



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED PUBLIC SERVICE 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:

- All posts are advertised on the department's on-line system.
- 2. 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>.
- 3. 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.
- 4. Applicants must ensure that they click on the correct post and post number when applying for posts.

5. 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**), 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 based 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: 30 May 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

No.	Post Number	Post Title	Directorate/ Chief Directorate:	Contact Person
1	84	Administration Clerk: Leadership Academy	Cape Teaching and Leadership Institute	Ms M September
2	87	Admin Officer: ICT Coordinator: Governance	Cape Teaching and Leadership Institute	Ms M September
3	86	Admin Officer: Systems Librarian	Cape Teaching and Leadership Institute	Mr T Cloete
4	85	General Worker/ Groundsman (2 Posts)	Cape Teaching and Leadership Institute	Ms M September
5	90	Personal Assistant: Director: FET Curriculum	Directorate: FET Curriculum	Ms G Schreuder
6	92	Personal Assistant: Director: GET Curriculum	Directorate: GET Curriculum	Ms K Dudley
7	91	Administration Clerk	Directorate: GET Curriculum	Ms K Dudley
8	68	Personal Assistant: Business Intelligence Management	Chief Directorate: Business Intelligence Management	Mr IE De Vega
9	75	Deputy Director: Business Planning and Strategy	Directorate: Business Strategy and Stakeholder Management	Mr IE De Vega
10	73	Admin Officer: Admin Support Officer	Directorate: Business Strategy and Stakeholder Management	Mr IE De Vega
11	74	Assistant Director: Project Incubator (2 Posts)	Directorate: Business Strategy and Stakeholder Management	Mr IE De Vega
12	89	Assistant Director	Directorate: Communications	Ms M Merton
13	88	Call Centre Customer Agent: Client Services (3 Posts)	Directorate: Communications	Ms M Merton
14	93	Assistant Director: E-Learning Projects Co-ordination	Directorate: E- Learning	Mr C Walker
15	94	Administrative Officer:	Directorate: E- Learning	Mr C Walker
16	121	Admin Officer: Early Childhood Development Funding (2 Posts)	Directorate: Early Childhood Development	Ms R Leukes
17	122	Assistant Director: Monitoring	Directorate: Early Childhood Development	Ms R Leukes
18	248	Administration Clerk: Early Childhood Development	Directorate: Early Childhood Development	Ms R Leukes
19	124	Administration Clerk: Early Childhood Development Funding	Directorate: Early Childhood Development	Ms R Leukes
20	123	Administrative Officer: Monitoring	Directorate: Early Childhood Development	Ms R Leukes

