

ISANDULELA SOLUHLU LWEZITHUBA EZIZODWA 2 LUKA-2024

ISebe leMfundo leNtshona Koloni (iSebe iWCED) ngumqeshi olandela inkqubo enika amathuba engqesho alinganayo, kwabo babesoloko bewavinjwa ngaphambili. Yinjongo yethu ukukhuthaza ukumelwa kwabantu bonke (ngokohlanga, isini nokhubazeko) kuwo onke amanqanaba kwiSebe iWCED.

IMIYALELO

Olu xwebhu lunika ingcaciso lunemisebenzi eyahlukeneyo yaye lubhekisa kubenzi-sicelo abalindelekileyo, kwiinqununu, kumabhunga olawulo nakubasebenzi beSebe iWCED bebonke ababandakanyeka kwinkqubo yokugaya nokukhetha abasebenzi nokuba badlala yiphi na indima okanye benza wuphi na umsebenzi. Kucetyiswa bonke abachaphazelekayo, ngakumbi abenzi-sicelo ukuba balufunde lonke olu xwebhu.

1. INTSHAYELELO

- 1.1 Olu luHlu lweZithuba eziZodwa 2 luka-2024 lunezaziso zezithuba zenqununu kuphela.
- 1.2 Makuqatshelwe ukuba **zonke izithuba ezipapashiweyo kuluhlu lwezithuba ZEZIVULELEKILEYO.**
- 1.3 **Nawuphi na umbuzo ngesithuba esipapashiweyo kolu luhlu lwezithuba ezizodwa mawubhekiswe kwisikolo esipapashe isithuba eso.**
- 1.4 **Inombolo yesaziso yesithuba** mayibhalwe kuyo yonke imbalelwano.
- 1.5 **Ukupapashwa kwesaziso sesithuba akuthethi kuthi ukuzaliswa kwesithuba kuya kugunyaziswa liSebe iWCED. Lilungelo leSebe iWCED ukuthatha nasiphi na isithuba esingabanga nakuzaliswa ngumntu njengesihlatyiweyo (cancelled).**
- 1.6 Umhla wokuqeshwa kwizithuba ezipapashwe kolu luhlu lwezithuba uya kumiselwa liSebe iWCED.

2. IZITHUBA EZIPAPASHIWEYO

2.1 Izithuba ezipapashiweyo zihlelwe ngokwezi ofisi zezithili zilandelayo:

I-ofisi yeSithili	Umlawuli weSithili	Inombolo yeFoni
<i>Metro North</i>	W Horn	021 938 3000
<i>Metro Central</i>	B Robertson	021 514 6700
<i>Metro South</i>	C Meyer-Williams	021 370 2000
<i>Metro East</i>	L Diamond	021 900 7000
<i>West Coast</i>	A Truter (obambeleyo)	021 860 1200
<i>Cape Winelands</i>	N Petersen	023 348 4600
<i>Overberg</i>	I Senosi	028 214 7300
<i>Eden and Central Karoo</i>	J Jonkers	044 803 8300

2.2 Ezi khowudi zamanani zilandelayo zisetyenzisiwe kwizithuba ezipapashiweyo:

- 1 – Ulwimi ekufundiswa ngalo – sisi-Afrikansi
- 2 – Ulwimi ekufundiswa ngalo - sisiNgesi
- 3 – Ulwimi ekufundiswa ngalo – sisi-Afrikansi nesiNgesi
- 4 – Ulwimi ekufundiswa ngalo - sisiXhosa
- 5 – Bhala ezinye izifundo onokuzifundisa
- 6 – Bhala izinto onokuzenza eziyimisebenzi yasemva kweeyure zokufundisa
(*Apho ingaveliyo khona ikhowudi, kungenxa yokuba isikolo esichaphazelekayo singakunonophelanga ukuyifaka yaye imibuzo mayibhekiswe kwisikolo esichaphazelekayo.*)

