



PREFACE TO INSTITUTION-BASED PUBLIC SERVICE VACANCY LIST 2 OF 2025

The Western Cape Education Department (WCED) promotes and applies the principles of Employment Equity (EE) and is committed to effective and efficient service delivery.

Persons with disabilities are welcome to apply; should such applicants be shortlisted they are requested to provide relevant information on how the selection process can be adapted to suit their needs for reasonable accommodation. Therefore, kindly indicate the disability status to facilitate the process.



INSTRUCTIONS

This explanatory document has a variety of uses and is addressed to potential applicants, 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 applicants are advised to read the entire document.

1. INTRODUCTION

- 1.1 Vacancy List 2 of 2025 contains advertisements for institution-based public service posts.
- 1.2 It is the responsibility of the principal to ensure that **both the staff and the governing body** are fully informed of the contents of this preface, therefore it must be duplicated and distributed.
- 1.3 **Any enquiry about a post advertised in this vacancy list must be directed to the school that advertised the post.**
- 1.4 The **advertisement number** must be quoted in all correspondence.
- 1.5 **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.**
- 1.6 The date of appointment for posts advertised in this vacancy list will be determined by the WCED.

2. APPLICATIONS

- 2.1 Applications must be made using the eRecruitment System. The system is web-based and can be accessed via the internet at <http://wcedonline.westerncape.gov.za> (click on "Vacancies" on the website's home page to access the system).
- 2.2 Based on feedback received from users, the WCED implemented enhancements to the eRecruitment System, specifically the *Employment History* and *Experience* set fields. Applicants must ensure that they consult the "Applicant online user guide" available on the eRecruitment System's landing page in this regard, before applying for posts.
- 2.3 Applicants who have a PERSAL number must ensure that it is captured when registering on the system. The system will allocate a unique identification number for applicants who do not have a PERSAL number.
- 2.4 The system is dependent on applicants capturing their personal information online before applying for posts in order for the system to generate the applicant's curriculum vitae (CV).
- 2.5 CVs are stored online and may be edited online.
- 2.6 Applicants must note that CVs and supporting documents must not be uploaded onto the system. The system will generate a CV based on the information captured in the applicant's online profile.
- 2.7 Applicants must be sure to click the **correct advertisement number** when applying for a post online.
- 2.8 **The WCED does not accept responsibility for applicants applying for incorrect posts.**
- 2.9 Applicants must ensure that they capture at least **three contactable referees**.
- 2.10 For each application submitted, the system will immediately generate a letter (email) acknowledging receipt of an application for a post.
- 2.11 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 is required.
- 2.12 The closing time and date for the capturing of applications is **24:00 (midnight) on 27 June 2025**. The WCED does not accept responsibility for applications that are not captured in time and will not consider late applications.

3. INSTRUCTIONS TO GOVERNING BODIES

- 3.1 In accordance with section 20(j) of the South African Schools Act, 1996 (Act 84 of 1996), the governing body must recommend the appointment of public service staff at a school.
- 3.2 All public service staff who are in excess and who apply for a post must be shortlisted for that post if the rank of that post is equal to their present rank, i.e. the applicant concerned would, if successful, accept a horizontal transfer.
- 3.3 The date of appointment for these posts will be decided by the WCED.

4. SELECTION PROCESS

- 4.1 It is expected of shortlisted applicants to be available for selection interviews on a date, time and place as determined by the governing body.
- 4.2 The WCED reserves the right not to make an appointment to any of the advertised posts.

5. INTERVIEWS

Should applicants be invited for an interview, they must take the following documents with them:

- (a) Certified copy of **identity document**
- (b) Certified copies of **diploma and degree certificates** (original documents will not be returned).
- (c) Bank form
- (d) Bonus form
- (e) Dots 360 (vetting form)
- (f) Certified copy of their **South African Revenue Service registration** for income tax purposes.

6. PERSONNEL SUITABILITY CHECKS

- 6.1 Candidates must note that further personnel suitability checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks – which, as directed by the Department of Public Service and Administration, include the verification of qualifications, criminal record and citizenship checks, credit verification as well as reference checks.
- 6.2 Furthermore, it must be noted that the President of South Africa assented to 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 amendments assented to, the WCED, in conjunction with the Department of Justice and Constitutional Development and the Department of Social Development, is embarking on a process **to ensure that ALL officials**

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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 and the National Child Protection Register (NCPR).

- 6.3 Therefore, candidates are mandated to complete the Form 8 (J739). The original Form 8 (J739), together with a SAPS 69i and a certified copy of their identity document must be submitted to Head Office via the relevant district office using the established procedure.
- 6.4 **As part of the above vetting process, the Directorate: Recruitment and Selection will conduct the necessary verification against the NCPR** via the Department of Social Development. The submission of an application for an advertised post automatically grants the WCED consent to conduct the verification via the Department of Social Development.

