

ISANDULELA SOLUHLU LWEZITHUBA EZIZODWA 1 LUKA2026

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

IMIYALELO

Olu xwebhu lunika ingcaciso lunemisebenzi eyahlukeneyo yaye lubhekisa kubagqatswa 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 ababandakanyekayo, ngakumbi abagqatswa ukuba balufunde lonke olu xwebhu.

1. INTSHAYELELO

- 1.1 Olu luHlu 1 lweZithuba eziZodwa lowama-2026 luqulethe izibhengezo zezithuba zenkonzo karhulumente ezikumaziko ekuphume kuzo abasebenzi ukususela ngowama31 Matshi 2026 ngenxa yokuphumelela kwezicelo zeNkqubo yoKuthatyathwa koMhlalaphantsi ngaPhambi kweXesha ngaPhandle weSohlwayo (iERP) kwakunye neNkqubo yoKuziyekela ngoKwakho (iVEP).
- 1.2 Nceda uqonde ukuba njengokuba **zonke izithuba zengqesho ezibhengezwe kolu luhlu lwezithuba ZIVULELEKILE nje**, kufuneka kuqondakale ukuba **kuya kuqala kuqwalaselwe abahlohli abamiselwe njengabongezeleleke kwabo sele bekho kakade kwanabafikay** kwikhono lezemfundo xa kulingwa izikhundla zenqanaba 1. Umntu omtsha uchazwa "njengomhlohli oqeqeshiweyo osifumene isidanga sakhe kwisithuba seminyaka emithathu edlulileyo nongazange axhamle kwithuba lokuba kwisikhundla sokufundisa eqeshwe ngumbuso isigxina".
- 1.3 **Nawuphi na umbuzo ngesithuba esipapashiweyo kolu luhlu lwezithuba mawubhekiswe kwisikolo esipapashe isithuba eso.**
- 1.4 **Inombolo yesibhengezo sesithuba** mayibhalwe kuyo yonke imbalelwano.

- 1.5 **Ukupapashwa kwesaziso sesithuba akuthethi kuthi ukuzaliswa kweso sithuba kuya kugunyaziswa yiWCED. Lilungelo leWCED ukuthatha nasiphi na isithuba esingabanga nakuzaliswa ngumntu njengesirhoxisiweyo.**
- 1.6 Umhla wokuqeshwa kwizithuba ezipapashwe kolu luHlu lweZithuba EziZodwa uya kumiselwa yiWCED.
- 1.7 Amahlakani kufuneka aqonde ukuba umhla wokuba amaqumrhu olawulo/izikolo zingenise abatyunjwa kwiWCED ngowe **13 kaJulayi ka2026**. Ukuba kuthi kungakwazeki ukungeniswa kwaba batyunjwa ngalo mhla wokuvala, kufuneka kucelwe isongezelelo ngembalelwano ukuze iphunyezwe. Amahlakani aya kuthi anikwe de kube ngumhla wama**30 kaNovemba ka2026** (ongumhla wokuvalwa kwekoluhlu lwezithuba – kubatyunjwa abebengekafakwa) ukuze afake amaxwbhu okutyumba. Ukusilela ekwenzeni oku ku kuya kukhokelela ekubeni isikhundla eso siphinde sibhengezwe kuluhlu lwezithuba zengqesho olulandelayo.

2. IZIBHENGEZO

- 2.1 Izithuba ezibhengeziweyo zihlelwe ngokwezi ofisi zezithili zilandelayo:

IOfisi yeSithili	Umlawuli weSithili	INombolo yoMnxeba
KwiMetro ekuMantla	NguW Horn	021 938 3000
KwiMetro seMbindini	NguB Robertson	021 514 6700
KwiMetro ekuMazantsi	NguC Meyer-Williams	021 370 2000
KwiMetro ekwiMpuma	NguL Diamond	021 900 7000
KuNxweme olukwiNtshona	NguA Truter	021 860 1200
KwiCape Winelands	NguN Solomon (ibambela)	023 348 4600
KwiOverberg	Ngu-I Senosi	028 214 7300
KwiEden neKaroo eseMbindini	NguJ Jonkers	044 803 8300

- 2.2 Ezi khowudi zamanani zilandelayo zisetyenzisiwa kwizibhwngezo:

- 1 Ulwimi lokufundisa – yiAfrikansi
- 2 Ulwimi lokufundisa - sisiNgesi
- 3 Ulwimi ekufundiswa ngalo – yiAfrikansi nesiNgesi
- 4 Ulwimi lokufundisa - sisiXhosa
- 5 Bhala ezinye izifundo ezifundiswayo
- 6 Bhala iintshukumo ezingekhoyo kwikharithulam ezinikezelwayo

(Apho kungabonakali khowudi khona, isikolo esichaphazelekayo asibanga nankathalo yokuyifaka yaye imibuzo mayithunyelwe kwisikolo esichaphazelekayo.)

