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Wes-Kaap Onderwysdepartement

Western Cape Education Department

ISEbe leMfundo leNtshona Koloni

CIRCULAR: 0086 \ 2001

EXPIRY DATE: NONE


TO: ALL CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS,
GOVERNING BODIES, HEADS OF INSTITUTIONS AND RECOGNISED
EMPLOYEE UNIONS

BRIEF SUMMARY: This circular communicates new procedures regarding advertising of public service posts.

SUBJECT: NEW PROCEDURES REGARDING ADVERTISING OF PUBLIC SERVICE POSTS

1. NEW PROCEDURES REGARDING ADVERTISING OF PUBLIC SERVICE POSTS
 - 1.1 It is currently the responsibility of the WCED to identify and advertise vacant Public Service Staff (non-educator) posts at schools. In order to streamline the processes attached to the publishing of a vacancy list, it has been decided to make use of the attached PS1 form (Advertisement of Vacancies) when advertising.
 - 1.2 The onus of identifying vacant posts and advertise them will therefore in future rest with heads of institutions, in collaboration with the governing bodies concerned.
 - 1.3 Vacant posts will only be advertised if a fully completed and signed PS1 form has been received by Head Office.
 - 1.4 Heads of institutions are requested to reproduce the attached PS1 form for future purposes.
2. VACANCY LIST PS 2/2001
 - 2.1 A vacancy list in which vacant General Assistant posts will be advertised will be published during August 2001. Any vacant posts for Administration Clerk and General Foreman that were possibly not included in Vacancy List No PS 1/2001 dated 31 May 2001 may also be advertised in this new vacancy list.

- 2.2 In order to ensure that all vacant posts of Administration Clerk, General Assistant and General Foreman are included in the next vacancy list, heads of institutions are requested to submit a completed PS1 form to Head Office (for attention Mr. V. Loverlot) by the 31 July 2001.
3. Receipt of a PS1 form by the WCED can be confirmed with the Circuit Manager concerned by the 6 August 2001.
4. Your co-operation in the above regard will be appreciated.


HEAD: EDUCATION
DATE: 2001-06-26

ADVERTISEMENT OF VACANCIES (PUBLIC SERVICE) - ADVERTERING VAN POSTE (STAATSDIENSPERSONEEL)

EMIS NO/ EMIS NR	COMP. NO./ KOMP. NR.	AREA/AREA	CIRCUIT NO./KRING NR.	CURRENT STUDENT INROLEMENT/ HUIDIGE LEERLINGSKRYWING	INSTITUTION/ INSTANSIE ADDRESS/ ADRES TELEPHONE NO/ TELEFOON NR
POSTS TO BE ADVERTISED/ POSTE WAT GEADVERTEER MOET WORD					
POST TYPE/ POS TIPE			NUMBER/AANTAL		
ADMINISTRATIVE CLERK/ ADMINISTRATIEWE KLERK					
GENERAL FOREMAN/ ALGEMENE VOORMAN					
GENERAL ASSISTANT/ ALGEMENE ASSISTENT					
OTHER/ ANDER (SPECIFY/ SPESIFISEER)					
SIGNATURE/HANDTEKENING					
PRINCIPAL/PRINSIPAAL			DATE/ DATUM	ESTABLISHMENT CHECKED/ DIENSSTAAT GEKONTROLEER	DATA CAPTURED/ DATA TOEGEVOER
CHAIRPERSON: GOVERNING BODY/ VOORSITTER VAN BEHEERRAAD			DATE/ DATUM	SIGNATURE/ HANDTEKENING	CONTROL NO./ KONTROLE NR.
			DATE/ DATUM	SIGNATURE/ HANDTEKENING	DATE/ DATUM