



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN

NO.1/2022

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: <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: **21 February 2022** and **03 March 2022 (Deputy Directors and Assistant Director posts only)** by 12:00 midnight.

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

Head Office

Post Title	Directorate/ Chief Directorate:	Contact Person
Assistant Director:	Office of the Head of Education	Ms L Boniface
Admin Clerk	Office of the Head of Education	Ms L Boniface
Deputy Director: Exam Registration, Certification, Client Service and Office Support	Exam Administration	Ms L Bredenkamp
Administrative Clerk: Exam Distribution, and Marking Services (5 posts): Maitland	Exam Administration	Ms L Bredenkamp
Administrative Officer: Exam Distribution and Marking Services (3 posts): Maitland	Exam Administration	Ms L Bredenkamp
Operators: Reprographic Section (7 posts): Maitland	Exam Administration	Ms L Bredenkamp
Administrative Officer: Certification, and Walk In Centre (2 posts)	Exam Administration	Ms L Bredenkamp
Administrative Officer: Examination Office Support Services	Exam Administration	Ms L Bredenkamp
Administrative Clerk: Examination Office Support Services	Exam Administration	Ms L Bredenkamp
Administrative Clerk: Examination Registration (2 posts)	Exam Administration	Ms L Bredenkamp
Deputy Director: Collective Bargaining, Training and Administration	Employee Relations	Mr C Esau

Employee Relations Officer: Collective Bargaining, Training and Administration	Employee Relations	Mr C Esau
Employee Relations Officer: Misconduct, Grievances and Disputes (3 posts)	Employee Relations	Mr C Esau
Administrative Officer: SCM Policy and Planning	Procurement Management	Ms R De Bruyn
Administrative Officer: SCM Performance Management	Procurement Management	Ms R De Bruyn
Administrative Officer: Payments: Contract Administration	Procurement Management: SCM Operations	Ms R De Bruyn
Administrative Officer: Bid Caller	Procurement Management: SCM Operations	Ms R De Bruyn
Administrative Officer: SCM Contract Management	Procurement Management: SCM Operations	Ms R De Bruyn
Food Service Aid	Supply Chain Management	Ms R De Bruyn
Administrative Clerk(2 posts)	Learner Teacher Support Material(Institutional Resource Support)	Ms AM Henriques
Client Service Agents(2 posts)	Communication	Mr L Bruce
Assistant Director: Service Benefits (2 posts)	Service Benefits	Ms D Pillay
Human Resource Officer (various posts)	Service Benefits	Ms D Pillay
Human Resource Clerks (Various posts)	Service Benefits	Ms D Pillay
Messenger	Service Benefits	Ms D Pillay
State Accountant: Management Accounting	Management Accounting	Mr PPP Adams
Chief Works Inspector: George	Infrastructure Delivery Management	Mr GP Nieuwoudt
Chief Town and Regional Planner	Physical Resource Planning and Property Management	Mr G Coetzee
Chief Civil Engineer	Physical resource Planning and Property Management	Mr G Coetzee
Chief Electrical Engineer	Physical Resource Planning and Property Management	Mr G Coetzee

Town and Regional Planner	Physical Resource Planning and Property Management	Mr G Coetzee
Assistant Director: Property Management	Physical Resource Planning and Property Management	Mr G Coetzee
Accounting Clerk: Accounts	Financial Accounting	Ms C Addendorf
Assistant Director: Financial Reporting	Financial Accounting	Mr HC Burger
Assistant Director: Basic Accounting System Controller	Financial Accounting	Mr HC Burger
Assistant Director: Cash Management and Accounts Payable	Financial Accounting	Ms C Addendorf
Assistant Director: Financial Batch and Loss Control	Financial Accounting	Mr HC Burger
State Accountant: Loss Control Office	Financial Accounting	Mr HC Burger
State Accountant: Transfer Payments	Financial Accounting	Ms C Addendorf
State Accountant: Deductions	Financial Accounting	Ms S Dlamini
Accounting Clerk	Financial Accounting	Mr JK Maqwatini
Registry Clerk	Financial Accounting	Ms C Van Heerden
State Accountant: Internal Control Compliance	Internal Control	Ms W Salie
Administrative Clerk	Internal Control	Ms W Salie

District Offices

Post Title	Education District Office	No of posts
Admin Clerk: District Circuit	Metro Central	1
Messenger/ Driver	Metro Central	1
NSNP Liason Officer	Metro Central	1
Social Worker	Metro Central	1
Assistant Director: SCM and Finance	Metro North	1
Assistant Director: Logistical Services	Metro North	1
State Accountant: Compliance	Metro North	1

Admin Support Officer: Circuit 6:	Metro North	1
Information Systems Officer	Metro North	1
Social Worker: IsiXhosa and English	Metro North	1
Social Worker: Afrikaans and English	Metro North	1
School Finance and Records Officer	Metro North	2
School Management and Governance Officer	Metro North	1
Admin Clerk: District Circuit, Circuit 9	Metro North	1
Switchboard Operator	Metro North	1
Admin Clerk: People Management	Metro East	1
Social Auxilliary Worker	Metro East	1
Deputy Director: Corporate Services	West Coast	1
Assistant Director: Logistical Support	West Coast	1
Assistant Director: School Management and Governance	West Coast	1
School Enrichment Officer	West Coast	1
Admin Support Officer: People Management	West Coast	1
Admin Support Officer: Management and Governance	West Coast	1
Admin Support Officer: District Circuit: Circuit 4: Clanwilliam	West Coast	1
Learner Transport Scheme Officer	West Coast	1
Receptionist	West Coast	1
Admin Support Officer: Curriculum Support	West Coast	1
Registry Clerk	Overberg	1
Admin Support Officer: Management and Governance	Overberg	1
Admin Support Officer: Learner Support	Overberg	1
School Finance and Records Officer	Cape Winelands	1
Learner Transport Scheme Officer(Co-Ordinator)	Cape Winelands	1
Admin Support Officer: Circuit 5: Ceres	Cape Winelands	1

Admin Support Officer: Circuit 8: Paarl Central	Cape Winelands	1
GG Transport Officer	Cape Winelands	1
Admin Clerk; SCM	Eden and Central Karoo	1
Assistant Director: Finance and SCM	Eden and Central Karoo	1
School and Safety Support Worker	Eden and Central Karoo	1
General Assistant: Knysna, Circuit 4	Eden and Central Karoo	1