3. IZICELO ZOMSEBENZI

- 3.1 Izicelo mazenziwe kusetyenziswa i-*eRecruitment System for Educators*. Le sistim isebenza ngeziko lewebhu (*web-based*) yaye kunokungenwa kuyo nge-intanethi apha: <http://wcedonline.westerncape.gov.za> (klikha ku- "*Vacancies*" kwikhasi elisekuqaleni leziko lewebhu (*website's home page*) ukungena kwisistim).
- 3.2 **Izicelo ezingamaphepha (*hard copy applications*) nezicelo ezithunyelwe ngefeksi azisayi kuthathelwa ngqalelo.**
- 3.3 Okuqhotyoshelwe kwesi sandulela sisikhokelo senyathelo ngalinye lokungena kwisistim ukwazi ukuyisebenzisa ngokulula (*easy navigation of the system*).
- 3.4 Ngokusekelwe kwinkcazelo efunyenwe kubasebenzisi, iSebe iWCED liqalise ukuyiphucula i-*e-Recruitment system*, ngokukodwa kumacandelo *e-Employment History and Experience set fields*. Abenzi-sicelo mabaqinisekise ukuba bafunda isikhokelo "*How to Apply*" guide esifumaneka kwi-*e-Recruitment System's landing page* ngokumalunga noku phambi kokuba bafake izicelo kwizithuba.

- 3.5 Abenzi-sicelo abanenombolo yePESALI mabaqinisekise ukuba bayifakile xa bebhalisa kwisistim. Isistim iya kubanika inombolo eyodwa (*unique identification number*) abenzi-sicelo abangenazo iinombolo zePESALI.
- 3.6 Isistim ixhomekeke kubenzi-sicelo abafaka iinkcukacha zabo kwikhompyutha phambi kokuba bafake izicelo zezithuba ukwenzela ukuba isistim ivelise iSivi (*curriculum vitae (CV)*) yomenzi-sicelo.
- 3.7 IiSivi zigcinwa kwikhompyutha yaye zinoku-edithwa kwikhompyutha (*edited online*).
- 3.8 Abenzi-sicelo mabaqaphele ukuba iiSivi namaxwebhu ahamba kunye nazo makangafakwa kwisistim. Isistim iya kuvelisa iSivi esuselwa kwingcaciso efakwe kwiprofayili yomenzi-sicelo ekwikhompyutha.
- 3.9 Mabaqinisekise abenzi-sicelo ukuba baklikha **kwinombolo yesithuba echanekileyo (*correct advertisement number*)** xa besenza isicelo sesithuba kwikhompyutha.
- 3.10 **ISebe iWCED alikwamkeli nakuphi na ukugxekwa ngenxa yabenzi-zicelo abenza izicelo zezithuba ezingachanekanga.**
- 3.11 Abenzi-sicelo mabaqinisekise ukuba bafaka ekhompyutheni abantu ekunokuqhagamshelwana nabo abathathu ubuncinane.
- 3.12 Ngesicelo ngasinye esingenisiweyo, isistim iya kuvelisa (*generate*) ileta (i-imeyili) ngoko nangoko engqina ukufumaneka kwesicelo sesithuba.
- 3.13 Imbalelwano iya kwenzelwa kuphela abo benzi-sicelo bafakwe kuluhlu olufutshane. Ukuba umenzi-sicelo ofakwe kuluhlu olufutshane unamabanga emfundo amanye amazwe, kuya kufunwa isatifikethi sokuqinisekisa ngexabiso elifanelekileyo leziqinisekiso zemfundo (*relevant evaluation certificate*) yakhe esivela kwi-South African Qualifications Authority (SAQA).
- 3.14 Umhla nexesha lokuvalwa kokwamkelwa kwezicelo **ngowe-15 Disemba 2024, ngo-24:00 (ezinzulwini zobusuku)**. ISebe iWCED alikwamkeli nakuphi na ukugxekwa ngezicelo ezingafakwanga ekhompyutheni kwangexesha yaye azisayi kuthathelwa ngqalelo izicelo ezifike sekuvaliwe.