3. IZICELO

- 3.1 Izicelo mazenziwe kusetyenziswa iNkqubo yokuGaywa kwaBahlohi. Inkqubo le ikwiwebhu yaye kungangenwa kuyo nge-intanethi apha: <https://www.westerncape.gov.za/education> (cofa kwi "Vacancies" kwikhasi lokuqala lewebhu ukuze ungene kule nkqubo).

- 3.2 Nceda uqonde ukuba inkxaso yozobuxhakaxhaka bolwazi ifumaneka ukususela ngoMvulo ukuya kutsho ngoLwesihlanu phakathi kwe-08:00 ukuya kwe-15:00 kuphela. Ukuba abagqatswa bathi bajamelane neenzima kwizicelo zabo ezikwiqonga lezobuchwepheshe, bangaqhakamshelana nomnxeba woncedo apha 0861 819 919.
- 3.3 Abagqatswa mabaqinisekise ukuba izicelo zabo bazifaka ngaphamb komhla wokuvala njengoko zingayi kwamkelwa izicelo ezifike emva kwexesha.
- 3.4 **Izicelo eziphathekayo kunye nezithunyelwe ngefeksi aziyi kufumana ngqwalasela.**
- 3.5 Okuqhutyoshelwe kwesi sandulela sisikhokelo senyathelo ngalinye lokungena kule nkqubo kwanokuyisebenzisa ngokulula.
- 3.6 Ngokusekelwe kwingcaciso kwizimvo ezifumaneka kubasebenzi, iWCED iqalisile ukuyiphucula inkqubo yokugaywa kwabasebenzi, ngokukodwa kumacandelo eenkalo ze*Employment History* kunye *Experience*. Abafakizicelo kufuneka baqiniseke ukuba bayasifunda isikhokelo "How to Apply" esifumaneka kwikhasi lokuqala yoGayo lwaBaHlohli kule nkalo, ngaphambi kokufaka izicelo zengqesho.
- 3.7 Abasebenzi abanenombolo yePERSAL kufuneka baqinisekise ukuba bayifakile xa bebhalisa kule nkqubo. Le nkqubo iya kubanika nenomobolo eyodwa yokuzazisa abafakizicelo abangenayo inombolo yePERSAL.
- 3.8 Inkqubo le ixhomekeke ekubeni abafakizicelo baqinisekise ukuba bazifakile iinkcukacha ezizezabo kwiqonga lezobuchwepheshe ngaphambi kokuba bafake izicelo zengqesho ukuze inkqubo le ibe nakho ukuvelisa ikarityhulam vitae (iCV) yomfakisicelo.
- 3.9 IiCV zigcinwa kwiqonga lezobuchwepheshe.
- 3.10 Abafakizicelo kufuneka baqonde ukuba iiCV kunye namaxwebhu axhasa isicelo kufuneka angaxhonywa kule nkqubo. Inkqubo le iya kuzivelisela iCV ngokusekelwe kwiinkcukacha zomfakisicelo ezikwiprofayizi ekweli qonga lezobuchwepheshe.
- 3.11 Abafakizicelo kufuneka baqiniseke ukuba bacofa **inombolo echanekileyo yesibhengezo** xa befaka isicelo sengqesho.
- 3.12 **IWCED ayilwamkeli uxanduva kwimeko apho abafakizicelo bafake izicelo kwizikhundla ezingachanekanga.**
- 3.13 Abafakizicelo kufuneka baqinisekise ukuba bafaka iinkcukacha zamangqina amathathu ubuncinci.
- 3.14 Kwisicelo ngasinye esifakiweyo, inkqubo le iya kuthi n goko nangoko ikhuphe ileta (ngeimeyili) ingqina ukusifumana kwayo isicleo seso sikhundla.

3.15 Unxibelelwano luya kwenziwa nabafakizicelo abakuluhlu olufutshane kuphela. Ukuba ke umfakisicelo okuluhlu olufutshane uthi abe nesidanga selinye ilizwe, kudingeka isatifikethi esichaphazelekayo esisuka kuKhala weZidanga woMzantsi Afrika.

3.16 Ixesha nomhla wokuvalwa kokufakwa kweenkcukacha zezicelo **yi24:00 (ezinzulwini zobusuku)** ngomhla **we31 kuMeyi ka2026**. IWCED ayilwamkeli uxanduva ngezicelo ezingafakwanga kwangethuba yaye ayiyi kuzinika ngqwalasela izicelo ezifike emva kwethuba.

4. **UDLIWANONDLIBE**

4.1 Ukuba abafakizicelo bathi babizelwe kudliwanondlebe, mabeze nala maxwebhu:

(a) likopi eziqinisekisiweyo **zamaxwebhu ezidanga**, kunye **nezatifikethi zediploma nezidanga** (amaxwebhu entsusa akasayi kubuyiswa).

(b) likopi eziqinisekisiweyo zesatifikethi sabo **seBhunga laBahlohli loMzantsi (kwiSACE)** ezibonisa ukuba umfakisicelo ubhalisiwe kwiSACE.

(c) Ikopi eqinisekisiweyo yokubhalisa kwiNkonzo yeRhafu yoMzantsi Afrika (iSARS) ukwenzela iinjongo zerhafu yengeniso (oku kusebenza kubahlohli batsha abafikayo).

