PREFACE TO SPECIAL VACANCY LIST 1 OF 2021

The Western Cape Education Department (WCED) is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) at all levels in the WCED.

INSTRUCTIONS

This explanatory document has a variety of uses and is addressed to potential candidates, 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 candidates in particular, are advised to read the entire document.

INTRODUCTION

1.1 Special Vacancy List 1 of 2021 contains advertisements for principal and deputy principal 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 special vacancy list must be directed to the particular 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 Special Vacancy List will be determined by the WCED.

2 ADVERTISEMENTS

2.1 Advertised posts are classified under the following district offices:

District Director	District office	Tel. no.
W Horn	Metro North	021 938 3000
B Robertson (Acting)	Metro Central	021 514 6700
GKR Stander	Metro South	021 370 2000
L Diamond	Metro East	021 900 7000

H van Ster	West Coast	021 860 1200
J Benjamin	Cape Winelands	023 348 4600
Lance Abrahams (Acting)	Overberg	028 214 7300
J Jonkers	Eden and Central Karoo	044 803 8300

2.2 The following numeric codes are used in advertisements:
(Where a code does not appear, the relevant school has neglected to fill it in. Enquiries must be directed to the school concerned.)

1 Medium of instruction – Afrikaans
2 Medium of instruction – English
3 Medium of instruction – Afrikaans and English
4 Medium of instruction – Xhosa
5 State other subjects offered
6 State extra-curricular activities offered

3 APPLICATIONS

3.1 Applications must be made using the e-Recruitment System for Educators. 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).

3.2 The system is dependent on candidates capturing their personal information online before applying for posts in order for the system to generate the candidate's curriculum vitae (CV).

3.3 Candidates must ensure that they capture at least three contactable referees.

3.4 The CVs are stored online and may be edited online.

3.5 For each application submitted, the system will immediately generate a letter (email) acknowledging receipt of an application for a post.

3.6 Attached to this preface is a step-by-step guide for easy navigation of the system.

3.7 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 that do not have a PERSAL number.

3.8 Applicants must be sure to click the **correct advertisement number** when applying for a post online.

3.9 Based on feedback received from users, the WCED implemented enhancements to the E-Recruitment system, specifically on the Employment History and Experience Set Fields. Applicants must ensure that they consult the "How to Apply" guide available on the E-Recruitment System's landing page in this regard, before applying for posts.

3.10 The WCED does not accept responsibility for applicants applying for incorrect posts.

3.11 Hard-copy applications and applications sent by fax will not be considered.

3.12 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 (SAQA) is required.

3.13 The closing time and date for the capturing of applications is **24:00 (midnight) on 28 August 2021**. The WCED does not accept responsibility for applications that are not captured in time and will not consider late applications.

3.14 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.

4 INTERVIEWS

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

4.1.1 Certified copies of **academic transcripts**, **diploma and degree certificates** (original documents will not be returned).

4.1.2 Certified copies of their **South African Council for Educators (SACE) certificate**, which indicates that the applicant is registered with SACE.

4.1.3 Certified copy of South African Revenue Service (SARS) registration for income tax purposes. This is applicable to new entrants.

4.1.4 Applicants who are non-South African citizens must also attach the documentation indicated in paragraph 5.1 below.

4.2 Educators from another province, or who were previously employed in another province, may be required to submit a service record, certified copies of their qualifications and their latest salary advice slip to the WCED at a later stage.

5 REQUIREMENTS FOR APPOINTMENT

5.1 CITIZENSHIP

Non-South African citizens who attend an interview must submit the required documentation pertaining to their citizenship, issued by the Department of Home Affairs, to the interviewing panel.

5.2 APPLICATIONS FROM MEDICALLY BOARDED EDUCATORS

Medically boarded applicants will only be considered for appointment if they have written approval from the WCED that their permanent reinstatement to the teaching profession has been approved. Should such an applicant be called to attend an interview, a certified copy of the letter approving his or her reinstatement must be presented to the interviewing panel.

5.3 APPLICATIONS FROM RETIREES

Retired educators will not be considered for appointment.

5.4 EXPERIENCE

The minimum experience required for appointment is as follows:

Post	School grading	Minimum experience
Principal	P1 – P5	7 years
Deputy principal	N/A	5 years

PLEASE NOTE THE FOLLOWING:

- Both teaching experience and other appropriate experience are taken into account for appointment.
- At least two years of the prescriber period of experience must have been spent within the borders of South Africa or at an education institution recognised by one of the previous education departments.
- Experience as departmental head, deputy principal or principal is a recommendation for appointment as principal.
- Experience with eLearning/Information and Communication Technology (ICT), preferably in an education environment, is recommended.

5.5 COMPETENCY-BASED ASSESSMENTS

- A competency-based assessment tool was developed specifically for principals, deputy principals and departmental heads.

- The tool is available at **no** cost to schools/governing bodies.

- When filling principal, deputy principal and departmental head posts, it is **recommended** that selection committees use the tool as part of the instruments applied during the recruitment and selection process.