21	125	Social Work Policy Developer (2 Posts)	Directorate: Early Childhood Development	Ms R Leukes
22	95	Assistant Director: Misconduct, Disputes and Grievances	Directorate: Employee Relations	Ms L Bathgate
23	101	Employee Relations Officer: Misconduct, Disputes and Grievances (7 Posts)	Directorate: Employee Relations	Ms L Bathgate
24	97	Employee Relations Officer: Collective Bargaining, Training and Administration	Directorate: Employee Relations	Ms D Syster
25	98	Employee Relations Officer: Advisory Services	Directorate: Employee Relations	Mr J Fry
26	100	Chief Administration Clerk: Collective Bargaining: Training and Administration	Directorate: Employee Relations	Mr D Syster
27	99	Administration Clerk: Misconduct, Disputes and Grievances (2 Posts)	Directorate: Employee Relations	Mr D Syster
28	96	Administration Clerk: Collective Bargaining	Directorate: Employee Relations	Mr B Robyntjies
29	102	Administration Clerk: Employee Relations (2 Posts)	Directorate: Employee Relations	Mr D Syster
30	80	Administration Officer: Marking Services	Directorate: Assessment Management	Mr F Salie
31	103	Administration Officer: Provincial Printing (3 Posts)	Directorate: Exams and Printing Administration	Ms L Bredenkamp
32	83	Administration Clerk: Marking Services	Directorate: Assessment Management	Mr F Salie
33	82	Administration Clerk: Examination Administrations (10 Posts)	Directorate: Assessments And Examinations	Ms L Bredenkamp
34	81	Assistant Director: Assessment and Examination Systems (2 Posts)	Directorate: Assessments And Examinations	Ms L Bredenkamp
35	230	Assistant Director: Financial Batch and Loss Control	Directorate: Financial Accounting	Mr H Burger
36	229	Chief Accounting Clerk: Accounts Receivable (Debtors)	Directorate: Financial Accounting	Ms C Adendorff
37	232	Accounting Clerk: Accounts Receivable (4 Posts)	Directorate: Financial Accounting	Ms C Adendorff
38	234	Administration Clerk: Financial Accounting	Directorate: Financial Accounting	Mr Z Mpisi
39	231	Chief Accounting Clerk	Directorate: Financial Accounting	Ms C Adendorff
40	228	State Accountant: Financial Accounting	Directorate: Financial Accounting	Ms C Adendorff
41	233	Accounting Clerk: Control Pay Sheet (Various Posts)	Directorate: Financial Accounting	Ms S Dlamini
42	72	Assistant Director: Learning Teaching Support Material	Directorate: Institutional Resource Support	Ms AM Henriques
43	79	Work Inspector: Paarl	Infrastructure and delivery Management	Mr GP Nieuwoudt
44	76	Work Inspector: Caledon	Infrastructure and delivery Management	Mr GP Nieuwoudt
45	69	Architect: Production Grade A	Physical Resource Management	Mr GP Nieuwoudt
46	77	Admin Officer	Infrastructure and delivery Management	Mr GP Nieuwoudt
47	78	Personal Assistant	Infrastructure and delivery Management	Mr GP Nieuwoudt

48	70	Call Centre Agent: Safe Schools	Institutional Management and Governance and Planning	Mr William SJ Jantjies
49	71	Assistant Director: Learner Transport Scheme (LTS)	Institutional Resource Support	Mr K Lackay
50	104	Chief Registry Clerk	Knowledge and Information Management	Mr S Hansraj
51	107	Registry Clerk (3 posts)	Knowledge and Information Management	Ms Z Jones
52	105	Messenger (2 Posts)	Knowledge and Information Management	Ms Z Jones
53	109	Messenger/ Driver	Knowledge and Information Management	Mr S Hansraj
54	106	Assistant Information Analyst (2 posts)	Knowledge and Information Management	Mr S Hansraj
55	108	Assistant Director: ICT Coordinator: Governance	Knowledge and Information Management	Mr A Jacobs
56	235	Assistant Director: Management Accounting (4 Posts)	Management Accounting	Mr PPP Adams
57	236	State Accountant: Management Accounting (5 Posts)	Management Accounting	Mr PPP Adams
58	114	Human Resource Clerk (9 posts)	Service Benefits	Ms D Pillay
59	112	Human Resource Officer	Service Benefits	Ms D Pillay
60	110	Registry Clerk: Service Benefits (4 Posts)	Service Benefits	Ms D Pillay
61	111	Assistant Director: Service Benefits (3 Posts)	Service Benefits	Ms D Pillay
62	113	Chief Registry Clerk	Service Benefits	Ms D Pillay
63	67	Personal Assistant: Inclusive Education & Special Programmes	Chief Directorate: Institution Development & Coordination	Mr AJE Meyer
64	237	Engineer: Civil	Physical Resource Planning & Property Management	Mr G Coetzee
65	238	Administration Officer	Physical Resource Planning & Property Management	Mr G Coetzee
66	116	Deputy Director: Workforce Planning	Strategic People Management	Mr R Oosthuizen
67	118	Assistant Director: People Management Practices	Strategic People Management	Mr R Oosthuizen
68	120	Human Resource Practitioner: Performance Management and Advisory Services	Strategic People Management	Mr R Oosthuizen
69	115	Human Resource Practitioner: Performance and Ethics Administration	Strategic People Management	Mr R Oosthuizen
70	117	Human Resource Practitioner: People Policy and Analytics	Strategic People Management	Mr R Oosthuizen
71	119	Human Resource Clerk: Performance and Ethics Administration	Strategic People Management	Mr R Oosthuizen
72	240	Administration Officer: Payments – Contract Administration	Supply Chain Management	Ms R De Bruyn
73	245	Administration Officer: EPS Buyer (2 posts)	Supply Chain Management	Ms R De Bruyn
74	242	Administration Officer: Asset Management (2 posts)	Supply Chain Management	Mr A Betz

