

PREFACE TO SPECIAL VACANCY LIST 3 OF 2016

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.

1. Introduction

- 1.1 Special Vacancy List 3 of 2016 contains advertisements for principal and deputy principal posts.
- 1.2 All vacancies advertised in Special Vacancy List 3 of 2016 are **OPEN**.
- 1.3 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, and therefore it must be duplicated and distributed.
- 1.4 Any **enquiry about a post advertised in this special vacancy list must be directed to the particular school that advertised the post.**
- 1.5 The **advertisement number** must be quoted in all correspondence.
- 1.6 **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.**
- 1.7 The date of appointment for posts advertised in this Vacancy list is **1 April 2017**, or an earlier or later date determined by the WCED.

2. Advertisement

- 2.1 Advertised posts are classified under the following district offices:

District Director	District Office	Telephone no.
S Nowers	Metro Central	021 514 6700
AJE Meyer (Acting)	Metro North	021 938 3000
B Schereka	Metro East	021 900 7000
G van Harte	Metro South	021 370 2000
J Benjamin	Cape Winelands	023 348 4600
D Maarman	Eden and Central Karoo	044 803 8300

BJ Loriston	Overberg	028 214 7300
J Beukes	West Coast	021 860 1200

2.2 The following numeric codes are used in advertisements:

- 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.

Where a code does not appear, the relevant school has neglected to fill it in. Enquiries must be directed to the school concerned.

3. **Applications**

- 3.1 Applications must be made through the e-Recruitment System for Educators. The system is web-based and can be accessed through 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 whether or not candidates have captured their curricula vitae (CVs) on it before applying for posts online.
- 3.3 Candidates must ensure that they capture at least three contactable referees.
- 3.4 The curricula vitae 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 they register on the system.
- 3.8 Applicants must be sure to click on the correct advertisement number when applying for a post online.
- 3.9 **The WCED does not accept responsibility for incorrect applications.**
- 3.10 **Hard-copy applications and applications sent by fax will not be considered.**
- 3.11 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.

- 3.12 The closing time and date for the capturing of applications is 24:00 (midnight) on **11 November 2016**. The WCED does not accept responsibility for applications that are not captured in time and will not consider late applications.
- 3.13 Applicants must note that CVs must not be uploaded onto the system.

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 and diploma and degree** certificates (original documents will not be returned).
 - 4.1.2 Certified copies of **South African Council for Educators (SACE) certificates**, which indicate that applicants are 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 who come from or were previously employed in another province may be required to submit a service record and their latest salary advice 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 be considered for appointment only if they have written confirmation 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 Experience

The minimum experience required for appointment is as follows:

POST	SCHOOL GRADING	SALARY LEVEL	MINIMUM EXPERIENCE
Principal	S8	P1	7 years
Principal	S9	P2	7 years
Principal	S10	P3	7 years
Principal	S11	P4	7 years
Principal	S12	P5	7 years
Deputy Principal			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 prescribed period of experience should have been spent within the borders of South Africa or at an educational institution recognised by one of the previous education departments.
- Experience in the position of departmental head, deputy principal or principal will be a recommendation for appointment as a principal.

5.4 Competency-based assessments

- A Competency-Based Assessment and Development Tool was developed specifically for principals, deputy principals and departmental heads.
- The tool is available at **no** cost to schools/governing bodies.
- When principal, deputy principal and departmental head posts are being filled, it is **recommended** that selection committees use the tool as one of the instruments applied during the recruitment and selection process.

5.5 Qualifications

5.5.1 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.

5.5.2 The evaluation of an educator's qualifications for the purpose of determining whether he or she is suitable for appointment and determining 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. If applicants do not comply with the requirements (REQV13) but it is, nevertheless, essential that they be appointed, 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 SACE registration

5.6.1 Registration with SACE is compulsory.

5.6.2 A certified copy of an applicant's **SACE registration certificate must be submitted to the WCED before or upon his or her appointment.** This means that a governing body may not eliminate an application only because of the non-submission of a SACE certificate – that is the prerogative of the employer.

5.6.3 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 advice on which a salary deduction for SACE registration and the applicant's SACE registration number are indicated.

5.7 Language proficiency

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

5.8 Occupational proficiency

5.8.1 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.

5.8.2 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 at previous schools.
- Interviews with shortlisted applicants.
- A presentation by each applicant on how he or she 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 (5) working days in advance** of the date, time and venue for:

- (i) the opening of the envelopes containing the applications;
- (ii) the shortlisting of applicants; and
- (iii) interviews with candidates.

8.2 The envelopes containing the applications may be opened only in the presence of the representatives of the teachers' unions.

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: 081 247 0672/021 930 8565
Fax: 086 402 9766/021 930 8497
Email: westerncape@sadtu.org.za

CTU – ATU:

Postal and street address: NAPTOSA House, 6 Park Road, Rondebosch, 7700
Tel: 021 686 8521
Fax: 021 686 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 for each applicant as to why he or she was not shortlisted. Score sheets must be attached.

- 8.6 Interview minutes must contain reasons for each applicant who was interviewed as to why he or she was not nominated for the post. Score sheets must be attached.
- 8.7 While the prescripts mandate that three (3) nominations must be made for a post, the WCED realises that compliance is not always possible. In such a case 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.



Western Cape
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BETTER TOGETHER.

e-Recruitment
for Educators

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) Select Experience set
 - (b) Apply for this post
4. Review my CV
5. View applications you have applied for by clicking "My applications".

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

- Detailed CV
- ID number: applicable to South African citizens.
- The following are applicable to non-South African citizens:
 - (a) Passport number
 - (b) Work Permit Number
 - (c) Work Permit expiry date
- Qualifications
- SACE number
- Referees

INSTRUCTIONS

Detailed instructions are as follows:

1. Register as a user

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
- Security question
- Security answer

Click the "register" button and registration confirmation will be sent to you via email. The system will populate a screen requesting your PERSAL number or ID number.

NB! If PERSAL/ID is not recognized by the system, click the "CLOSE" button and create a profile manually.

2. Create a profile

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

- Nationality
- Indicate if you a permanent SA resident.
- Residential Permit Number
- Work permit number
- Work permit expiry date

(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**.

(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 positions by clicking "Add Employment History" button.

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

NB! You can add more by clicking "Add CTLI 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 **Experience Regarding Candidature and Suitability for Appointment**. It is advisable that preferably the following areas be covered:

Skill, Responsibilities, Extra Curriculum activities, Achievements, Community Involvement, Awards, etc.

NB! You can add more than one Experience Set and link the relevant set to a position that you are applying for.

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

(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.

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) Once you have selected the post you wish to apply for, click "Apply" button on the post.

(d) The system displays the post information with an option to select the experience set.

(e) Choose the experience set relevant to the post you are applying for. You can create a new experience set if the relevant set was not created initially (see [Review my CV](#)).

(f) Click "Apply for this post" button and your CV will be submitted for the selected post.

4. Review my CV

You can review your CV in PDF by clicking "Review CV" button located on the bottom left hand side of the home page.

You can also review and update any part of your CV by clicking the relevant tab below "MY CV" tab. The system will display the selected part of the CV. You can make changes and click "Update" button.

NB! Any changes you make on your CV will impact the CV you have linked to post you have applied for.

5. View applications you have applied for by clicking "My application".

You can view the posts you applied for by clicking "My application" tab located on the top 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.