4. UDLIWANO-NDLEBE

4.1 Ukuba abenzi-sicelo babizelwe kudliwano-ndlebe, mabeze nala maxwebhu alandelayo:

- (a) Iikopi eziqinisekisiweyo (*certified copies*) **zamaxwebhu amabanga emfundo, zezatifikethi nezediploma nezidanga** (amaxwebhu entsusa (*originals*) akasayi kubuyiswa).
- (b) Iikopi eziqinisekisiweyo zesatifikethi sabo **seBhunga looTitshala laseMzantsi Afrika (South African Council of Educators) (SACE) certificate** ezibonisa ukuba umenzi-sicelo ubhalisiwe kwi-SACE.
- (c) Iikopi eqinisekisiweyo yabo yokubhalisa kwi-**South African Revenue Service** ukwenzela iinjongo zerhafu yengeniso (oku kusebenza kootitshala abatsha abafikayo).
- (d) Abenzi-sicelo abangengabo abemi baseMzantsi Afrika mabangenise kwakhona amaxwebhu achazwe kumhlathi 5.1 apha ngezantsi.

4.2 Ootitshala abavela kwamanye amaphondo, okanye ababeqeshwe kwelinye iphondo, bangacelwa kamva ukuba bangenise irekhodi yenkonzo, iikopi eziqinisekisiweyo zamabanga emfundo zabo namaphetshana emivuzo yabo yakutshanje (*latest payslips*) kwiSebe iWCED.

5. IIMFUNO EZIMISELWEYO ZOKUQESHWA KWISITHUBA SOMSEBENZI

5.1 Ubumi

Abemi abangengabo abaseMzantsi Afrika abeze kudliwano-ndlebe mabangenise kwiphaneli yodliwano-ndlebe amaxwebhu ayimfuneko amalunga nobumi babo, nakhutshwa liSebe leMicimbi yaseKhaya (*Department of Home Affairs*).

5.2 Izicelo zootitshala abayekiswayo emsebenzini ngezizathu zempilo (*medically boarded educators*)

Abenzi-sicelo abayekiswayo emsebenzini ngezizathu zempilo baya kuqwalaselelwa ukuqeshwa kuphela ukuba banemvume ebhaliweyo (*written approval*) evela kwiSebe iWCED yokuba kuvunyiwe ukubuyiselwa kwabo kwakhona ngokusisigxina (*permanent reinstatement*) emsebenzini wobutitshala. Ukuba umenzi-sicelo onjalo ubiziwe ukuba eze kudliwano-ndlebe, makeze nekopi yeleta eqinisekisiweyo yokuvuma ukubuyiselwa kwakhe kwakhona emsebenzini kwiphaneli yodliwano-ndlebe.

5.3 Izicelo zootitshala abathathe umhlalaphantsi

Ootitshala abathathe umhlalaphantsi abanakuqwalaselelwa ukuqeshwa.

5.4 Amava

Awona mava asezantsi afunekayo ukwenzela ukuba umntu aqeshwe ngala alandelayo:

Isithuba	Ukuhlelwa kwesikolo	Awona mava asezantsi
Inqununu	P1 – P5	Iminyaka eyi-7

Kucelwa nigaphele oku kulandelayo:

- Amava okufundisa namanye amava afanelekileyo athathelwa ingqalelo ukwenzela ukuqeshwa kukatitshala.
- Ubuncinane mayibe yiminyaka emibini yethuba elimiselweyo lamava emayibe ichithwe ngaphakathi kwemida yoMzantsi Afrika okanye kwiziko lemfundo elalivunye lelinye lamasebe emfundo angaphambili.
- Amava njengentloko yezifundo, njengesekela-nqununu okanye njengenqununu ayamthethela ofuna ukuqeshwa njengenqununu.
- Amava kwi-*eLearning/Information and Communication Technology (ICT)*, yaye kucetyiswa ukuba ibe ngamava okusebenza kwiziko lemfundo.

5.5 Iimvavanyo ezisekelwe kubuchule bomntu (*competency-based assessments*)

- Isixhobo sovavanyo i-*competency-based assessment development tool* senzwe ngokukodwa, iinqununu, amasekela-nqununu kunye neentloko zezifundo.
- Esi sixhobo sifumaneka **ngaphandle kweendleko** ezikolweni/kumabhunga olawulo.
- Xa kuzaliswa izithuba zeenqununu, **kucetyiswa** ukuba iikomiti zokhetho zisebenzise esi sixhobo njengenxalenye yezixhobo ezisetyenziswa kwinkqubo yokugaya nokukhetha abasebenzi.

