



## RECRUITMENT AND SELECTION

### INSTITUTION-BASED PUBLIC SERVICE VACANCY LIST NO.1/2024

## FOREWORD

The Western Cape Education Department (WCED) promotes and applies the principles of Employment Equity (EE) and is committed to effective and efficient service delivery.

Persons with disabilities are welcome to apply; should such applicants be shortlisted they are requested to provide relevant information on how the selection process can be adapted to suit their needs for reasonable accommodation. Therefore, kindly indicate the disability status to facilitate the process.



## INSTRUCTIONS

**This explanatory document has a variety of uses and is addressed to potential applicants, principals, governing bodies, and the full range of WCED staff involved in the recruitment and selection process in whatever role or capacity. All stakeholders and applicants are advised to read the entire document.**

### 1. INTRODUCTION

- 1.1 Vacancy List 1 of 2024 contains advertisements for institution-based public service posts.
- 1.2 It is the responsibility of the principal to ensure that **both the staff and the governing body** of the school are fully informed of the content of this preface, therefore, it must be duplicated and distributed.
- 1.3 **Any enquiry about a post advertised in this vacancy list must be directed to the school that advertised the post.**
- 1.4 The **advertisement number** must be quoted in all correspondence.
- 1.5 **The placing of an advertisement does not imply that the filling of that post will be authorised by the WCED. The WCED reserves the right to regard any post that cannot be filled as cancelled.**
- 1.6 The date of appointment for posts advertised in this vacancy list will be determined by the WCED.

## 2. APPLICATIONS

- 2.1 Applications must be made using the eRecruitment System. The system is web-based and can be accessed via the internet at <http://wced.school.za/home/home.html> (click on “Vacancies” on the website’s home page to access the system).
- 2.2 The system is dependent on applicants capturing their personal information online before applying for posts for the system to generate the candidate’s curriculum vitae (CV).
- 2.3 Applicants must ensure that they capture at least **three** contactable referees.
- 2.4 The CVs are stored online and may be edited online.
- 2.5 For each application submitted, the system will immediately generate a letter (email), acknowledging receipt of an application for a post.
- 2.6 Attached to this preface is a step-by-step guide for easy navigation of the system.
- 2.7 Applicants who have a PERSAL number must ensure that it is captured when registering on the system. The system will allocate a unique identification number for applicants who do not have a PERSAL number.
- 2.8 Applicants must be sure to click the **correct advertisement number** when applying for a post online.
- 2.9 Based on feedback received from users, the WCED implemented enhancements to the eRecruitment System, specifically to the “Employment History” and “Experience” set fields. Applicants must ensure that they consult the “How to Apply” guide available on the eRecruitment System’s landing page in this regard, before applying for posts.
- 2.10 **The WCED does not accept responsibility for applicants applying for incorrect posts.**
- 2.11 Communication will be limited to those applicants who are shortlisted. A shortlisted applicant who is in possession of a foreign qualification must have a relevant evaluation certificate from the South African Qualifications Authority.
- 2.12 The closing time and date for the capturing of applications is **24:00 (midnight) on 22 March 2024**. The WCED does not accept responsibility for applications that are not captured in time and will not consider late applications.

- 2.13 Applicants must note that CVs and supporting documents must not be uploaded onto the system. The system will generate a CV based on the information captured in the applicant's online profile.

### 3. **INSTRUCTIONS TO GOVERNING BODIES**

- 3.1 In accordance with section 20 (j) of the South African Schools Act, 1996 (Act 84 of 1996), the governing body must recommend the appointment of public service staff at the school.
- 3.2 All public service staff who are in excess and who apply for a post must be shortlisted for that post if the rank of that post is equal to their present rank, i.e. the applicant concerned would, if successful, accept a horizontal transfer.
- 3.3 The date of appointment for these posts will be decided by the WCED.

### 4. **SELECTION PROCESS**

- 4.1 It is expected of shortlisted applicants to be available for selection interviews on a date, time and place as determined by the governing body.
- 4.2 The WCED reserves the right not to make an appointment to any of the advertised posts.

### 5. **INTERVIEWS**

- 5.1 Should applicants be invited for an interview, they must take certified copies of their **identity document, qualifications**, bank form, bonus form, Dots 360 (vetting form) and a certified copy of their **South African Revenue Service registration** for income tax purposes.
- 5.2 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 (DoJ) and Social Development (DSD), is embarking on the process to ensure that all officials who will be appointed via the recruitment and selection process, any official 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).

- 5.3 Based on the Criminal Law Amendment Act Amendment Act, as mentioned above, **applicants must, in addition to the personnel suitability checks, provide the WCED with a certified copy of the NRSO Certificate from the DoJ in respect of the NSRO.**
- 5.4 A copy of form 7 (J738) is attached and available from the WCED: Recruitment and Selection website as well as the DoJ website. Applicants should complete the process as follows:
- a) Applicants must print and complete the form;
  - b) Obtain their fingerprints from the South African Police Service;
  - c) Submit the form and the fingerprints to the DoJ: Western Cape Office; and
  - 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.
- 5.5 **As part of the above vetting process, the Directorate: Recruitment and Selection will conduct the necessary verifications against the NCPR** via the DSD. The submission of an application for an advertised post, automatically grants the WCED consent to conduct the verification via the DSD.

## 6. GENERAL

- 6.1 The following nomination documents must be signed by the chairperson of the governing body:
- 6.1.1 Shortlisting minutes;
  - 6.1.2 Interview minutes;
  - 6.1.3 Ratification of processes for the appointment of the nominated applicants;
  - 6.1.4 Shortlisting minutes must contain reasons, per applicant, why the applicant was not shortlisted; and
  - 6.1.5 Score sheets must be attached.
- 6.2 Interview minutes must contain reasons, per applicant, why the applicant who was interviewed was not nominated for the post. Score sheets must be attached.
- 6.3 While the prescripts mandate that three nominations must be made for a post, the WCED realises that compliance is not always possible. Where only one or two nominations have been made, the governing body must provide a separate motivation, which must be signed by the chairperson of the governing body, why three nominations could not be made.

- 6.4 Governing bodies must ensure that the selection process is guided by the WCED's EE targets to enhance the representivity of designated groups.
- 6.5 If the nomination is not in line with the WCED's EE targets, a motivation for the inclusion of a candidate whose appointment will not enhance representivity must be provided.

## 7. **GENERAL INFORMATION**

The appointment will be subject to personnel suitability checks that include qualifications, previous employment, criminal records, and status in respect of credit verification as well as reference checking, as directed by the Department of Public Service and Administration.

## 8. **COMMUNICATION**

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