



PREFACE TO INSTITUTION-BASED PUBLIC SERVICE VACANCY LIST 3 OF 2024

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 3 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** are fully informed of the contents 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 <https://wcedonline.westerncape.gov.za/> (click on "Vacancies" on the website's home page to access the system).
- 2.2 Attached to this preface is a step-by-step guide for easy navigation of the system.
- 2.3 Based on feedback received from users, the WCED implemented enhancements to the eRecruitment System, specifically 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.
- 2.4 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.
- 2.5 The system is dependent on applicants capturing their personal information online before applying for posts in order for the system to generate the applicant's curriculum vitae (CV).
- 2.6 CVs are stored online and may be edited online.
- 2.7 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.
- 2.8 Applicants must be sure to click the **correct advertisement number** when applying for a post online.
- 2.9 The WCED does not accept responsibility for applicants applying for incorrect posts.**
- 2.10 Applicants must ensure that they capture at least **three contactable referees**.
- 2.11 For each application submitted, the system will immediately generate a letter (email) acknowledging receipt of an application for a post.
- 2.12 Communication will be limited to those applicants who are shortlisted. Should a shortlisted applicant be in possession of a foreign qualification, the relevant evaluation certificate from the South African Qualifications Authority is required.
- 2.13 The closing time and date for the capturing of applications is **24:00 (midnight) on 5 August 2024**. The WCED does not accept responsibility for applications that are not captured in time and will not consider late applications.

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 a 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

Should applicants be invited for an interview, they must take the following documents with them:

- (a) Certified copy of **identity document**
- (b) Certified copies of **diploma and degree certificates** (original documents will not be returned).
- (c) Bank form
- (d) Bonus form
- (e) Dots 360 (vetting form)
- (f) Certified copy of their **South African Revenue Service registration** for income tax purposes.
- (g) Certified copy of their **National Register for Sex Offenders (NRSO) certificate** from the Department of Justice and Constitutional Development (please refer to paragraph 6 for more information).

6. PERSONNEL SUITABILITY CHECKS

- 6.1 Candidates must note that further personnel suitability checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks – which, as directed by the Department of Public Service and Administration, include the verification of qualifications, criminal record and citizenship checks, credit verification as well as reference checks.
- 6.2 Furthermore, it must be noted that the President of South Africa assented to 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

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Western Cape Education Department

others, on 28 January 2022. Based on the amendments assented to, the WCED, in conjunction with the Department of Justice and Constitutional Development and the Department of Social Development, is embarking on a 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 NRSO and the National Child Protection Register (NCPR).**

- 6.3 Based on the abovementioned act, **candidates must provide a certified copy of their clearance certificate from the Department of Justice and Constitutional Development in respect of the NRSO.**
- 6.4 A NRSO certificate can be obtained as follows:
- (a) A copy of Form 7 (J738) is attached or can be downloaded from the WCED's Recruitment and Selection website or the Department of Justice and Constitutional Development's website
 - (b) Print and complete the form
 - (c) Obtain a fingerprint report from the South African Police Service
 - (d) Submit the completed form and the fingerprint report to the Department of Justice and Constitutional Development's Western Cape office
 - (e) Provide a certified copy of the NRSO certificate or proof of application with the rest of the supporting documents when invited for an interview.
- 6.5 **As part of the above vetting process, the Directorate: Recruitment and Selection will conduct the necessary verification against the NCPR** via the Department of Social Development. The submission of an application for an advertised post automatically grants the WCED consent to conduct the verification via the Department of Social Development.

7. GENERAL

- 7.1 **The following nomination documents must be signed by the chairperson of the governing body:**
- (a) **Shortlisting minutes**
 - (b) **Interview minutes**
 - (c) **Ratification of processes for the appointment of the nominated candidates.**
- 7.2 Shortlisting minutes must contain reasons per applicant as to why the applicant was not shortlisted. Score sheets must be attached.
- 7.3 Interview minutes must contain reasons per candidate as to why the candidate who was interviewed was not nominated for the post. Score sheets must be attached.
- 7.4 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, as to why three nominations could not be made.

7.5 Governing bodies must ensure that the selection process is guided by the WCED's EE targets to enhance the representivity of designated groups.

7.6 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.

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.



APPLICANT ONLINE USER GUIDE

How to Prepare?

ID number (RSA ID only)	Driver's licence (Code & expiry date)	Qualifications	Read the preface: Visit WCED online Choose "Vacancy Lists". The landing page of eRecruit will appear. Click on "Vacancy List". The preface will appear.
Details of at least three referees	SARS tax reference number	Detailed notes on your employment history	

Register as a user

Access the system via Google Chrome.

All first-time users, click the "**Register**" (red) button. Populate the registration form.

Capture or select the following: Select User Type, viz. "Applicant" only.

Name & surname

Email address (this must be a valid email address)

Confirm email address.

ID number (RSA ID only)

Password

Confirm password.

N.B. Read the notice in red and tick the "Read" box.

Click the Register button and "Close".

An OTP code will be sent to your registered email address. (Gmail, webmail, yahoo, etc.)

Retrieve OTP code from your email (if not received, check your junk/spam mailbox) and go back to eRecruit login page.

Enter email address and password, click on "Login".

The system will prompt you for the OTP code.

Enter the OTP code and click on "Submit".

Do not register more than once - your profile will remain incomplete. Use "forgot password/contact us" if you forgot the email address of your first registration.

Create your profile

Complete the categories as it appears on the left of the profile:

Personal details

Contact details

Qualifications

REQV (only for educators)

Language Proficiency

Employment History (tip: eRecruit will time out when you take too long to type your content. Type the content in a MS Word document and copy and paste it into the relevant fields on your eRecruitprofile.)

Training and Development

Computer Literacy

Referees

Declaration (to be repeated for every Vacancy List)

Note: Information is populated by using the "Add" button.

You are also able to edit your information.

Tip: Enter as much information about yourself.

Provide a complete history of your employment - not just your current position. Do not use bullets and/or spaces and lines between sentences; you will not be able to save the content. The content is more important than the layout.

It is compulsory for educators to complete the phase and subject taught in every position held.

View and apply for vacancies

Click on the "Vacancies PS" button on the menu and all the vacancies will be displayed.

Vacancies can be searched e.g. by Rank, Centre Name, Directorate.

Select the post you wish to apply for.

Click on "View Post Details". Verify post number and click "Apply".

Complete "Why are you applying for this post?" (similar to a cover letter). It is recommended that the cover letter or motivation be drafted in MS Word and then copied onto the relevant section on eRecruit during the application process to avoid the time-out function.

Note: Cover letter should not exceed 3900 characters, i.e. one letter **or space** = one character. Do not use bullets and/or spaces and lines between sentences.

Read Pop-up message.

Click OK and submit.

Onscreen notification will appear.

A confirmation email will be sent to registered email address (N.B. if not received, check Junk/Spam mailbox).

- Click on PDF to view your complete (generic) profile. This does not include the "Why did I apply?" section as it is unique to each post applied for.
- Click on "My applications" to view the posts applied for and view the "Why did I apply?" section (cover letter and the advertisement) when preparing for an interview.
- Need to edit your profile after having applied for posts? No need to withdraw an application. The system edits your profile live and it is applied in all the posts you applied for in that bulletin (make sure you edit before the closing date).