

ISebe leMfundo leNtshona Koloni

Isandulela Soluhlu Lwezithuba

2 Luka-2025

ISANDULELA SOLUHLU LWEZITHUBA 2 LUKA-2025

lSebe leMfundu leNtshona Koloni (lSebe iWCED) ngumqeshi olandela inkqubo enika amathuba engqesho alinganayo, kwabo babesoloko bewavinjwa ngaphambili. Yinjongo yethu ukukhuthaza ukumelwa kwabantu bonke (ngokohlanga, isini nokhubazeko) kuwo onke amanqanaba kwiSebe iWCED.

IMIYALELO

Olu xwebhu lunika ingcaciso lunemisebenzi eyahlukeneyo yaye lubhekisa kubanzi-sicelo abalindelekileyo, kwiinqununu, kumabhunga olawulo nakubasebenzi besebe iWCED bebonke ababandakanyeka kwinkqubo yokugaya nokukhetha abasebenzi nokuba badlala yiphi na indima okanye benza wuphi na umsebenzi. Kucetyiswa bonke abachaphazelekayo, ngakumbi abenzi-sicelo ukuba balufunde lonke olu xwebhu.

1. INTSHAYELELO

- 1.1 Olu luHlu lweZithuba 2 luka-2025 lunezaziso zezithuba zeenqununu, ezamasekela nqununu, nezeentloko zamacandelo ezifundo nezenqanaba 1.
- 1.2 Makuqatshelwe ukuba lo gama **zonke izithuba ezipapashiweyo kuluhlu lwezithuba ZIZEZIVULEKILEYO**, makuqatshelwe ukuba **kuya kuqalwa kukhethwe ootishala ababhengeze njengabongezelelwego kwinani lezithuba zootishala ezabelwe izikolo nootishala abatsha** kwicandelo lemfundo xa kuzaliswa izithuba zenqanaba 1. Utitshala omtsha uchazwa ngolu hlobo "Utitshala onamabanga emfundo afanelekileyo awafumene kwiminyaka emithathu edlulileyo nongazange afumane ithuba lokungena kwisithuba somsebenzi wokufundisa eqeshwe ngurhulumente ngokusisigxina".
- 1.3 **Nawuphi na umbuzo ngesithuba esipapashiweyo kolu luhlu lwezithuba mawubhekiswe kwisikolo esipapashe isithuba eso.**
- 1.4 **Inombolo yesaziso yesithuba** mayibhalwe kuyo yonke imbalelwano.
- 1.5 **Ukupapashwa kwesaziso sesithuba akuthethi kuthi ukuzaliswa kwesithuba kuya kugunyaziswa liSebe iWCED.** Lilungelo leSebe iWCED ukuthatha nasiphi na isithuba esingabanga nakuzaliswa ngumntu njengesihlatyiweyo (*cancelled*).
- 1.6 Umhla wokuqeshwa kwizithuba ezipapashwe kolu luhlu lwezithuba uya kumiselwa liSebe iWCED.

2. IZITHUBA EZIPAPASHIWEYO

2.1 Izithuba ezipapashiweyo zihlelwe ngokwezi ofisi zezithili zilandelayo:

I-ofisi yeSithili	UMlawuli weSithili	Inombolo yeFoni
Metro North	W Horn	021 938 3000
Metro Central	B Robertson	021 514 6700
Metro South	C Meyer-Williams	021 370 2000
Metro East	L Diamond	021 900 7000
West Coast	A Truter	021 860 1200
Cape Winelands	N Petersen	023 348 4600
Overberg	I Senosi	028 214 7300
Eden and Central Karoo	J Jonkers	044 803 8300

2.2 Ezi khowudi zamanani zilandelayo zisetyenzisiwe kwizithuba ezipapashiweyo:

- 1 – Ulwimi ekufundiswa ngalo – sisi-Afrikansi
- 2 – Ulwimi ekufundiswa ngalo - sisiNgesi
- 3 – Ulwimi ekufundiswa ngalo – sisi-Afrikansi nesiNgesi
- 4 – Ulwimi ekufundiswa ngalo - sisiXhosa
- 5 – Bhala ezinye izifundo onokuzifundisa
- 6 – Bhala izinto onokuzenza eziyimisebenzi yasemva kweeyure zokufundisa
(Apho ingaveliyo khona ikhowudi, kungenxa yokuba isikolo esichaphazelekayo singakunonophelanga ukuyifaka yaye imibuzo mayibhekiswe kwisikolo esichaphazelekayo.)

