



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN

NO.3/2021

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: 03 September 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

Post Title	Directorate/ Chief Directorate:	Contact Person
Assistant Director: Assurance	Internal Control	Ms W Salie
Assistant Director: Fraud Losses and Management	Internal Control	Ms W Salie
Assistant Director: ICT Co-Ordinator: Governance	Knowledge Management	Mr S Hansraj
Videographer and Editor	Communication	Ms M de Vos
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
Town and Regional Planner	Physical Resource Planning and Property Management	Mr G Coetzee
Human Resource Practitioner: Recruitment and Selection (Various posts)	Recruitment and Selection	Ms M Mocke
Human Resource Officer: Persal and Establishment (Various posts)	Recruitment and Selection	Ms M Mocke
Human Resource Clerk: Recruitment and Selection (Various posts)	Recruitment and Selection	Ms M Mocke

District Offices

Post Title	Education District Office	No of posts
School Management and Governance Officer	Metro Central	1
School Safety Support Worker	Metro Central	1
Chief Registry Clerk	Metro East	1
Chief Admin Clerk: SCM	Metro East	1
State Accountant: Compliance	Metro East	1
Transport Control Officer	Metro East	1
Administration Clerk: GG Transport	Metro East	1
SCM Clerk	Metro East	1
Messenger/ Driver	Metro East	1
Handyman	Metro East	1
Admin Clerk: Circuit 7	Metro East	1
Registry Clerk	Metro East	1
Accounting Clerk	Metro East	1
School Safety Officer	Metro North	1
Social Worker: IsiXhosa and English	Metro North	1
Admin Support Officer: Circuit 1	Metro North	1
Registry Clerk: Logistical Support	Metro South	1
Social Worker: IsiXhosa and Afrikaans/English	Overberg: Hermanus Circuit Office	1
Administration Clerk: GG Transport	Overberg	1
School Safety Support Worker	Cape Winelands	1
School Finance and Record Officer	Cape Winelands	1
Information Systems Officer	West Coast	1
State Accountant: Compliance	West Coast	1

Photocopy Operator	West Coast	1
General Worker/ Groundsman: Circuit 1, Malmesbury	West Coast	1
School Finance and Record Officer: Circuit 4: Knysna	Eden and Central Karoo	1