



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

SPECIAL OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN NO.1/2024

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:

- All posts are advertised on the department's on-line system.
2. 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>.
3. 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.
4. Applicants must ensure that they click on the correct post and post number when applying for posts.
5. Only on-line applications will be considered.

- Personnel in excess on the same salary level will receive preference, if they meet the advertised post requirements.

2. 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 (**DPSA**).
- 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.
- In addition to the standard personnel suitability checks, the department will also conduct **checks against the DPSA Central Register for Verification of Dismissals and Resignations** pending disciplinary case.
- **Candidates applying for posts on Salary Level 9 and higher will be subjected to a competency based assessment before final decisions are made in respect of the filling of posts.**

3. 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.

4. 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.**

5. CLOSING DATE

Closing date for on-line applications: 10 January 2025 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

No.	Post Number	Post Title	Directorate/ Chief Directorate:	Contact Person
1	193	Chief Architect Grade A	Infrastructure and delivery Mnaagement	Mr GP Nieuwoudt
2	181	Deputy Director: Recruitment Systems and Administration	Recruitment and Selection	Ms ML Mocke
3	191	Assistant Director: Institution Based Public Servants	Recruitment and Selection	Ms ML Mocke
4	184	Assistant Director: Office Based Educators and Public Servants	Recruitment and Selection	Ms ML Mocke
5	182	Assistant Director: Recruitment and Selection Systems and Administration	Recruitment and Selection	Ms ML Mocke
6	175	Assistant Director: Establishment Control	Recruitment and Selection	Ms ML Mocke
7	188	Human Resource Practitioner (2 Posts)	Recruitment and Selection	Ms ML Mocke
8	183	Human Resource Practitioner: Recruitment and Selection Systems and Administration	Recruitment and Selection	Ms ML Mocke
9	192	Human Resources Clerk: Recruitment and Selection (8 Posts)	Recruitment and Selection	Ms ML Mocke
10	176	Assistant Director: People Policy and Analytics	Strategic People Management	Ms T Florence
11	166	Human Resources Practitioner: Work Skills Plan (WSP)	Strategic People Management	Ms NP Funani
12	164	Human Resources Practitioner: Performance & Ethics Administration (2 Posts)	Strategic People Management	Mr M Jackson
13	189	Human Resources Practitioner: Workforce Planning	Strategic People Management	Ms F Njingana
14	167	Human Resources Clerk: Work Skills Plan	Strategic People Management	Ms NP Funani
15	178	Language Practitioner: Xhosa Language Practitioner	Communications	Ms M Merton
16	186	Assistant Director: Examination Registration	Examination and Printing Adiministration	Ms L Bredenkamp

17	190	Administration Officer: Examination Registration: Officer (3 Posts)	Examination and Printing Administration	Ms L Bredenkamp
18	187	Administration Officer: Distribution & Script Control (4 Posts)	Examination and Printing Administration	Ms L Bredenkamp
19	180	Printing Operator: Reprographic Services (2 Posts)	Examination and Printing Administration	Ms L Bredenkamp
20	185	Accounting Clerk (3 Posts)	Financial Accounting	Ms C Adendorff
21	177	State Accountant: Financial Accounting	Financial Accounting	Ms C Adendorff
22	171	Assistant Director: Assurance Services	Internal Control	Ms W Salie
23	170	State Accountant: Internal Control	Internal Control	Ms W Salie
24	173	Assistant Director: Service Benefits (2 posts)	Service Benefits	Ms D Pillay
25	179	Human Resources Officer	Service Benefits	Ms D Pillay
26	163	Human Resources Clerk	Service Benefits	Ms D Pillay
27	172	Registry Clerk (2 posts)	Service Benefits	Ms D Pillay
28	169	Administration Support Officer	Early Childhood Development	Ms R Leukes

District Office

No.	Post Number	Post Title	District/ Section	Contact Person
29	174	Assistant Director: Finance and Supply Chain Management	Metro Central Education District Office	Ms B Robertson
30	194	School Enrichment Officer	Metro East Education District Office	Ms L Diamond
31	168	Administration Clerk: People Management	Metro East Education District Office	Ms L Diamond
32	165	Administration Clerk: District Circuits	Metro South Education District Office	Ms C Meyer- Williams