3. IZICELO ZOMSEBENZI

- 3.1 Izicelo mazenziwe kusetyenziswa i-eRecruitment System for Educators. Le sistim isebezenza ngezikò lewebhu (web-based) yaye kunokungenwa kuyo nge-intanethi apha: <http://wceldonline.westerncape.gov.za> (klikha ku-“Vacancies” kwikhasi elisekuqaleni lezikò lewebhu (website’s home page) ukungena kwisistim).
- 3.2 Kucelwa niqaphele ukuba abasebenzi abanika inkxaso ngetekhinoloji (technical support) bafumaneka kuphela ukususela ngoMvulo ukuya ngoLwesihlanu, ukususela ngo-08:00 ukuya ku-15:00. Ukuba ufumana naziphi na iingxaki xa usenza isicelo kwikhompyutha, ungaFowunela kule nombolo yoncedo 0861 819 919. Kucelwa niqinisekise ukuba izicelo zenu nizingenisa phambi komhla wokuvalwa njengokuba izicelo ezingeniswe emva kwexesha zingayi kuthathelwa ngqalelo.
- 3.3 **Izicelo ezingamaphepha (hard copy applications) nezicelo ezithunyelwe ngefeksi azisayi kuthathelwa ngqalelo.**

Okuqhotyoshelwe kwesi sandulela sisikhokelo senyathelo ngalinye lokungena kwisistim ukwazi ukuyisebenzia ngokulula (easy navigation of the system).

- 3.4 Ngokusekelwe kwinkcazelo efunyenwe kubasebenzisi, iSebe iWCED liqalise ukuyiphucula i-e-Recruitment system, ngokukodwa kumacandelo e-Employment History and Experience set fields. Abenzi-sicelo mabaqinisekise ukuba bafunda isikhokelo “How to Apply” guide esifumaneka kwi-e-Recruitment System’s landing page ngokumalunga noku phambi kokuba bafake izicelo kwizithuba.
- 3.5 Abenzi-sicelo abanenombolo yePESALI mabaqinisekise ukuba bayifikile xa bebhala kwisistim. Isistim iya kubanika inombolo eyodwa (*unique identification number*) abenzi-sicelo abangenazo iinombolo zePESALI.
- 3.6 Isistim ixhomekeke kubenzi-sicelo abafaka iinkukacha zabo kwikhompyutha phambi kokuba bafake izicelo zezithuba ukwenzela ukuba isistim ivelise iSivi (*curriculum vitae (CV)*) yomenzi-sicelo.
- 3.7 IiSivi zigcinwa kwikhompyutha yaye zinoku-edithwa kwikhompyutha (*edited online*).
- 3.8 Abenzi-sicelo mabaqapheli ukuba iiSivi namaxwebhu ahamba kunye nazo makangafakwa kwisistim. Isistim iya kuvelisa iSivi esuselwa kwingcaciso efakwe kwiprofayili yomenzi-sicelo ekwikhompyutha.
- 3.9 Mabaqinisekise abenzi-sicelo ukuba baklikha **kwinombolo yesithuba echanekileyo (correct advertisement number)** xa besenza isicelo sesithuba kwikhompyutha.
- 3.10 **ISebe iWCED alikwamkeli nakuphi na ukugxekwa ngenxa yabenzi-zicelo abenza izicelo zezithuba ezingachanekanga.**
- 3.11 Abenzi-sicelo mabaqinisekise ukuba bafaka ekhompyutheni abantu ekunokuqhagamshelwana nabo abathathu ubuncinane.
- 3.12 Ngesicelo ngasinye esingenisiweyo, isistim iya kuvelisa (generate) ileta (i-imyili) ngoko nangoko engqina ukufumaneka kwesicelo sesithuba.
- 3.13 Imbalelwano iya kwenzelwa kuphela abo benzi-sicelo bafakwe kuluhlu olufutshane. Ukuba umenzi-sicelo ofakwe kuluhlu olufutshane unamabanga emfundo amanye amazwe, kuya kufunwa isatifikethi sokuqinisekisa ngexabiso elifanelekileyo leziqinisekiso zemfundo (relevant evaluation certificate) yakhe esivela kwi-South African Qualifications Authority (SAQA).
- 3.14 Umhla nexesa lokuvalwa kokwamkelwa kwezicelo **ngowe-06 Julayi 2025, ngo-24:00 (ezinzulwini zobusuku)**. ISebe iWCED alikwamkeli nakuphi na ukugxekwa ngezicelo ezingafakwanga ekhompyutheni kwangexesha yaye azisayi kuthathelwa ngqalelo izicelo ezifike sekualiwe.