75	241	Administration Officer: BID Caller (2 posts)	Supply Chain Management	Ms R De Bruyn
76	244	Administration Officer: Contract Management (2 posts)	Supply Chain Management	Ms R De Bruyn
77	246	Administration Officer: BID Evaluation	Supply Chain Management	Ms R De Bruyn
78	247	Telecom Operator	Supply Chain Management	Ms R De Bruyn
79	243	Food Services Aid (5 posts)	Supply Chain Management	Ms R De Bruyn
80	239	Administration Clerk: Admin Clerk Orders	Supply Chain Management	Ms R De Bruyn

District Office

No.	Post Number	Post Title	District/ Section	Contact Person
81	168	School Safety Support Worker (2 posts)	Metro Central Education District Office	Ms B Robertson
82	167	Information Systems Officer: Planning	Metro Central Education District Office	Ms B Robertson
83	173	Admin Officer: Admin Support Officer, Circuit 8	Metro Central Education District Office	Ms B Robertson
84	165	Administration Clerk: Circuit 5	Metro Central Education District Office	Ms B Robertson
85	170	E-Learning Projects Facilitator	Metro Central Education District Office	Ms B Robertson
86	166	Admin Officer: People Management	Metro Central Education District Office	Ms B Robertson
87	172	Administration Clerk: People Management (2 posts)	Metro Central Education District Office	Ms B Robertson
88	171	Registry Clerk	Metro Central Education District Office	Ms B Robertson
89	164	School Finance & Records Officer (3 posts)	Metro Central Education District Office	Ms B Robertson
90	169	Assistant Director: Compliance	Metro Central Education District Office	Ms B Robertson
91	177	Receptionist	Metro East Education District Office	Ms L Diamond
92	178	E-Learning Projects Facilitator	Metro East Education District Office	Ms L Diamond
93	175	Administration Clerk: District Circuit, Circuit 8	Metro East Education District Office	Ms L Diamond
94	174	Administration Clerk: GG Transport	Metro East Education District Office	Ms L Diamond

