



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED PUBLIC SERVICE 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:

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.
- 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.

- 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: 17 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 specific closing date and time.

Head Office

Post Title	Directorate/ Chief Directorate:	Contact Person
Personal Assistant	Exams and Printing Admin	Ms L Bredenkamp
Personal Assistant	Assessment Management	Mr F Salie
Personal Assistant	Business Intelligence Management	Mr IE De Vega
Videographer	Communication	Ms M De Vos
Machine Operator	Education Media	Ms M De Vos
Administration Clerk	Curriculum FET	Mr D Haripersad
Personal Assistant	E-Learning	Mr C Walker
Personal Assistant	Curriculum GET	Ms K Dudley
Assistant Director: Misconduct/Grievances/ Disputes	Employee Relations	Mr C Esau
Assistant Director: Collective Bargaining	Employee Relations	Mr C Esau
Employee Relations Officer: Misconduct/Grievances/ Disputes	Employee Relations	Mr C Esau
Chief Quantity Surveyor	Infrastructure Delivery Management	Mr GP Nieuwoudt
Chief Works Inspector	Infrastructure Delivery Management	Mr GP Nieuwoudt
Works Inspector	Infrastructure Delivery Management	Mr GP Nieuwoudt
Administrative Officer: Learners Suspension and Expulsion	Institutional Management and Governance	Mr William JS Jantjies
Administrative Clerk Learning and Teaching Support Material	Institutional Resource Support	Mr P Swart
Assistant Information Analyst	Knowledge and Information Management	Mr S Hansraj
Chief Registry Clerk	Knowledge and Information Management	Mr S Hansraj
Registry Clerk (2 posts)	Knowledge and Information Management	Ms Z Jones

State Accountant	Management Accounting	Mr L Van Wyk
Accounting Clerk: Batch Control (2 posts)	Financial Accounting	Mr A Bollitye
State Accountant: Accounts Payable (Various posts)	Financial Accounting	Ms C Adendorff
State Accountant: Banking and Cash Management	Financial Accounting	Ms C Adendorff
Architect	Physical Resources Planning and Property Management	Mr G Coetzee
Administrative Officer: Asset Management	Procurement Management	Mr A Betz
Human Resource Practitioner (Various posts)	Recruitment and Selection	Ms ML Mocke
Assistant Director: Establishment Control	Recruitment and Selection	Ms ML Mocke
Human Resource Officer	Service Benefits	Ms D Pillay
Human Resource Clerk	Service Benefits	Ms D Pillay
Registry Clerk (4 posts)	Service Benefits	Ms D Pillay
Assistant Director: Service Benefits	Service Benefits	Ms D Pillay
Human Resource Practitioner: Performance Management and Advisory Services	Strategic People Management	Mr G Abrahams
Assistant Director: People Policy and Analytics	Strategic People Management	Ms T Florence
Human Resource Practitioner: Post Provisioning	Strategic People Management	Mr R Oosthuizen
Human Resource Practitioner: Work Skills Plan	Strategic People Management	Ms C Le Roux
Human Resource Practitioner: People Policy and Analytics (2 posts)	Strategic People Management	Ms T Florence
Assistant Director: Performance Management and Advisory Services	Strategic People Management	Mr G Abrahams
Food Service Aid	Supply Chain Management	Mr JT Solomons
Assistant Director: Office of the Head of Department	Head of Education	Ms L Boniface
Librarian: Virtual Services/Physical Library Services: Cataloguing	Education Library and Information Service (EDULIS)	Mr T Cloete

District Offices

Post Title	Education District Office	No of posts
State Accountant : Compliance	Cape Winelands Education District Office	2
Driver/Messenger	Cape Winelands Education District Office	1
Chief Admin Clerk: Facilities	Cape Winelands Education District Office	1
E-Learning Project Facilitator	Cape Winelands Education District Office	1
HIV/AIDS and TB Prevention Life Skills Liaison Officer	Cape Winelands Education District Office	1
Administrative Support Officer: Learner Support	Eden & Central Karoo Education District Office	1
Learner Transport Clerk	Eden & Central Karoo Education District Office	1
Transport Control Officer	Eden and Central Karoo Education Office	1
General Worker	Eden and District Central Karoo Education District Office, Circuit 6	1
General Worker	Eden and District Central Karoo Education District Office, Circuit 7	1
Admin Support Officer	Eden and Central Karoo Education District Office, Circuit 4: Knysna	1
Telephonist/Switchboard Operator	Metro Central Education District Office	1
Receptionist	Metro Central Education District Office	1
Messenger / Driver(2 posts)	Metro Central Education District Office	2
Accounting Clerk (2 posts)	Metro Central Education District Office	2
Registry Clerk Note: only 1 post instead of 2 indicated earlier)	Metro Central Education District Office	1
School Finance and Records Officer (2 posts)	Metro Central Education District Office	2

School Safety Support Worker (2 posts)	Metro Central Education District Office	2
NSNP Coordination Officer	Metro Central Education District Office	1
Social Worker	Metro Central Education District Office	1
Administration Clerk: People Management	Metro East Education District Office	1
State Accountant: Compliance	Metro East Education District Office	1
Assistant Director: Planning and Information Management	Metro East Education District Office	1
Assistant Director Compliance	Metro North Education District Office	1
Registry Clerk	Metro North Education District Office	1
Chief Accounting Clerk	Metro North Education District Office	1
Chief Admin Clerk: Facilities	Metro North Education District Office	1
SCM Clerk	Metro North Education District Office	1
Deputy Director: Corporate Services	Metro North Education District Office	1
Accounting Clerk	Metro North Education District Office	1
School Safety Officer	Metro North Education District Office	1
Information Systems Officer	Metro North Education District Office	1
School Finance and Records Officer	Metro North Education District Office	1
School Safety Support Worker	Metro North Education District Office	1
Admin Support Officer: Curriculum Support: Circuit 7	Metro North Education District Office , Circuit 7	1
Administrative Support Officer: Management and Governance	Metro North Education District Office	1
School Enrichment Officer	Metro North Education District Office	1
Assistant Director: School Management and Governance	Metro North Education District Office	1

Safety Support Worker	Metro South Education District Office	1
Admin Clerk: Curriculum Support	Metro South Education District Office	1
Deputy Director: Corporate Services	Metro South Education District Office	1
SCM Clerk (2 Posts)	Overberg Education District Office	2
Photocopier Operator	Overberg Education District Office	1
Learner Transport Officer:	West Coast Education District Office, Paarl	1
NSNP Liaison Officer	West Coast Education District Office	1
Admin Clerk: People Management	West Coast Education District Office, Paarl	1
Employee Relations Officer	West Coast Education District Office, Paarl	1
Admin Clerk: Management and Governance	West Coast Education District Office, Paarl	1
Admin Support Officer: Curriculum Support	West Coast Education District Office, Paarl	1
School Finance and Records Officer	West Coast Education District Office, Circuit 2: Piketberg	1
Admin Clerk	West Coast Education District Office: Circuit 4: Clanwilliam	1