4. UDLIWANO-NDLEBE

- 4.1 Ukuba abenzi-sicelo babizelwe kudliwano-ndlebe, mabeze nala maxwebhu alandelayo:
- (a) likopi eziqinisekisiwego (certified copies) **zamaxwebhu amabanga emfundo, zezatifikethi nezediploma nezidanga** (amaxwebhu entsusa (originals) akasayi kubuyiswa).
 - (b) likopi eziqinisekisiwego zesatifikethi sabo **seBhunga looTitshala IaseMzantsi Afrika (South African Council of Educators) (SACE) certificate** ezibonisa ukuba umenzi-sicelo ubhalisiwe kwi-SACE.
 - (c) lkopi eqinisekisiwego yabo yokubhalisa kwi-**South African Revenue Service** ukwenzela iinjongo zerhafu yengeniso (oku kusebenza kootitshala abatsha abafikayo).
 - (d) Abenzi-sicelo abangengabo abemi baseMzantsi Afrika mabangenise kwakhona amaxwebhu achazwe kumhlathi 5.1 apha ngezantsi.

- 4.2 Ootitshala abavela kwamanye amaphondo, okanye ababeqeshwe kwelinye iphondo, bangacelwa kamva ukuba bangenise irekhodi yenkonzo, iikopi eziqinisekisiwego zamabanga emfundo zabo namaphetshana emivuzo yabo yakutshanje (*latest payslips*) kwiSebe iWCED.

5. IIMFUNO EZIMISELWEYO ZOKUQESHWA KWISITHUBA SOMSEBENZI

5.1 Ubumi

Abemi abangengabo abaseMzantsi Afrika abeze kudliwano-ndlebe mabangenise kwiphaneli yodliwano-ndlebe amaxwebhu ayimfuneko amalunga nobumi babo, nakhutshwa liSebe leMicimbi yaseKhaya (*Department of Home Affairs*).

5.2 Izicelo zootitshala abayekiswayo emsebenzini ngezizathu zempilo (*medically boarded educators*)

Abenzi-sicelo abayekiswayo emsebenzini ngezizathu zempilo baya kuqwalaselelwa ukuqeshwa kuphela ukuba banemvume ebhaliwego (written approval) evela kwiSebe iWCED yokuba kuvunyiwe ukubuyiselwa kwabo kwakhona ngokusisigxina (permanent reinstatement) emsebenzini wobutitshala. Ukuba umenzi-sicelo onjalo ubiziwe ukuba eze kudliwano-ndlebe, makeze nekopi yeleta eqinisekisiwego yokuvuma ukubuyiselwa kwakhe kwakhona emsebenzini kwiphaneli yodliwano-ndlebe.

5.3 Izicelo zootitshala abathathe umhlalaphantsi

Ootitshala abathathe umhlalaphantsi abanakuqwalaselelwa ukuqeshwa.

5.4 Amava

Awona mava asezantsi afunekayo ukwenzela ukuba umntu aqeshwe ngala alandelayo:

Isithuba	Ukuhlelwa kwasikolo	Awona mava asezantsi
Inqununu	P1 – P5	Iminyaka eyi-7
Isekela nqununu	N/A	Iminyaka eyi-5
Intloko yecandelo lesifundo	N/A	Iminyaka eyi-3
Utitshala	N/A	Awakho

Kucelwa niqaphele oku kulandelayo:

- Amava okufundisa namanye amava afanelekileyo athathelwa ingqalelo ukwenzela ukuqeshwa kukatitshala.
- Ubuncinane mayibe yiminyaka emibini yethuba elimiselweyo lamava emayibe ichithwe ngaphakathi kwemida yoMzantsi Afrika okanye kwiziko lemfundo elalivunye lelinye lamasebe emfundo angaphambili.
- Amava njengentloko yezifundo, njengesekela-nqununu okanye njengenqununu ayamthethela ofuna ukuqeshwa njengenqununu.
- Amava kwi-eLearning/Information and Communication Technology (ICT), yaye kucetyiswa ukuba ibe ngamava okusebenza kwiziko lemfundo.

