



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED EDUCATOR VACANCY BULLETIN NO. 2/ 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:

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 is 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.
- Employees in excess will be given preference.
- Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to the on-line application.

3. REQUIREMENTS FOR APPOINTMENT:

- Teaching experience, as well as evidence of appropriate management experience, is taken into account for appointment to vacancies on Post Level 3 and higher.

- At least two years of the prescribed period of experience must have been spent within the borders of South Africa or at an educational institution recognised by one of the previous education departments.

4. QUALIFICATIONS

- 4.1.1 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 a teacher.
- 4.1.2 The evaluation of a teacher's qualifications, so as to determine his or her suitability for the post and the relative education qualification value (REQV) of his or her qualifications, will be done in accordance with the measures contained in the criteria for the evaluation of qualification in South Africa.
- 4.1.3 Registration with the **South African Council of Educators (SACE)** is compulsory.
- 4.1.3.1 Where the applicant is not in possession of a **SACE** certificate, one of the following will be accepted:
- (a) Acknowledgement of receipt from SACE indicating that the applicant applied for his or her SACE certificate prior to the closing date for applications for posts advertised in this vacancy bulletin;
 - (b) Any other proof obtained from SACE that the applicant is registered;
 - (b) A certified copy of the applicant's latest salary slips on which is indicated a salary deduction for SACE registration and the applicant's SACE registration number and not a PERSAL number next to the deduction.

5. GENERAL INFORMATION:

NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING

- 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**), as directed by the Department of Public Service and Administration.
- The Department will communicate only with applicants who have been short-listed.
- Short-listed applicants will be expected to be available for interviews at a date, time and place determined by the WCED
- Short-listed applicants will be required to complete an assignment.
- Nominated candidates will be subjected to the Competency-Based Assessment (CBA) tool.

- In addition to the standard personnel suitability checks, the department will also conduct **checks against both the National Child Protection Register, the National Register for Sexual Offenders and** vetting checks against the **Central Register** for **verification of dismissals and resignations** pending **disciplinary cases**.
- Successful applicants will be appointed for a probationary period of 12 months.
- The WCED reserves the right not to make an appointment to any of the advertised posts.
- Personnel in excess on the same salary level will receive preference, if they meet the advertised post requirements.
- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their application(s) was/were unsuccessful.

Please note that the WCED, will offer posts to successful candidates based on operational requirements

6. SELECTION PROCESS

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

NO	DISTRICT DIRECTOR	DISTRICT OFFICE	CONTACT DETAILS
1	Ms B Robertson	Metro Central	021514 6700
2	Ms C Meyer-Williams	Metro South	021 370 2000
3	Ms L Diamond	Metro East	021 900 7005
4	Ms W Horn	Metro North	021 938 3133
5	Ms A Truter (Acting Director)	West Coast	021 860 1209
6	Mr N Petersen	Cape Winelands	023 348 4600
7	Ms I Senosi	Overberg	028 214 7300
8	Mr J Jonkers	Eden & Central Karoo	044 803 8300

7. CLOSING DATE

Closing date for on-line applications: Wednesday, 30 April 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 closing date and time.

Head Office

Advert No.	Rank	Post Detail	Placement District Office	Contact Person
65	Chief Education Therapist	Occupational Therapist	Metro Central Education District Office	Mr IP Du Preez
66	Chief Education Therapist	Occupational Therapist	Metro East Education District Office	Mr IP Du Preez

District Office

Advert No.	Rank	Post Detail	District	Contact Person
61	Chief Education Specialist	Circuit Manager	Cape Winelands Education District Office, Worcester	Mr N Petersen
63	Senior Education Specialist	Learning Support Advisor	Cape Winelands Education District Office, Worcester	Mr N Petersen
64	Senior Education Specialist	Assessment and Examination Advisor	Eden and Central Karoo Education District Office; George	Mr J Jonkers
60	Senior Education Specialist	Learner Support Advisor	Eden and Central Karoo Education District Office. Circuit 4, Knysna	Mr J Jonkers
59	Senior Education Specialist	FET Phase Subject Advisor: Consumer Studies and Hospitality Studies (Grades 10 - 12)	Metro South Education District Office, Mitchell's Plain	Ms C Meyer-Williams
62	Senior Education Specialist	SEN/FET Phase Subject Advisor: History and Social Sciences (Grade 8-12)	West Coast Education District Office, Paarl	Ms A Truter