5.6 Amabanga emfundo

5.6.1 Ukufaneleka kokuba umntu aqeshwe, bonke abagqatswa ubuncinane mababe namabanga emfundo avunyiweyo eminyaka emithathu (*REQV 13*), namawabandakanye uqeqesho olufanelekileyo lobutitshala.

5.6.2 Ukuxatyiswa kwamabanga emfundo katitshala ukuqinisekisa ukuba ingaba ufanelekile na okanye akafanelekile ukuba aqeshwe kwisithuba somsebenzi nokuqinisekiswa ngeXabiso eliFanelekileyo leziQinisekiso zeMfundo yakhe (*Relative Education Qualification Value*) (*REQV*), kuya kwenziwa ngokungqinelana nemimiselo ekuxwebhu, *Evaluation of Qualifications for Employment in Education*.

5.6.3 **Kucelwa kuqatshelwe ukuba amabanga emfundo amazwe angaphandle aya kuqala avavanywe liSebe leMfundo ePhakamileyo noQeqesho elisePitoli.**

5.6.4 **Abagqatswa abangafanele kuqeshwa kwisigaba (*phase*)/kwinkalo yesifundo (*learning area*)/isifundo (izifundo) esithile ngokwesithuba esipapashiweyo abayi kuqeshwa/abayi kunyuselwa kwizithuba ezilolu hlobo.**

5.7 **Ubhaliso kwi-SACE**

5.7.1 **Lunyanzelekile** ubhaliso kwi-SACE eliBhunga looTitshala laseMzantsi Afrika.

5.7.2 Ikopi eqinisekisiweyo yomgqatswa **yesatifikethi sobhaliso kwi-South African Council of Educators (SACE) mayingeniswe kwiSebe iWCED phambi kokuqeshwa okanye ngethuba lokuqeshwa kwakhe.** Oku kuthetha ukuba ibhunga lolawulo malingasikhupheli ecaleni isicelo ngenxa yokuba kungangeniswanga isatifikethi se-SACE kuphela - oko kullungelo elilodwa (*prerogative*) lomqeshi.

5.7.3 Apho umgqatswa ongenayo ikopi eqinisekisiweyo yesatifikethi se-SACE, enye yezi zinto zilandelayo iya kwamkeleka:

- (a) Ukuvunywa kokufumaneka kwesicelo yi-SACE ukubonisa ukuba umgqatswa usifakile isicelo sesatifikethi se-SACE phambi komhla wokuvalwa kokwamkelwa kwezicelo ngokumalunga nezi zithuba zipapashwe kolu luhlu lwezithuba;
- (b) Ubungqina besicelo esenziwe kwi-SACE (ikopi yefom yesicelo, ubungqina bentlawulo kwi-SACE nobungqina besiphu seposi eya kwi-SACE).
- (c) Nabuphi na obunye ubungqina obuvela kwi-SACE bokuba umgqatswa ubhalisiwe;
- (d) Ikopi eqinisekisiweyo yesiliphu somvuzo wokugqibela womgqatswa (*the applicant's latest salary slip*) apho kuboniswa khona ukutsalwa komvuzo ngenjongo yokubhalisela i-SACE kunye nenombolo yobhaliso ye-SACE.

5.8 **Ulwazi ncam lolwimi**

Ulwazi ncam lolwimi umgqatswa ekufuneka enalo makufikelelwe esigqibeni ngalo libhunga lolawulo kunye/okanye yikomiti eyenza udliwano-ndlebe.

5.9 **Inkqubo yokutshekishwa kokufaneleka kwabasebenzi (*Personnel suitability checks*)**

5.9.1 Abagqatswa mabaqaphele ukuba kuya kwenziwa inkqubo yokutshekishwa kokufaneleka kwabasebenzi (bakuba befakwe kuluhlu olufutshane kwanokuba ukuqeshwa kwabo kuxhomekeke kwiziphumo ezihle zezi nkqubo zotshekisho, ezibandakanya ukungqinisiswa kwamabanga emfundo, ukutshekishwa kweerekhodi zolwaphulo-mthetho, ukutshekishwa kobumi (*citizenship*), ukungqinisiswa kwemiba yemali-mboleko nee-akhawunti zakho (*credit verification*) neerekhodi zeendlela abahlawula ngayo amatyala,).