5.5 Iimvavanyo ezisekelwe kubuchule bomntu (competency-based assessments)

- Isixhobo sovavanyo i-competency-based assessment development tool senzelwe ngokukodwa, iinqununu, amasekela-nqununu kuye neentloko zezifundo.
- Esi sixhobo sifumaneka **ngaphandle kweendleko** ezikolweni/kumabhunga olawulo.
- Xa kuzaliswa izithuba zeenqununu, **kucetyiswa** ukuba iikomiti zokhetho zisebenzise esi sixhobo njengenxalenyi yezixhobo ezisetyenziswa kwinkqubo yokugaya nokukhetha abasebenzi.

5.6 Amabanga emfundo

5.6.1 Ukufaneleka kokuba umntu aqeshwe, bonke abagqatswa ubuncinane mababe namabanga emfundo avuniweyo eminyaka emithathu (REQV 13), namawabandakanye uqequesho olufanelekileyo lobutitshala.

5.6.2 Ukuxatyiswa kwamabanga emfundo katitshala ukuqinisekisa ukuba ingaba ufanelekile na okanye akafanelekile ukuba aqeshwe kwisithuba somsebenzi nokuqinisekiswa ngeXabiso eliFanelekileyo leziQinisekiso zeMfundu yakhe (Relative Education Qualification Value) (REQV), kuya kwensiwa ngokungqinelana nemimiselo ekuxwebhu, Evaluation of Qualifications for Employment in Education.

5.6.3 **Kucelwa kuqatshelwe ukuba amabanga emfundo amazwe angaphandle aya kuqala avavanywe liSebe leMfundu ePhakamileyo noQeqesho elisePitoli.**

5.6.4 **Abagqatswa abangafanele kuqeshwa kwisigaba (phase)/kwinkalo yesifundo (learning area)/isifundo (izifundo) esithile ngokwesithuba esipapashiweyo abayi kuqeshwa/abayi kunyuselwa kwizithuba ezilolu hlobo.**

5.7 **Ubhaliso kwi-SACE**

5.7.1 **Lunyanzelekile** ubhaliso kwi-SACE eliBhunga looTitshala laseMzantsi Afrika.

5.7.2 Ikop ieqinisekisiweyo yomgqatswa **yesatifikethi sobhaliso kwi-South African Council of Educators (SACE) mayingeniswe kwikomiti yodliwano-ndlebe** kanye namanye amaxwebhu axhasayo.

5.8 **Ulwazi ncam lolwimi**

Ulwazi ncam lolwimi umggatswa ekufuneka enalo makufikelelwe esigqibeni ngalo libhunga lolawulo kanye/okanye yikomiti eyenza udliwano-ndlebe.

5.9 **Inkubo yokutshekishwa kokufaneleka kwabasebenzi (Personnel suitability checks)**

5.9.1 Abagqatswa mabaqapheli ukuba kuya kwenziwa inkubo yokutshekishwa kokufaneleka kwabasebenzi (bakuba befakwe kuluhlu olufutshane kwanokuba ukuqeshwa kwabo kuxhomekeke kwiziphumo ezihle zezi nkqubo zotshekisho, ezibandakanya ukungqinisiswa kwamabanga emfundo, ukutshekishwa kweerekhodi zolwaphulo-mthetho, ukutshekishwa kobumi (citizenship), ukungqinisiswa kwemiba yemali-mboleko nee-akhawunti zakho (credit verification) neerekhodi zeendlela abahlawula ngayo amatyala,).