5.6 QUALIFICATIONS

5.6.1 In order to be eligible for appointment, all applicants must have at least a recognised three-year qualification (REQV 13), which must include appropriate training as an educator.

5.6.2 The evaluation of an educator's qualifications, so as to determine whether he or she is suitable for appointment and his or her relative education qualification value (REQV), will be done in accordance with the measures contained in the document, *Evaluation of Qualifications for Employment in Education.* Where applicants do not comply with the requirements (REQV13) but it is, nevertheless, essential to appoint them, such cases will be regarded as individual relaxations of the requirements and the successful applicants will be remunerated in accordance with the appropriate lower salary categories.

Please note: Foreign qualifications are subject to evaluation by the Department of Higher Education and Training in Pretoria.

5.6.3 Please also note that applicants not qualified in a specific phase/learning area/subject(s) as per advertised post will not be appointed/promoted to such posts.

5.7 SACE REGISTRATION

5.7.1 Registration with SACE is compulsory.

5.7.2 A certified copy of an applicant's **South African Council of Educators (SACE) registration certificate must be submitted to the WCED before or upon appointment.** This means that a governing body may not eliminate an application based on the non-submission of a SACE certificate only – that is the prerogative of the employer.

5.7.3 Where the applicant is not in possession of a certified copy of a SACE certificate, one of the following will be accepted:

(a) Acknowledgement of receipt from SACE to indicate that the applicant applied for his or her SACE certificate prior to the closing date for applications for posts advertised in this vacancy list.
(b) Any other proof obtained from SACE that the applicant is registered.
(c) A certified copy of the applicant's latest salary slip on which a salary deduction for SACE registration and the applicant's SACE registration number are indicated.

5.8 LANGUAGE PROFICIENCY

The language proficiency of the applicant must be determined by the governing body and/or the interviewing committee.

5.9 Applicants must note that further checks will be conducted once they are shortlisted and that appointment is subject to positive outcomes on these checks, which include the verification of qualifications, criminal records and citizenship.

5.10 OCCUPATIONAL PROFICIENCY

5.10.1 During the selection process (interview, presentation, written report) specific questions must be put to determine whether the applicant will be able to deal with the academic, professional and administrative facets of the post. The circuit manager may be approached for assistance in this regard.

5.10.2 The selection process for principals and deputy principals should include the following:

- Consideration of evidence of the applicant's success in school improvement in his or her current post or previous schools.
- Interviews with shortlisted applicants.
- A presentation by each applicant on how they will set about improving the school's academic results and reputation.
- Unseen task written by the applicant on a computer before the interview.
- Interviews, albeit telephonic, with referees.

6 **SALARY**

6.1 The salary of a successful applicant is determined by the Personnel Administration Measures, current prescripts and related Education Labour Relations Council agreements.

6.2 A remoteness allowance is payable to appropriately qualified educators at certain approved schools.

7 The advertising of all posts in this vacancy list is done without prejudice to the WCED and is subject to further decisions of the Education Labour Relations Council.

8 GENERAL

Governing bodies must keep the following in mind:

8.1 **The teachers' unions must be notified five working days in advance** of the date, time and venue for:

(i) the opening of the E-Recruitment system for accessing the applications;
(ii) shortlisting of applicants; and
(iii) the interviews with candidates.

8.2 The E-Recruitment System to access the applications may be opened only in the presence of the representatives of the teachers' unions once shortlisting criteria are accepted/determined and indicated on business plan.

8.3 The contact details of the teachers' unions are as follows:

CTU-SADTU:
Postal address: PO Box 320, Parow, 7499
Street address: 33 Tallent Street, Parow, 7500
Tel.: 021 951 2107
Fax: 086 402 9766/021 951 4672
Email: westerncape@sadtu.org.za

CTU-ATU:
Postal & street address: NAPTOSA House, 6 Park Road, Rondebosch, 7700
Tel.: 021 686 8521
Fax: 021 689 2998
Email: infowc@naptosa.org.za

8.4 **The following nomination documents must be signed by the chairperson of the governing body:**

8.4.1 Shortlisting minutes
8.4.2 Interview minutes
8.4.3 Ratification of processes for the appointment of the nominated applicants

8.5 Shortlisting minutes must contain reasons per applicant as to why the applicant was not shortlisted. Score sheets must be attached.

8.6 Interview minutes must contain reasons per applicant as to why the applicant who was interviewed was not nominated for the post. Score sheets must be attached.

8.7 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.

WCED Online Vacancy application guide

This guide will help you understand how the WCED e- Recruitment system works and how to apply for vacancies online. Here is an overview of the procedure to be followed:

1. Register as a user
2. Create a profile (CV)
3. View vacancies & select the vacancy you wish to apply for.
   (a) Complete "Why I apply for this post" (cover letter)
   (b) Apply for this post
4. Review my CV
5. View applications you have applied for by clicking "View my applications".

Information you need to have ready that will assist you with your online application.