5.9.2 Ngaphezu koko, makuqatshelwe ukuba uMongameli waseMzantsi Afrika uwuvumile uMthetho i-*Criminal Law (Sexual Offences and Related Matters) Amendment Act Amendment Act, 2021 (Act 13 of 2021)*, ukomeleza inkqubo yokupheliswa kobundlobongela obusekelwe kwisini, phakathi kwezinye izinto ngowe-28 Januwari 2022. Ngokusekelwe kwezi zilungiso zivunyiweyo, iSebe iWCED libambisene neSebe i-*Department of Justice and Constitutional Development* neSebe i-*Department of Social Development (DSD)*, liqalisa inkqubo **yokuqinisekisa ukuba ONKE AMAGOSA aqeshwa ngokwenkqubo yokugaya nokukhetha abasebenzi, amagosa asele esenkonzweni, kwakunye nabanye abantu abadibana nabantwana, zitshekishiwe yaye zangqinisiswa iinkcukacha zabo kuthelakiswa neRejista kaZwelonke yaBanamaTyala ezeSondo i-NRSO ne-National Child Protection Register (NCPR).**

5.9.3 Ngoko ke, **abagqatswa** bagunyaziswa ukuba bayizalise iFom 8 (J739) eyintsusa, kunye ne-*Form SAPS 69i* nekopi yesazisi eqinisekisiweyo, nemazingeniswe kwaNdlunkulu ngokugqithiswa kwi-ofisi yesithili sakho kusetyenziswa inkqubo emiselweyo.

5.9.4 Njengexalenye yale nkqubo ingentla, iCandelo lokuGaya nokuKhetha aBasebenzi liya kwenza nenkqubo yotshekisho eyimfuneko lithelakisa neRejista i-*NCPR* ngokuqala ligqithe kwiSebe i-*DSD*. Ukungeniswa kwesicelo sesithuba esipapashiweyo kulinika iSebe iWCED ngokuzenzekelayo, imvume yokwenza inkqubo yotshekisho ngokuqala ligqithe kwiSebe i-*DSD*.

5.10 Ulwazi lomsebenzi wokufundisa

5.10.1 Ngethuba lenkqubo yokhetho (udliwano-ndlebe, inkcazo-ntetho, ingxelo ebhaliweyo) makubuzwe imibuzo ethile ukuqinisekisa ukuba ingaba umgqatswa uya kuba nako na ukusingatha imiba ejongene nezemfundo, ulwazi lomsebenzi awufundeleyo, imiba yezolawulo nokuziphatha ngokusulungekileyo ngokumalunga neso sithuba somsebenzi. Umphathi wesekethe angacelwa ukubaancedise malunga noku.

5.10.2 Inkqubo yokukhetha iinqununu imele ukubandakanya oku kulandelayo:

- (a) Ukuqwalaselwa kobungqina bempumelelo yomgqatswa ekuphuculweni kwesikolo kweso sithuba akuso njengangoku okanye kwizikolo zabo zangaphambili (*previous schools*).
- (b) Umsebenzi obhalwayo ongazange ubonwe (*unseen task written*) ngumgqatswa ngamnye omawenziwe ngumenzi-sicelo kwikhompyutha phambi kodliwano-ndlebe.
- (c) Udliwano-ndlebe, nokuba kungefoni, nabantu abavumayo ukungqina ngomenzi-sicelo (*referees*).
- (d) Udliwano-ndlebe nabagqatswa abafakwe kuluhlu olufutshane.
- (e) Inkcazo-ntetho (*a presentation*) eyenziwa ngumgqatswa ngamnye emalunga nokuba uya kwenza ntoni na ukuphucula iziphumo zezifundo zesikolo nodumo lwaso (*reputation*).