5.9.2 Ngaphezu koko, makuqatshelwe ukuba uMongameli waseMzantsi Afrika uwuvumile uMthetho i-Criminal Law (Sexual Offences and Related Matters) Amendment Act Amendment Act, 2021 (Act 13 of 2021), ukomeleza inkubo yokupheliswa kobundlobongela obusekelwe kwisini, phakathi kwezinye izinto ngowe-28 Januwari 2022. Ngokusekelwe kwezi zilungiso zivunyiweyo, iSebe iWCED libambisene neSebe i-Department of Justice and Constitutional Development neSebe i-Department of Social Development (DSD), liqalisa inkubo **yokuqinisekisa ukuba ONKE amagosa aqeshwa ngokwenkqubo yokugaya nokukhetha abasebenzi, amagosa asele esenkonzweni, kwakunye nabanye abantu abadibana nabantwana, zitshekishiwe yaye zangqinisiswa iinkcukacha zabo kuthelekiswa neRejista kaZwelonke yaBanamaTyala ezeSondo i-NRSO ne-National Child Protection Register (NCPR).**

5.9.3 Ngoko ke, **abagqatswa** bagunyaziswa ukuba bayizalise ifom 8 (J739). I-fom 8 (J739) yentsusa kanye ne-SAPS 69i neekopi zezazisi zabo eziqinisekisiweyo mazingeniswe kwaNdlunkulu ngokugqithiswa kwi-ofisi yesithili kusetyenziswa inkubo emiselweyo.

5.9.4 Njengenxaleny e yale nkqubo yokutshekisha ukungqinisa iinkcukacha nesimo ingentla, iCandelo lokuGaya nokuKhetha aBasebenzi liya kwenza nenkqubo yotshekisho eyimfuneko lithelekisa neRejista i-NCPR ngokuqala liggithe kwiSebe i-DSD. Ukungeniswa kwesicelo sesithuba esipapashiweyo kulinika iSebe iWCED ngokuzenzekelayo, imvume yokwenza inkqubo yotshekisho ngokuqala liggithe kwiSebe i-DSD.

5.10 **Ulwazi lomsebenzi wokufundisa**

5.10.1 Ngethuba lenkqubo yokhetho (udliwano-ndlebe, inkcazo-ntetho, ingxelo ebhaliweyo) makubuzwe imibuzo ethile ukuqinisekisa ukuba ingaba umgqatswa uya kuba nako na ukusingatha imiba ejongene nezemfundo, ulwazi lomsebenzi awufundeleyo, imiba yezolawulo nokuziphatha ngokusulungekileyo ngokumalunga neso sithuba somsebenzi. Umphathi weskethe angacelwa ukuba ancedise malunga noku.

5.10.2 Inkqubo yokukhetha iinqununu imele ukubandakanya oku kulandelayo:

- (a) Ukuqwalaselwa kobungqina bempumelelo yomgqatswa ekuphuculweni kwesikolo kweso sithuba akuso njengangoku okanye kwizikolo zabo zangaphambili (*previous schools*).
- (b) Umsebenzi obhalwayo ongazange ubonwe (*unseen task written*) ngumgqatswa ngamnye omawenziwe ngumenzi-sicelo kwikhompyutha phambi kodliwano-ndlebe.
- (c) Udliwano-ndlebe, nokuba kungefoni, nabantu abavumayo ukungqina ngomenzi-sicelo (*referees*)
- (d) Udliwano-ndlebe nabagqatswa abafakwe kuluhlu olufutshane.
- (e) Inkcazo-ntetho (*a presentation*) eyenziwa ngumgqatswa ngamnye emalunga nokuba uya kwenza ntoni na ukuphucula iziphumo zezifundo zesikolo nodumo lwaso (*reputation*).

6. UMVUZO

Umvuzo womgqatswa ophumeleleyo umiselwa ngokwe-Personnel Administration Measures, epapashwe kwi-Government Gazette No. 46879 yowe-09 Septemba 2022, nemigqaliselo ekhoyo ngoku kunye neemvumelwano ezinxulumeneyo zeBhunga leMfundu lezoBudlelane eMsebenzini (*Education Labour Relations Council agreements*) (ELRC).

7. Upapasho lwazo zonke izithuba kolu luhlu lwezithuba lwensiwa ngaphandle kokuhlutha ilungelo leSebe iWCED yaye kuxhomekeke kwezinye izigqibo ezenziwe liBhunga i-ELRC.

