



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN

NO.1/2025

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

FOREWORD

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard as part of the on-line registration process will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.



1. GENERAL INSTRUCTIONS:

NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:

- All posts are advertised on the department's on-line system.
- The website can be access via <https://wcedonline.westerncape.gov.za/home/>, click on vacancies and click on the link: E-Recruitment System for Office-Based and Public Service. The website can also be viewed directly on the following URL: <http://e-recruitment.westerncape.gov.za/index.php>.
- Applicants can register their profiles and apply for posts on-line. Applicants are to take cognisance of the following:
 - Applicants already registered on the system: e-Recruitment for Educators need not register again;
 - All information must be captured on the online profile;
 - The system will generate a curriculum vitae (CV) for you;
 - The uploading of documents are not necessary;
 - Short listed candidates invited for interviews must provide the interview committee with originally certified copies of the supporting documents, which includes:
 - qualifications (degrees, diplomas, certificates etc.);
 - Valid driver's licence (if applicable);
 - ID document and other information requested by the employer;
 - an evaluation certificate from the South African Qualifications Authority (SAQA) in respect of foreign qualifications;
 - Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit.
- Applicants must ensure that they click on the correct post and post number when applying for posts.

- Only on-line applications will be considered.
- Personnel in excess on the same salary level will receive preference, if they meet the advertised post requirements.

2. GENERAL INFORMATION:

- The appointment will be subject to a security clearance and the signing of an annual performance agreement.
- Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking (**At least three (3) referees must be provided, ONE must be current**), as directed by the Department of Public Service and Administration (**DPSA**).
- It is to be noted that **the President of South Africa assented the Criminal Law (Sexual Offences and Related Matters) Amendment Act, Amendment Act, 2021 (Act 13 of 2021), to strengthen the fight against gender-based violence, amongst others, on 28 January 2022. Based on the assented amendments, the WCED, in conjunction with the Departments of Justice and Social Development, is embarking on the process to ensure that all officials who will be appointed via the recruitment and selection process, officials currently in service, as well as any other persons coming into contact with learners, are vetted against the National Register for Sex Offenders (NRSO) and the National Child Protection Register (NCPR).**

Based on the criminal law Amendment Act, as mentioned above, **candidates must, in addition to the personnel suitability checks, provide the department with a certified copy of the NRSO Certificate from the Department of Justice in respect of the National Register for Sex Offenders.**

A copy of form 7 (J738) is attached, available from the WCED: Recruitment and Selection website as well as the Department of Justice website;

- (a) Applicants must print and complete the form;
- (b) Obtain their fingerprints from the South African Police Service (SAPS);
- (c) Submit the form and the fingerprints to the Department of Justice: Western Cape Office;
- (d) Provide a certified copy of the NRSO Certificate or proof of application with the rest of the supporting documents when invited for an interview.

As part of the above vetting process, the Directorate: Recruitment and Selection will conduct the necessary verifications against the National Child Protection Register via the Department of Social Development (DSD). The submission of an application to an advertised post,

automatically grants the WCED consent to conduct the verification via the Department of Social Development.

- Shortlisted candidates must be prepared to do a Practical Assessment which forms part of the interview.
- In addition to the standard personnel suitability checks, the department will also conduct **checks against the DPSA Central Register for Verification of Dismissals and Resignations** pending disciplinary case.
- **Candidates applying for posts on Salary Level 9 and higher will be subjected to a competency assessment before final decisions are made in respect of the filling of posts.**

3. COMMUNICATION

- Communication will be limited to those applicants who have been short-listed.
- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful.

4. SELECTION PROCESS

- It is expected of short-listed candidates to be available for selection interviews on a date, time, place and/ or online platform determined by the WCED.
- **The WCED reserves the right not to make an appointment to any of the advertised posts.**

5. CLOSING DATE

Closing date for on-line applications: 14 March 2025 by 12:00 midnight. It is the responsibility of the applicant to ensure that applications are submitted via the on-line system by the specific closing date and time.

Head Office

Advert No.	Post Title	Directorate/ Chief Directorate:	Contact Person
4	Works Inspector	INFRASTRUCTURE DELIVERY MANAGEMENT. Placement: Metro South Education District Office, Mitchell's Plein	Mr GP Nieuwoudt
5	Admin Officer: Funding	Early Childhood Development	Ms R Leukes
6	Administration Officer: Finance	National School Nutrition Programme (NSNP)	Ms L Sopotelwa

7	Electrical Engineer	Physical Resource Planning and Property Management	Mr G Coetzee
8	Works Inspector	INFRASTRUCTURE DELIVERY MANAGEMENT. Placement: West Coast District office, Paarl	Mr GP Nieuwoudt
9	Assistant Director: E-Learning Project Coordinator	E-Learning	Mr C Walker
10	Administration Clerk	Cape Teaching and Leadership Institute	Ms M September