)</b>	Service Benefits	Mr J Gordon & Ms C Daniels
Human Resource Officer <b>(3 posts)</b>	Service Benefits	Ms C Daniels, B Tataw and Mr J Gordon

Deputy Director: Service Benefits	Service Benefits	Ms D Pillay
Human Resource Clerk <b>(6 posts)</b>	Service Benefits	Ms N Marshall, Ms C Daniels and Ms B Tataw
Registry Clerk <b>(2 posts)</b>	Service Benefits	Ms B Mahashe
Assistant Director: Misconduct, Grievances & Disputes	Employee Relations	Ms L Bathgate
Employee Relations Officer	Employee Relations	Ms L Bathgate
Call Centre Customer Agent: Client Services Agents <b>(Various posts)</b>	Communication	Mr LL Bruce
Human Resource Practitioner: Employee Health and Wellness	Strategic People Management	Ms N Mxoli
Human Resource Practitioner: Work Skills Plan	Strategic People Management	Mr D Arendse
Deputy Director: Performance Management and Advisory Services	Strategic People Management	Mr M Cronje
Messenger <b>(3 posts)</b>	Knowledge and Information Management	Ms Z Jones
Assistant Director: Policy Co-Ordination	Policy Co-Ordination	Adv L Colridge-Zils
Admin Officer: Performance Management	Supply Chain Management	Mr JT Solomons
Admin Officer: GG Transport <b>(2 posts)</b>	Supply Chain Management	Mr JT Solomons
Admin Officer: SCM Operations <b>(2 posts)</b>	Supply Chain Management	Ms R De Bruyn
Admin Clerk: Examination Registration <b>(3 posts)</b>	Examinations Administration	Mr BJ Loriston
Admin Officer: Examination Office Support Services <b>(2 posts)</b>	Examinations Administration	Mr BJ Loriston
Admin Officer: Examination Certification and Walk-In- Centre <b>(2 posts)</b>	Examinations Administration	Mr BJ Loriston

Assistant Director: Examination Client Services	Examinations Administration	Mr BJ Loriston
Control Works Inspector	Infrastructure Delivery Management	Mr GP Nieuwoudt
Chief Quantity Surveyor	Infrastructure Delivery Management	Mr GP Nieuwoudt
Administration Officer <b>(2 posts)</b>	Infrastructure Delivery Management	Mr GP Nieuwoudt
Chief Civil Engineer	Physical Resource Planning and Property Management	Mr G Coetzee
Chief Electrical Engineer	Physical Resource Planning and Property Management	Mr G Coetzee
Electrical Engineer	Physical Resource Planning and Property Management	Mr G Coetzee
Civil Engineer	Physical Resource Planning and Property Management	Mr G Coetzee
GIS Technician	Physical Resource Planning and Property Management	Mr G Coetzee
Admin Support Officer	Physical Resource Planning and Property Management	Mr G Coetzee
General Worker <b>(3 posts)</b>	Cape Teaching and Leadership Institute <b>(CTLI)</b>	Ms S Burgess
Admin Officer: LTSM	Institutional Resource Support <b>(LTSM)</b>	Ms AM Henriques
NSNP Coordinator <b>(3 year contract)</b>	National School Nutrition Programme <b>(NSNP)</b>	Ms L Dilemnyango- Sopotela
Personal Assistant	Office of the Head of Education	Ms L Boniface
Food Service Aid	Supply Chain Management	Ms L Boniface

## District Offices

Post Title	Education District Office	No of posts
Chief Registry Clerk: Logistical Services	Metro Central	1
Registry Clerk: Logistical Services	Metro Central	1
SCM Clerk	Metro Central	1
Social Worker: IsiXhosa LOLT	Metro Central	1
Administration Clerk: Learner Support	Metro Central	1
Admin Clerk: District Circuit	Metro Central	3
School Safety Support Worker	Metro Central	1
Social Work Supervisor	Metro East	1
Social Auxillary Worker <b>(1 year contract)</b>	Metro East	1
SCM Clerk	Metro North	1
Admin Support Officer: District Circuits	Metro North	1
Transport Control Officer: GG Transport	Metro North	1
School Safety Support Worker	Metro North	1
School Library Service Officer	Metro North	1
Social Worker: English and IsiXhosa	Metro North	2
Social Worker: English and Afrikaans	Metro North	1
Admin Clerk: District Circuit	Metro South, Lentergeur Office	1
Information Systems Officer	Metro South, Lentergeur Office	1
Admin Support Officer	Metro South, Lentergeur Office	1
Assistant Director: Logistical Services	Metro South, Lentergeur Office	1
SCM Clerk	West Coast, Paarl	1
Assistant Director: Finance and SCM	West Coast, Paarl	1

Messenger Driver	West Coast, Paarl	1
Handyman	West Coast, Paarl	1
SCM Clerk	Cape Winelands, Worcester	3
Accounting Clerk: Finance	Cape Winelands, Worcester	1
State Accountant (Compliance)	Cape Winelands, Worcester	1
School Finance Records Officer	Cape Winelands, Worcester	2
NSNP Liaison Officer	Cape Winelands, Worcester	2
SCM Clerk	Overberg, Caledon	1
Accounting Clerk: Finance	Overberg, Caledon	1
Administration Clerk: Learner Supprt	Eden and Central Karoo, George	1
School Enrichment Officer	Eden and Central Karoo, George	1
Assistant Director: Finance and SCM	Eden and Central Karoo, George	1