8. IMIBA NGOKUBANZI

8.1 Amabhunga olawulo makasoloko ekhumbula oku kulandelayo:

8.1.1 **Imibutho yootitshala mayaziswe kwangaphambi kwexesha, ubuncinane kwiintsuku ezintlanu zomsebenzi**, ngokumalunga nomhla, ixesha nendawo ukwenzela:

- (a) ukuvulwa kwestim i-e-Recruitment system for Educators ukwenzela ukufumana izicelo zomsebenzi
- (b) ukufakwa kuluhlu olufutshane abagqatswa; kunye
- (c) nodliwano-ndlebe kunye nabagqatswa.

8.2 Inokuvulwa ukwenzela ukufumana izicelo kuphela isistim i-e-Recruitment System for Educators zakuba zimiselwe/zamkelwe iikhrayitheriya zoluhlu olufutshane.

8.3 **linkcukacha zoqhagamshelwano zemibutho yootitshala zimi ngolu hlobo lulandelayo:
CTU-SADTU:**

Postal address: PO Box 320, Parow, 7499

Street address: 33 Tallent Street, Parow, 7500

Tel.: 021 951 2107

Fax: 086 402 9766/021 951 4672

Email: clouw@sadtu.org.za

CTU-ATU:

Postal and street address: NAPTOZA House, 6 Park Road, Rondebosch, 7700

Tel.: 021 686 8521

Fax: 021 689 2998

Email: infowc@naptosa.org.za

- 8.4 La maxwebhu alandelayo okutyumba abagqatswa makasayinwe ngusihlalo webhunga lolawulo:
- 8.4.1 Imizuzu yokwenziwa koluhlu olufutshane;
 - 8.4.2 Imizuzu yodliwano-ndlebe; kunye
 - 8.4.3 Nokuvunywa ngokusemthethweni kweenkqubo (*ratification of processes*) kubagqatswa abatyunjelwe ukuba baqeshwe.
- 8.5 Imizuzu yoluuhlu olufutshane mayiqualathe izizathu ngomenzi-sicelo ngamnye zokuba kutheni na umenzi-sicelo engafakwanga kuluhlu olufutshane. Makuqhotyoshelwe amaxwebhu e-score sheets.
- 8.6 Imizuzu yodliwano-ndlebe mayiqualathe izizathu zomgqatswa ngamnye malunga nokuba kutheni na umgqatswa owayenziswe udliwano-ndlebe engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu e-score sheets.
- 8.7 Lo gama imigqaliselo igunyazisa ukuba makutyunjwe amagama amathathu kwisithuba, iSebe iWCED liyakuqonda ukuba ukuthotyelwa kwalo mgaqo akusayi kusoloko kusenzeka ngamaxesha onke. Apho kukho igama elinye okanye amabini kuphela atyunjiweyo, ibhunga lolawulo malinike izizathu ezivokothekileyo kwingxelo eyahlukileyo (*separate motivation*), nekufuneka isayinwe ngusihlalo webhunga lolawulo, malunga nokuba kutheni na kungenzekanga nje ukutyunjwa kwamagama abatyunjwa abathathu.
- 8.8 Amabhunga olawulo makaqinisekise ukuba inkqubo yokukhethwa kwabagqatswa ikhokelwa ziithagethi zobulungisa kwezengqesho zeSebe iWCED (*WCED's employment equity (EE) targets*) ukuphucula ukumelwa kwavo onke amaqela ekujoliswe kuwo.
- 8.9 Ukuba igama elityunjjiweyo alingqinelani neethagethi ze-EE zeSebe iWCED, makunikwe inkcazo yezizathu ezivokothekileyo zokubandakanya komgqatswa okutyunjwa kwakhe kungakuphuculiyo ukumelwa kwavo onke amaqela eentlanga ngokulinganayo.

Izicelo mazingeniswe ngekhompyutha apha
<https://wcedonline.westerncape.gov.za/home/>

Idilesi ye-imayili: Recruitment.Institution@westerncape.gov.za

Inombolo yefowuni: +27 21 0861 819 919 (I-Ofisi yezoncedo yeCandelo lokuGaya
nokuKhetha aBasebenzi)

www.westerncape.gov.za



**Western Cape
Government**

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.