



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

OFFICE BASED EDUCATOR VACANCY BULLETIN

NO. 3/2025

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 accessed 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**), 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 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	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

5. CLOSING DATE

Closing date for on-line applications: 25 July 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	267	Senior Education Specialist: FET Phase Subject Advisor: Technical Sciences (Grade 10 -12)	Curriculum Further Education and Training (FET)	Dr G Schreuder
2	265	Senior Education Specialist: FET Phase Subject Advisor: Civil Technology and Engineering Graphics and Design (Grade 10-12)	Curriculum Further Education and Training (FET)	Dr G Schreuder
3	266	Deputy Chief Education Specialist: FET Phase: Senior Curriculum Planner: Music (Grade 10-12)	Curriculum Further Education and Training (FET)	Dr G Schreuder
4	268	Senior Education Specialist: FET Phase Subject Advisor: Agricultural Management Practices and Agricultural Technology (Grade 10-12)	Curriculum Further Education and Training (FET)	Dr G Schreuder
5	269	Deputy Chief Education Specialist: Senior Curriculum Planner: Mathematics Senior Phase (Grade 7-9)	Curriculum General Education and Training (GET)	Ms K Dudley
6	270	Senior Education Psychologist: Specialised Education Support	Specialised Education Support	Mr IP Du Preez

District Office

No.	Post Number	Post Title	District/ Section	Contact Person
7	273	Chief Education Specialist: Circuit Manager	Cape Winelands Education District Office	Mr N Petersen
8	271	Deputy Chief Education Specialist: People Management	Cape Winelands Education District Office	Mr N Petersen
9	274	Education Psychologist: LOLT: English and Afrikaans (2 posts)	Cape Winelands Education District Office	Mr N Petersen
10	272	Education Psychologist: LOLT: isiXhosa and English	Cape Winelands Education District Office	Mr N Petersen
11	275	Senior Education Specialist: SEN/FET Phase English Subject Advisor: HL and FAL (Grade 8-12)	Eden and Central Karoo Education District Office	Mr J Jonkers
12	277	Education Psychologist: LOLT: English, Afrikaans or isiXhosa (4 posts)	Metro Central Education District Office	Ms B Robertson

13	279	Deputy Chief Education Specialist: Foundation Phase Co-ordinator	Metro Central Education District Office	Ms B Robertson
14	276	Senior Education Specialist: SEN/FET Phase Subject Adviser: Mathematics (Gr 8-12)	Metro Central Education District Office	Ms B Robertson
15	278	Senior Education Specialist: Learning Support Advisor	Metro Central Education District Office	Ms B Robertson
16	280	Senior Education Specialist: FET Phase Subject Adviser: Consumer Studies and Hospitality Studies (Gr 10 - 12)	Metro East Education District Office	Ms L Diamond
17	281	Senior Education Specialist: Learning Support Advisor	Metro East Education District Office	Ms L Diamond
18	283	Chief Education Specialist: Circuit Manager	Metro North Education District Office	Ms W Horn
19	288	Deputy Chief Education Specialist: SEN/FET Co- Ordinator (Grade 8-12)	Metro North Education District Office	Ms W Horn
20	282	Education Psychologist: LOLT: English and Afrikaans (2 Posts)	Metro North Education District Office	Ms W Horn
21	287	Education Psychologist: LOLT: IsiXhosa and English	Metro North Education District Office	Ms W Horn
22	286	Senior Education Specialist: Inter/Sen Phase Subject Advisor: Technology (Grade 7-9)	Metro North Education District Office	Ms W Horn
23	285	Senior Education Specialist: SEN/FET Phase Subject Adviser: Afrikaans Eerste en Tweede Addisionele Taal (Grade 8-12)	Metro North Education District Office	Ms W Horn
24	289	Senior Education Specialist: SEN/FET Phase Subject Adviser: English Home & Second Additional Languages (Grade 8-12)	Metro North Education District Office	Ms W Horn
25	284	Senior Education Specialist: Inter/Sen Subject Advisor: Mathematics (Grade 4-7)	Metro North Education District Office	Ms W Horn
26	291	Education Psychologist: LOLT: English, Afrikaans or IsiXhosa (2 Posts)	Metro South Education District Office	Ms C Meyer-Williams
27	290	Senior Education Specialist: Learning Support Advisor	Metro South Education District Office	Ms C Meyer-Williams
28	292	Chief Education Specialist: Circuit Manager: Circuit 7	Metro South Education District Office; Circuit 7	Ms C Meyer-Williams
29	294	Chief Education Specialist: Head: Learner Support	Overberg Education District Office	Ms I Senosi
30	293	Deputy Chief Education Specialist: Learner Support Co- Ordinator	Overberg Education District Office	Ms I Senosi
31	295	Senior Education Specialist: FET Phase Subject Adviser: History (Grade 10-12)	Overberg Education District Office	Ms I Senosi
32	296	Chief Education Specialist: Circuit Manager	Overberg Education District Office, Caledon	Ms I Senosi
33	298	Deputy Chief Education Specialist: Learner Support Co- Ordinator	West Coast Education District Office, Paarl	Ms A Truter
34	302	Chief Education Therapist: Physiotherapist	West Coast Education District Office, Paarl	Ms A Truter
35	297	Senior Education Specialist: SEN/FET Phase Subject Adviser: Life Orientation (Grade 8-12)	West Coast Education District Office, Paarl	Ms A Truter

36	301	Senior Education Specialist: FET Phase Subject Adviser: Computer Applications Technology (CAT) (Grade 10-12)	West Coast Education District Office, Paarl	Ms A Truter
37	299	Education Psychologist: LOLT: English and Afrikaans	West Coast Education District Office: Circuit 4, Clanwilliam	Ms A Truter
38	300	Education Psychologist: LOLT: English and Afrikaans	West Coast Education District Office: Circuit 5, Vredendal	Ms A Truter