- Detailed CV
- ID number
- Qualifications
- SACE number (actual or provisional)
- Referees (minimum 3)
- SARS Tax Number

INSTRUCTIONS

Detailed instructions are as follows:

1. Register as a user

1.1 Access the system via Google Chrome

1.2 Enter your email address and a password with no less than 8 characters. Click on the "*Click here to Register*" tab.

1.3 All first time users must register to be able to use the system. To register, click the "**Register**" button. A registration form will be populated. Capture or select the following:

- Name & Surname
- Email address
- Password
- Confirm password

1.3 Follow the steps

1. Click the "register" button and an OTP code will be sent to your registered email address (gmail, webmail, yahoo, etc.)

2. Retrieve OTP code from your email (if not received, check your junk mailbox) and go back to e-Recruit Login page.

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

4. The system will prompt you for the OTP code.

5. Enter OTP code and click on "submit".

1.4 You can now proceed with completing your profile.

1.5 An email address can be changed by contacting Directorate: Recruitment & Selection, on **021 4672510** or email: Recruitment.Institution@westerncape.gov.za Users also have the option to change their email address and/or password on their existing profile by clicking the "Edit Profile" button on the blue tab at the top right-hand corner of the screen.

2. Create a profile

(a) Capture ***personal details***; if you are not a South African citizen, the following details are required:

- Nationality
- South African ID number – issued by Dept. of Home Affairs
- Indicate whether you are a permanent SA resident.

N.B. Only foreign nationals who are naturalized can apply for permanent posts.

(b) Capture ***Contact details,*** this includes physical & postal address.

(c) Capture ***Qualifications.*** **NB!** You can load multiple qualifications by clicking "Add Qualification" button.

(d) Capture ***REQV.*** **NB!** A qualifications directory is available to guide users with the REQV level applicable to the qualification obtained.

(e) Indicate ***Language Proficiency*** by selecting the language and ability to speak, read or write it.
NB! You can load multiple languages by clicking "Add Language" button.

(f) Capture ***Employment History per Position Held***.
NB! You can load multiple employment histories by clicking "Add Employment History" button. Complete/Edit (update existing) fields:

1. Sector
2. Position
3. Province
4. School Name
5. Start Date
6. End Date
7. Phase
8. Major Subject
9. Reason for leaving
10. Skills
11. Responsibilities
12. Extra-curricular Activities
13. Achievements
14. Community Involvement
15. Awards

Enter as much information about yourself under these headings as this is a core area of your CV, where you highlight your suitability for appointment. Refrain from using bullets and/or spaces and lines between sentences. It may complicate saving the data. The content is more important than the layout.

(g) Capture ***Training & Development*** by selecting/capturing training and expiry date.

NB! You can add more by clicking "Add Training" button.

(h) Capture ***computer literacy*** by indicating how often you use a computer and selecting the computer skill. **NB!** You can load multiple computer skills by clicking "Add Computer Literacy" button.

(i) Capture minimum 3 ***Referees.*** **NB!** You can load multiple referees by clicking "Add Referee" button.

(j) **Do not upload any attachments to your profile**.

When short listed for an interview, submit certified copies of all documents (Qualification/SACE/ID/SARS etc.) to the interview panel (refer to the preface/foreword of the vacancy list)

(k)Candidate must declare if the information provided is completed correctly to the best of his knowledge by ticking the tickbox. **NB!** Ticking the box will be taken as being as binding as your signature. Click "Save" button and your CV will saved on the database.

Read the Foreword/Preface by clicking on the link in the "Declaration" field. This document clearly defines the necessary requirements when applying for a post and going for an interview. This link also has the "How to Apply" manual attached.

3. View vacancies & select the vacancy you wish to apply for:

(a)Click on "Vacancies" button on the menu and all the vacancies will be displayed.
(b)Vacancies can be searched e.g. by Job title, School Name, Post description or Suburb.
(c) Selected the post you wish to apply for.
(d) Click on "Apply"
(e) Verify Post number and click "OK"
(f) View Advert
(g) Complete "Why are you applying for this post" (Cover Letter)
(h) Read Pop-up
(i) Click OK and submit
(j) On-screen notification will appear
(k) A confirmation email will be sent to registered email address (N.B. if not received, check Junk mailbox)

4. Review my CV

You can review your CV in PDF by clicking "New CV Format" tab located on the bottom left side of your home page. You can also review or update any part of your CV by clicking the relevant tab below the "My CV" tab. The system will display the selected part of your CV. You can make changes and click "Update" button.

NB: The "Review CV" (old format) will be archived for posts applied to prior to April 2019 (not to be used for applications with effect from 1 April 2019 – new applications)

5. View applications you have applied for

You can view the posts you applied for by clicking "View my applications" tab located on the bottom left corner of home page. The system will display the list of all post you have applied for. You can click on "more" to view details of each post. You have an option to withdraw your application.

Additional Information

Correspondence regarding all posts will be done within 3 months after the closing date of the advertisement. If you are not contacted within the stated period, accept that your application was unsuccessful.