6. **UMVUZO**

Umvuzo womgqatswa ophumeleleyo umiselwa ngokwe-*Personnel Administration Measures*, epapashwe kwi-*Government Gazette* No. 46879 yowe-09 Septemba 2022, nemigqaliselo ekhoyo ngoku kunye neemvumelwano ezinxulumeneyo zeBhunga leMfundo lezoBudlelane eMsebenzini (*Education Labour Relations Council agreements*) (*ELRC*).

7. Upapasho lwazo zonke izithuba kolu luhlu lwezithuba lwenziwa ngaphandle kokuhlutha ilungelo leSebe iWCED yaye kuxhomekeke kwezinye izigqibo ezenziwe liBhunga i-ELRC.

8. **IMIBA NGOKUBANZI**

8.1 Amabhunga olawulo makasoloko ekhumbula oku kulandelayo:

8.1.1 **Imibutho yootitshala mayaziswe kwangaphambi kwexesha, ubuncinane kwiintsuku ezintlanu zomsebenzi**, ngokumalunga nomhla, ixesha nendawo ukwenzela:

- (a) ukuvulwa kwesistim i-*e-Recruitment system for Educators* ukwenzela ukufumana izicelo zomsebenzi
- (b) ukufakwa kuluhlu olufutshane abagqatswa; kunye
- (c) nodliwano-ndlebe kunye nabagqatswa.

8.2 Inokuvulwa kuphela ukwenzela ukufumana izicelo isistim i-*e-Recruitment System for Educators* zakuba zimiselwe/zamkelwe iikhrayitheriya zoluhlu olufutshane.

8.3 **linkcukacha zoqhagamshelwano zemibutho yootitshala zimi ngolu hlobo lulandelayo:**

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: clouw@sadtu.org.za

CTU-ATU:

Postal and street address: NAPTOSA House, 6 Park Road, Rondebosch, 7700

Tel.: 021 686 8521

Fax: 021 689 2998

Email: infowc@naptosa.org.za

- 8.4 La maxwebhu alandelayo okutyumba abagqatswa makasayinwe ngusihlalo webhunga lolawulo:
- 8.4.1 Imizuzu yokwenziwa koluhlu olufutshane
 - 8.4.2 Imizuzu yodliwano-ndlebe
 - 8.4.3 Ukuvunywa ngokusemthethweni kweenkqubo (*ratification of processes*) kubagqatswa abatyunjelwe ukuba baqeshwe.
- 8.5 Imizuzu yoluhlu olufutshane mayiqulathe izizathu ngomenzi-sicelo ngamnye zokuba kutheni na umenzi-sicelo engafakwanga kuluhlu olufutshane. Makuqhotyoshelwe amaxwebhu e-*score sheets*.
- 8.6 Imizuzu yodliwano-ndlebe mayiqulathe izizathu zomgqatswa ngamnye malunga nokuba kutheni na umgqatswa owayenziswe udliwano-ndlebe engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu e-*score sheets*.
- 8.7 Lo gama imigqaliselo igunyazisa ukuba makutyunjwe amagama amathathu kwisithuba, iSebe iWCED liyakuqonda ukuba ukuthotyelwa kalo mgaqo akusayi kusoloko kusenzeka ngamaxesha onke. Apho kukho igama elinye okanye amabini kuphela atyunjiweyo, ibhunga lolawulo malinike izizathu ezivokothekileyo kwingxelo eyahlukileyo (*separate motivation*), nekufuneka isayinwe ngusihlalo webhunga lolawulo, malunga nokuba kutheni na kungenzekanga nje ukutyunjwa kwamagama abatyunjwa abathathu.
- 8.8 Amabhunga olawulo makaqinisekise ukuba inkqubo yokukhethwa kwabagqatswa ikhokelwa ziithagethi zobulungisa kwezengqesho zeSebe iWCED (*WCED's employment equity (EE) targets*) ukuphucula ukumelwa kwawo onke amaqela ekujoliswe kuwo.
- 8.9 Ukuba igama elityunjiweyo alingqinelani neethagethi ze-EE zeSebe iWCED, makunikwe inkcazo yezizathu ezivokothekileyo zokubandakanywa komgqatswa okutyunjwa kwakhe kungakuphuculiyo ukumelwa kwawo onke amaqela eentlanga ngokulinganayo.

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.