



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

SPECIAL OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN NO.1/2026

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://www.westerncape.gov.za/education>, 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 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.
- 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 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: **05 June 2026 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 No.	Post Title	Directorate/ Chief Directorate:	Contact Person
1	220	Social Work Policy Manager	Early Childhood Development	Ms R Leukes
2	222	Administrative Officer: Property Management	Physical Resource Planning and Property Management	Mr G Coetzee
3	223	Assistant Director: Accommodation	Physical Resource Planning and Property Management	Mr G Coetzee
4	224	Assistant Director: Accommodation ADVERT WITHDRAWN	Physical Resource Planning and Property Management	Mr G Coetzee
5	226	Geographic Information System Technician: (Grade A)	Physical Resource Planning and Property Management	Mr G Coetzee
6	227	Assistant Director: Service Benefits	Service Benefits	Ms D Pillay
7	228	Assistant Director: Service Benefits	Service Benefits	Ms D Pillay
8	229	Assistant Director: Service Benefits	Service Benefits	Ms D Pillay
9	230	Chief HR Clerk: Service Benefits	Service Benefits	Ms D Pillay
10	231	Chief HR Clerk: Service Benefits	Service Benefits	Ms D Pillay
11	232	Registry Clerk: HR Registry	Service Benefits	Ms D Pillay
12	233	Registry Clerk: Financial Accounting: Salaries: Salary Support	Salary Administration	Ms S Dlamini
13	234	Registry Clerk: Financial Accounting: Salaries: Salary Support	Salary Administration	Ms S Dlamini
14	256	Deputy Director: Strategic People Management: People Policy and Analytics	Strategic People Management	Mr R Oosthuizen
15	264	Assistant Director: Strategic People Management: Employee Health and Wellness	Strategic People Management	Mr R Oosthuizen
16	272	Administration Clerk: Strategic People Management: Employee Health and Wellness	Strategic People Management	Mr R Oosthuizen

17	273	Administration Clerk: Leadership Development and Training: Strategic People Management: People Empowerment	Strategic People Management	Mr R Oosthuizen
18	257	Analyst Information Manager: Education Knowledge and Information Systems	Education Knowledge and Information Systems:	Mr C Adriaans
19	258	Information Analyst: Education Knowledge and Information Systems	Education Knowledge and Information Systems:	Mr C Adriaans
20	259	Information Analyst: Education Knowledge and Information Systems	Education Knowledge and Information Systems:	Mr C Adriaans
21	263	Language Practitioner: Editorial and Language Service	Communication	Ms M Merton
22	265	Administration Clerk: Learner Transport Schemes	Learner Transport Scheme	Mr K Lackay
23	266	Administrative Officer: Learner Transport Schemes	Learner Transport Scheme	Mr K Lackay
24	267	Administrative Officer: Learner Transport Schemes	Learner Transport Scheme	Mr K Lackay
25	268	Administrative Officer: Finance, Admin, Governance: Institutional Management and Governance: Non-Curriculum	Institutional Management and Governance Support (IMGP)	Mr N Petersen
26	269	Employee Relations Practitioner: Employee Relations: Misconduct, Grievances and Disputes	Employee Relations	Mr C Esau
27	270	Employee Relations Practitioner: Employee Relations: Misconduct, Grievances and Disputes	Employee Relations	Mr C Esau
28	271	Deputy Director: Recruitment And Selection: Office-Based Educators and Public Servants	Recruitment and Selection	Ms M Mocke
29	274	Assistant Director: Recruitment And Selection: Systems and Administration: Establishments	Recruitment and Selection	Ms M Mocke
30	275	HR Officer: Recruitment and Selection: Systems and Administration: Establishments	Recruitment and Selection	Ms M Mocke
31	276	HR Practitioner: Recruitment And Selection: Systems and Administration	Recruitment and Selection	Ms M Mocke

DISTRICT OFFICES

No.	Post No.	Post Title	District / Circuit	Contact Person
32	186	Drive/Messenger	Metro Central Education District Office	Ms B Robertson
33	195	Administration Clerk: Curriculum Support	Metro Central Education District Office	Ms B Robertson
34	196	E-Learning Project Facilitator	Metro Central Education District Office	Ms B Robertson
35	236	School Safety Officer	Metro Central Education District Office	Ms B Robertson
36	180	Administrative Support Officer: District Circuits	Metro East Education District Office	Ms L Diamond
37	187	Transport Control Officer	Metro East Education District Office	Ms L Diamond
38	203	Administrative Support Officer: Curriculum Support:	Metro East Education District Office	Ms L Diamond
39	237	Care And Support Officer (HIV/AIDS AND TB and Life Skills Education Programme)	Metro East Education District Office	Ms L Diamond
40	247	School Finance and Records Officer	Metro East Education District Office	Ms L Diamond
41	248	School Finance and Records Officer	Metro East Education District Office	Ms L Diamond
42	188	Handyman: Logistical Support	Metro North Education District Office	Ms W Horn
43	212	School Library Service Officer	Metro North Education District Office	Ms W Horn
44	189	Assistant Director: Compliance	Metro South Education District Office	Ms C Meyer- Williams
45	190	Photocopy Operator	Metro South Education District Office	Ms C Meyer- Williams
46	191	SCM Clerk	Metro South Education District Office	Ms C Meyer- Williams
47	185	Deputy Director Corporate Services	Cape Winelands Education District Office	Mr N Solomons
48	244	Administrative Support Officer: Management and Governance Support	Cape Winelands Education District Office	Mr N Solomons
49	252	Administration Clerk: People Management	Cape Winelands Education District Office	Mr N Solomons
50	253	Administration Clerk: People Management	Cape Winelands Education District Office	Mr N Solomons

51	254	Administrative Officer: People Management	Cape Winelands Education District Office	Mr N Solomons
52	255	Assistant Director: Planning And Information Management	Cape Winelands Education District Office	Mr N Solomons
53	178	Administration Clerk: District Circuits	Eden and Central Karoo Education District Office, George	Mr J Jonkers
54	182	Administrative Support Officer: District Circuits	Eden and Central Karoo Education District Office, Oudtshoorn	Mr J Jonkers
55	207	Administrative Officer: Assessment And Examination	Eden and Central Karoo Education District Office	Mr J Jonkers
56	235	Personal Assistant: District Director	Overberg Education District Office	Ms I Senosi
57	179	Administration Clerk: District Circuits	West Coast Education District Office, Vredenburg	Ms A Truter
58	218	Administrative Officer: Assessment And Examination: Curriculum Support	West Coast Education District Office	Ms A Truter
59	219	Administrative Officer: Assessment And Examination	West Coast Education District Office	Ms A Truter
60	250	Information Systems Officer: Planning And Information Management	West Coast Education District Office	Ms A Truter
61	251	Management And Governance Support Learner Transport Officer	West Coast Education District Office	Ms A Truter