95	176	School Finance and Records Officer (SFRO)	Metro East Education District Office	Ms L Diamond
96	181	State Accountant	Metro East Education District Office	Ms L Diamond
97	179	Admin Clerk: People Management	Metro East Education District Office	Ms L Diamond
98	180	School Safety Officer	Metro East Education District Office	Ms L Diamond
99	183	Assistant Director: Logistical Support Services	Metro North Education District Office	Ms W Horn
100	194	State Accountant	Metro North Education District Office	Ms W Horn
101	187	Administration Officer: Management and Governance	Metro North Education District Office	Ms W Horn
102	184	Assistant Director: School Management and Governance	Metro North Education District Office	Ms W Horn
103	193	Employee Relations Officer	Metro North Education District Office	Ms W Horn
104	195	School Enrichment Officer	Metro North Education District Office	Ms W Horn
105	189	E-Learning Projects Facilitator	Metro North Education District Office	Ms W Horn
106	186	Chief Administration Clerk: Facility: Logistical Support Services	Metro North Education District Office	Ms W Horn
107	196	Driver/ Messenger (2 posts)	Metro North Education District Office	Ms W Horn
108	197	Chief Registry Clerk	Metro North Education District Office	Ms W Horn
109	191	Accounting Clerk	Metro North Education District Office	Ms W Horn
110	198	Admin Officer: Admin Support Officer: District Circuit	Metro North Education District Office	Ms W Horn
111	185	Administration Clerk: District Circuit	Metro North Education District Office	Ms W Horn
112	190	Administration Clerk: Management and Governance	Metro North Education District Office	Ms W Horn
113	192	School Safety Officer	Metro North Education District Office	Ms W Horn
114	188	Information Systems Officer	Metro North Education District Office	Ms W Horn
115	182	School Library Service Officer	Metro North Education District Office	Ms W Horn
116	199	Administration Clerk: Curriculum Support	Metro South Education District Office	Ms C Meyer- Williams
117	200	Administration Clerk: People Management	Metro South Education District Office	Ms C Meyer- Williams
118	210	Administration Support Officer: Management and Governance	Metro South Education District Office	Ms C Meyer- Williams
119	207	Chief Accounting Clerk	Metro South Education District Office	Ms C Meyer- Williams
120	211	Driver/ Messenger	Metro South Education District Office	Ms C Meyer- Williams

121	202	School Safety Officer	Metro South Education District Office	Ms C Meyer-Williams
122	201	SCM Clerk	Metro South Education District Office	Ms C Meyer-Williams
123	209	School Finance and Records Officer	Metro South Education District Office	Ms C Meyer-Williams
124	203	Admin Officer: Admin Support Officer: Circuit 6	Metro South Education District Office	Ms C Meyer-Williams
125	204	Transport Control Officer	Metro South Education District Office	Ms C Meyer-Williams
126	208	School Safety Support Worker	Metro South Education District Office	Ms C Meyer-Williams
127	212	Assistant Director: School Management & Governance	Metro South Education District Office	Ms C Meyer-Williams
128	206	Chief Registry Clerk	Metro South Education District Office	Ms C Meyer-Williams
129	205	Admin Clerk: District Circuits, Circuit 9	Metro South Education District Office	Ms C Meyer-Williams
130	214	Admin Officer: People Management	Overberg Education District Office	Ms I Senosi
131	215	Admin Officer: Curriculum Support	Overberg Education District Office	Ms I Senosi
132	213	School Library Services Officer: Library Services	Overberg Education District Office	Ms I Senosi
133	222	School Safety Support Worker	West Coast Education District Office	Ms A Truter
134	223	School Finance and Records Officer	West Coast Education District Office	Ms A Truter
135	218	School Safety Officer	West Coast Education District Office	Ms A Truter
136	226	Employee Relations Officer	West Coast Education District Office	Ms A Truter
137	217	Learner Transport Clerk	West Coast Education District Office	Ms A Truter
138	227	Admin Support Officer: Learner Support	West Coast Education District Office	Ms A Truter
139	225	Registry Clerk	West Coast Education District Office	Ms A Truter
140	220	General Worker/Groundsman: Circuit 5: Vredendal	West Coast Education District Office, Vredendal Circuit	Ms A Truter
141	224	General Worker/Groundsman: Paarl Office	West Coast Education District Office, Paarl	Ms A Truter
142	221	E-Learning Projects Facilitator	West Coast Education District Office	Ms A Truter
143	219	Administration Clerk: Circuit 4: Clanwilliam	West Coast Education District Office	Ms A Truter
144	216	Admin Clerk: Curriculum Support	West Coast Education District Office	Ms A Truter