7. GENERAL

- 7.1 **The following nomination documents must be signed by the chairperson of the governing body:**
- (a) Shortlisting minutes**
 - (b) Interview minutes**
 - (c) Ratification of processes for the appointment of the nominated candidates.**
- 7.2 Shortlisting minutes must contain reasons per applicant as to why the applicant was not shortlisted. Score sheets must be attached.
- 7.3 Interview minutes must contain reasons per candidate as to why the candidate who was interviewed was not nominated for the post. Score sheets must be attached.
- 7.4 While the prescripts mandate that three nominations must be made for a post, the WCED realises that compliance is not always possible. Where only one or two nominations have been made, 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.
- 7.5 Governing bodies must ensure that the selection process is guided by the WCED's EE targets to enhance the representivity of designated groups.
- 7.6 **If the nomination is not in line with the WCED's EE targets, a motivation for the inclusion of a candidate, whose appointment will not enhance representivity, must be provided.**

8. **COMMUNICATION**

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

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) Complete "Why I apply for this post" (cover letter)
 - (b) Apply for this post
4. Review my CV
5. View applications you have applied for by clicking "View my applications".

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

- Detailed CV
- ID number
- Qualifications
- SACE number (actual or provisional)
- Referees (minimum 3)
- SARS Tax Number

INSTRUCTIONS

Detailed instructions are as follows:

1. Register as a user

- 1.1 Access the system via Google Chrome
- 1.2 Enter your email address and a password with no less than 8 characters. Click on the "*Click here to Register*" tab.
- 1.3 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
- 1.3 Follow the steps
 1. Click the "register" button and an OTP code will be sent to your registered email address (gmail, webmail, yahoo, etc.)
 2. Retrieve OTP code from your email (if not received, check your junk mailbox) and go back to e-Recruit Login page.
 3. Enter email address and password, click on "Login".
 4. The system will prompt you for the OTP code.
 5. Enter OTP code and click on "submit".

1.4 You can now proceed with completing your profile.

1.5 An email address can be changed by contacting Directorate: Recruitment & Selection, on **021 4672510** or email: Recruitment.Institution@westerncape.gov.za. Users also have the option to change their email address and/or password on their existing profile by clicking the "Edit Profile" button on the blue tab at the top right-hand corner of the screen.

2. Create a profile

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

- Nationality
- South African ID number – issued by Dept. of Home Affairs
- Indicate whether you are a permanent SA resident.

N.B. Only foreign nationals who are naturalized can apply for permanent posts.

(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**. **NB!** A qualifications directory is available to guide users with the REQV level applicable to the qualification obtained.

(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 employment histories by clicking "Add Employment History" button. Complete/Edit (update existing) fields:

1. Sector
2. Position
3. Province
4. School Name
5. Start Date
6. End Date
7. Phase
8. Major Subject
9. Reason for leaving
10. Skills
11. Responsibilities
12. Extra-curricular Activities
13. Achievements
14. Community Involvement
15. Awards

Enter as much information about yourself under these headings as this is a core area of your CV, where you highlight your suitability for appointment. Refrain from using bullets and/or spaces and lines between sentences. It may complicate saving the data. The content is more important than the layout.

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

NB! You can add more by clicking "Add 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 minimum 3 **Referees**. **NB! You can load multiple referees by clicking "Add Referee" button.**

(j) **Do not upload any attachments to your profile.**

When short listed for an interview, submit certified copies of all documents (Qualification/SACE/ID/SARS etc.) to the interview panel (refer to the preface/foreword of the vacancy list)

(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.

Read the Foreword/Preface by clicking on the link in the "Declaration" field. This document clearly defines the necessary requirements when applying for a post and going for an interview. This link also has the "How to Apply" manual attached.

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) Selected the post you wish to apply for.
- (d) Click on "Apply"
- (e) Verify Post number and click "OK"
- (f) View Advert
- (g) Complete "Why are you applying for this post" (Cover Letter)
- (h) Read Pop-up
- (i) Click OK and submit
- (j) On-screen notification will appear
- (k) A confirmation email will be sent to registered email address (N.B. if not received, check Junk mailbox)

4. Review my CV

You can review your CV in PDF by clicking "New CV Format" tab located on the bottom left side of your home page. You can also review or update any part of your CV by clicking the relevant tab below the "My CV" tab. The system will display the selected part of your CV. You can make changes and click "Update" button.

NB: The "Review CV" (old format) will be archived for posts applied to prior to April 2019 (not to be used for applications with effect from 1 April 2019 – new applications)

5. View applications you have applied for

You can view the posts you applied for by clicking "View my applications" tab located on the bottom left 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.