Western Cape Education Department

Institution-Based Educator Posts

2017 *Roster*

ACTIVITY	VACANCY LIST 1	VACANCY LIST 2
WCED opens the electronic vacancy list for the institutions and education districts	Continuously open	Continuously open
Principals, SGB's and Circuit Team Managers can capture vacancies on system	27 January 2017	5 May 2017
Closing date for Circuit Team Managers to check and verify advertisements	03 February 2017	12 May 2017
Publication of Vacancy List	13 February 2017	01 June 2017
Closing date for receipt of applications	18 March 2017	26 June 2017
WCED sends applications to District Offices	18 April 2017	24 July 2017
Competency-Based Assessments (promotion posts)	19 April 2017 – 11 May 2017	24 July 2017 – 11 August 2017
SGB's/Schools submit nominations to WCED	12 May 2017	14 August 2017
WCED informs applicants of appointments	01 June 2017	30 September 2017
Closing off of vacancy list –outstanding nominations	28 July 2017	06 December 2017
Date of appointment	01 July 2017	01 January 2018

IMPORTANT:

1. **SCHOOLS ARE TO CONSULT THE EXCESS DATABASE FIRST, BEFORE ADVERTISING POSTS**
2. **APART FROM THE VACANCY ROSTER, PRINCIPAL AND DEPUTY PRINCIPAL POSTS WILL BE ADVERTISED IN SPECIAL VACANCY LISTS, ON DEMAND, AT THE DISCRETION OF THE HEAD OF EDUCATION**
3. **APPLICATIONS FOR CONVERSIONS I.T.O. CIRCULAR 0054/2015 (6A) AND CIRCULAR 0055/2015 (6B) CAN BE SUBMITTED THROUGHOUT THE YEAR**
4. **NOT WITHSTANDING THE ABOVE, THE WCED MAY ISSUE SUPPLEMENTARY VACANCY LISTS IF AND WHEN NECESSARY**

Western Cape Education Department

Office-Based Educator Posts

2017 Roster

ACTIVITY	VACANCY BULLETIN 1	VACANCY BULLETIN 2	VACANCY BULLETIN 3
Due date for submission of adverts	18 January 2017	24 May 2017	6 September 2017
Publication date	27 January 2017	2 June 2017	15 September 2017
Media Notice (newspapers)	28/29 January 2017	3-4 June 2017	16-17 September 2017
Closing date for receipt of applications	17 February 2017	23 June 2017	6 September 2017
Shortlisting period	6-10 March 2017	3-7 July 2017	23-27 October 2017
Interviewing period	27-31 March 2017	24-28 July 2017	13-17 November
Date of approval	30 April 2017	31 August 2017or earliest	30 November 2017
Date of appointment	**1 July 2017**	**1 October 2017**	**1 January 2018**

IMPORTANT NOTICE:

1. **FAILURE TO ADHERE TO TIMEFRAMES WILL RESULT IN THE PUBLICATION OF THE ADVERT BEING DEFERRED TO THE NEXT VACANCY BULLETIN**
2. **SPECIAL VACANCY BULLETINS WILL BE CONSIDERED AT THE DISCRETION OF THE HEAD OF EDUCATION**
3. **STAKEHOLDERS ARE ADVISED TO SUBMIT MANAGEMENT PLANS TOGETHER WITH THE ADVERTISING REQUEST**

Western Cape Education Department

Institution-Based Public Service Posts

2017 Roster

ACTIVITY	VACANCY LIST DATES
Placement of Excess Educators	1 September 2016 – 31 January 2017
Publication of Vacancy List	01 February 2017
Closing date for receipt of applications	23 February 2017
WCED sends applications to District Offices	30 March 2017
SGB's/Schools submit nominations to WCED	01 May 2017
WCED informs applicants of appointments	01 June 2017
Date of appointment	01 July 2017

IMPORTANT:

1. **SCHOOLS ARE TO CONSULT THE EXCESS DATABASE FIRST, BEFORE ADVERTISING POSTS**
2. **APART FROM THE VACANCY ROSTER, SPECIAL VACANCY BULLETINS WILL BE PUBLISHED FOR PROMOTION POSTS AT THE DISCRETION OF THE DIRECTORATE: RECRUITMENT AND SELECTION**

Western Cape Education Department

Office-Based Public Service Posts

2017 Roster

ACTIVITY	VACANCY BULLETIN 1	VACANCY BULLETIN 2	VACANCY BULLETIN 3
Due date for submission of adverts	11 January 2017	3 May 2017	9 August 2017
Publication date	20 January 2017	12 May 2017	18 August 2017
Media Notice (newspapers)	21-22 January 2017	13-14 May 2017	19-20 August 2017
Closing date for receipt of applications	10 February 2017	2 June 2017	8 September 2017
Shortlisting period	27 February - 3 March	19June -23 June	25 September - 6 October
Interviewing period	20 - 24 March 2017	3 - 7 July 2017	23 October - 3 November 2017
Date of approval	30 April 2017 or earlier	31 July or earlier	30 November 2017 or earlier
Date of appointment	**1 May 2017**	**1 August 2017**	**1 January 2018**

IMPORTANT NOTICE:

1. **FAILURE TO ADHERE TO TIMEFRAMES WILL RESULT IN THE PUBLICATION OF THE ADVERT BEING DEFERRED TO THE NEXT VACANCY BULLETIN**
2. **SPECIAL VACANCY BULLETINS WILL ONLY BE CONSIDERED FOR SENIOR MANAGEMENT POSTS (DIRECTOR LEVEL AND HIGHER)**
3. **APPROVAL FROM EXCO MUST BE OBTAINED PRIOR TO SUBMITTING AN ADVERTISING REQUEST**
4. **STAKEHOLDERS ARE ADVISED TO SUBMIT MANAGEMENT PLANS TOGETHER WITH THE ADVERTISING REQUEST**