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Enquiries: Call Centre

Recruitment and Selection Minute: 0001/2017

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads of all educational institutions and Chairpersons of governing bodies

Subject: Issuing of the 2018 Vacancy Rosters

1. Purpose

The purpose of this minute is to communicate the 2018 Vacancy Rosters for institution-based educators, institution-based public service, office-based educators and office-based public service vacancies in the Western Cape Education Department (WCED).

2. Publication dates

The publication dates in respect of the vacancy lists, as well as other important dates, are contained in the attached annexures.

3. Institution-based educators

- 3.1 The WCED will issue three vacancy lists for institution-based educators.
- 3.2 The WCED will not have separate vacancy lists for posts at different levels. All vacant posts for institution-based educators must therefore be advertised in the vacancy lists at the earliest opportunity.
- 3.3 Vacancy List 3 will be published as a closed vacancy list for new entrants in respect of post level 1 vacancies.
- 3.4 Applications according to the conversion/appointment process based on sections 6A and 6B of the Employment of Educators Act, 1998 (Act 76 of 1998) can be submitted throughout the year.

3.5 Principals and governing bodies are requested to ensure that advertisements are filled in electronically on the WCED website at <https://wcedonline.westerncape.gov.za> and by the given due date on the draft vacancy list.

3.6 No forms will be accepted in hard copy. Principals must consult with their circuit managers if they experience problems with the completion of advertisements on the draft vacancy list on the website.

4. Office-based educators

4.1 The WCED will issue three office-based educator vacancy bulletins.

4.2 Line managers must ensure that advertisements are submitted to the Directorate: Recruitment and Selection by the due dates reflected in the annexure.

4.3 In the event of failure to adhere to the timeframes, the advertisement will be deferred to the next publication date/vacancy bulletin.

4.4 No special vacancy bulletins will be published for posts in respect of office-based educators.

5. Institution-based public servants

5.1 The WCED will issue two vacancy bulletins for institution-based public service promotion posts (general foreman, household supervisors and senior household supervisors).

5.2 Vacant/funded posts will be identified on the WCED's establishment.

5.3 Schools must verify advertising requests through the People Management Practices System (PMPS, previously known as HCLMS) for publication.

5.4 In the event of failure to confirm the exclusion of a vacant post, the WCED will include the post in the vacancy bulletin for publication.

5.5 Requests for conversions of entry-level posts (administration clerks, general assistants and household aids) will not be accepted prior to the publication of a conversion circular.

6. Office-based public servants

6.1 The WCED will issue three office-based public service vacancy bulletins.

6.2 Line managers must ensure that advertisements are submitted to the Directorate: Recruitment and Selection by the due dates reflected in the annexure.

- 6.3 In the event of failure to adhere to the timeframes, the advertisement will be deferred to the next publication date/vacancy bulletin.
- 6.4 Special Vacancy bulletins will be published for senior management posts only.
- 6.5 Executive Committee approval is required for the publication of advertisements, and such approval must be included when an advertisement is submitted.
- 6.6 Management plans must be included when the advertisement is submitted.
7. Vacancy lists will be circulated by the WCED's Registry, and can be viewed via the online system which can be accessed via the following links:
<https://wcedonline.westerncape.gov.za> or
<http://e-recruitment.westerncape.gov.za/index.php>.
8. The cooperation of all concerned will ensure the successful management of the appointment process and will be much appreciated.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2017-10-21