145	145	Employee Relations Officer	Cape Winelands Education District Office	Mr N Petersen
146	129	Chief Administration Clerk: Facility: Logistical Support Services	Cape Winelands Education District Office	Mr N Petersen
147	130	Registry Clerk: Logistical Support Services	Cape Winelands Education District Office	Mr N Petersen
148	126	Administration Clerk: Head Curriculum Support	Cape Winelands Education District Office	Mr N Petersen
149	142	SCM Clerk	Cape Winelands Education District Office	Mr N Petersen
150	128	Handyman: Logistical Support Services	Cape Winelands Education District Office	Mr N Petersen
151	138	Photocopy Operator: Logistical Support Services	Cape Winelands Education District Office	Mr N Petersen
152	134	Chief Registry Clerk: Logistical Services	Cape Winelands Education District Office	Mr N Petersen
153	147	Learner Transport Clerk	Cape Winelands Education District Office	Mr N Petersen
154	136	Administration Officer: Head Curriculum Support	Cape Winelands Education District Office	Mr N Petersen
155	140	Administration Officer: Assessment and Examination (Curriculum)	Cape Winelands Education District Office	Mr N Petersen
156	132	Administration Clerk: Learner Support	Cape Winelands Education District Office	Mr N Petersen
157	131	Administration Clerk: Assessment and Examination (Curriculum)	Cape Winelands Education District Office	Mr N Petersen
158	127	Social Worker	Cape Winelands Education District Office	Mr N Petersen
159	133	Admin Clerk: Management and Governance Support	Cape Winelands Education District Office	Mr N Petersen
160	139	Admin Officer: Admin Support Officer, Circuit 6	Cape Winelands Education District Office, Circuit 6	Mr N Petersen
161	146	Admin Clerk: District Circuits, Circuit 3	Cape Winelands Education District Office, Circuit 3	Mr N Petersen
162	144	Admin Clerk: District Circuits, Circuit 7	Cape Winelands Education District Office, Circuit 7	Mr N Petersen
163	143	Admin Clerk: District Circuits, Circuit 8	Cape Winelands Education District Office, Circuit 8	Mr N Petersen

164	141	Admin Clerk: District Circuits, Circuit 9	Cape Winelands Education District Office, Circuit 9	Mr N Petersen
165	137	Admin Clerk: District Circuits, Circuit 10	Cape Winelands Education District Office, Circuit 10	Mr N Petersen
166	154	School Management and Governance Officer	Eden & Central Karoo Education District Office	Mr J Jonkers
167	151	Administration Officer: People Management	Eden & Central Karoo Education District Office	Mr J Jonkers
168	148	Assistant Director: Management and Governance	Eden & Central Karoo Education District Office	Mr J Jonkers
169	159	Assistant Director: Compliance	Eden & Central Karoo Education District Office	Mr J Jonkers
170	161	Chief Administration Clerk: Facilities	Eden & Central Karoo Education District Office	Mr J Jonkers
171	160	SCM Clerk	Eden & Central Karoo Education District Office	Mr J Jonkers
172	157	Admin Clerk: Asset Management	Eden & Central Karoo Education District Office	Mr J Jonkers
173	149	Photocopy Operator	Eden & Central Karoo Education District Office	Mr J Jonkers
174	163	Administration Clerk: Circuit 4 : Knysna	Eden & Central Karoo Education District Office, Knysna	Mr J Jonkers
175	152	Administration Clerk: District Circuit: Circuit 2	Eden & Central Karoo Education District Office	Mr J Jonkers
176	158	School Finance Records Officer – Circuit 6	Eden & Central Karoo Education District Office	Mr J Jonkers
177	155	School Safety Support Worker	Eden & Central Karoo Education District Office	Mr J Jonkers
178	162	Administration Clerk: People Management	Eden & Central Karoo Education District Office	Mr J Jonkers
179	150	Admin Officer: Admin Support Officer: Circuit 4	Eden & Central Karoo Education District Office; Circuit 4	Mr J Jonkers
180	156	Admin Officer: Admin Support Officer: Circuit 3	Eden & Central Karoo Education District Office, Circuit 3	Mr J Jonkers
181	153	Learner Transport Officer	Eden & Central Karoo Education District Office	Mr J Jonkers