(d) Abafakizicelo abangengabo abemi baseMzantsi Afrika mabaqhuboshele kwakhona amaxwebhu achazwe kumhlathi 5.1 ngezantsi apha.

4.2 Abahlohli abavela kumanye amaphondo, okanye ababegeshwe kwelinye iphondo, bangacelwa kamva ukuba bangenise amarekhodi empangelo, iikopi eziqinisekisiweyo zezidanga zabo kwakunye neziqinisekiso zemivuzo yabo kwiWCED emva kwethuba.

5. **IZIDINGO ZENGQESHO**

5.1 **Ubumi**

Abemi abangengabo abaseMzantsi Afrika abeze kudliwanondlebe mabangenise kwiphaneli yodliwano-ndlebe amaxwebhu ayimfuneko amalunga nobumi babo, nakhutshwa liSebe leMicimbi yeKhaya .

5.2 **Izicelo ezisuka kubahlohli abamiselwe bucala ngenxa yezigulo**

Abafakizicelo abayekiswayo emsebenzini ngezizathu zempilo baya kuqwalaselelwa ukuqeshwa kuphela ukuba banemvume ebhaliweyo evela kwiWCED yokuba kuvunyiwe ukubuyiselwa kwabo kwakhona ngokusisigxina emsebenzini wobutitshala. Ukuba umfakisicelo onjalo ubiziwe ukuba eze kudliwano-ndlebe, makeze nekopi yeleta eqinisekisiweyo yokuvuma ukubuyiselwa kwakhe kwakhona emsebenzini kwiphaneli yodliwanondlebe.

5.3 Izicelo ezisuka kwabo bebehlahiswe phantsi ngokwesinyanzeliso

Izicelo ezisuka kubahloli abaphuma empangelweni kuba lifikile ixesha labo lomhlalaphantsi aziyi kunikwa ngqwalasela.

5.4 Amava

Amava angundoqo ukuze ube nokuqeshwa ngala alandelayo:

Isithuba	Ukukhulwa kwesikolo	Amava adingekayo
Inqununu	P1 -P5	Iminyaka esi-
Isekela nqununu	Akukho	Iminyaka emi5
Intloko yesifundo	Akukho	Iminyaka emi3
Umhlohli	Akukho	Ayikho

Nceda uqonde 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 elalivunywe lelinye lamasebe emfundo angaphambili.
- Amava njengentloko yezifundo, njengesekela nqununu okanye njengenqununu ayamthethela ofuna ukuqeshwa njengenqununu.
- Amava kuBuxhakaxhaka bezoBuchwephesheo/boLwazi, ingakumbi kwimeko yemfundo.

5.5 Iimvavanyo zokokuba nezakhono

- Isixhobo sophuhliso lovavanyo lwezakhono sasenzelwe ngokukodwa iinqununu, amasekela eenqununu kunye neentloko zezifundo.
- Esi sixhobo sifumaneka **simahla** ezikolweni/kumabhunga olawulo.
- Xa kugcwaliswa izithuba zeenqununu, ezamasekela eenqununu kunye nezeentloko zezifundo, **kundululwa ukuba ikomiti echongayo isebenzise esi sixhobo** njengenxalenye yezixhobo ezisetyenziswa kwinkqubo yokugaya nokukhetha abagqatswa.

5.6 Izidanga

5.6.1 Ukufaneleka komntu ukuba aqeshwe, bonke abafakizicelo ubuncinane mababe nezidanga ezivunyiweyo zeminyaka emithathu (eseXabiso lemfundo eThelekisekayo (iREQV) 13), ekufuneka ibandakanye uqeqesho olufanelekileyo lokuhlohla.

5.6.2 Ukuvavanywa kwezidanga zomhlohli ngenjongo yokuqinisekisa ukuba ingaba ufanelekile na okanye akafanelekile ukuba aqeshwe kwisithuba somsebenzi nokuqinisekiswa ngexabiso elifanelekileyo leziqinisekiso zemfundo yakhe yeREQV, kuya kwenziwa ngokungqinelana nemimiselo ekuxwebhu olubizwa ngokuba kuVavanyo lweZidanga ngenjongo yeNgqesho kwezeMfundo.

5.6.3 **Nceda uqonde ukuba izidanga zamanye amazwe zimele ukuvavanywa liSebe leMfundo ePhakamileyo noQeqesho ePitoli.**

5.6.4 **Abagqatswa abangakufanelanga ukufundisa kwisigaba/kwinkalo yemfundo/kwisifundo esithile, njengoko kubhengeziwe kwisikhundla eso, abayi kuqashwa/kwenyuselelwa kwezo zikhundla.**

5.7 **Ubhaliso kwiSACE**

5.7.1 **Lunyanzelekile ubhaliso kwiSACE.**

5.7.2 Ikopi eqinisekisiweyo **yesiqinisekiso sobhaliso lomfakisicelo kwiSACE mayingeniswe kwikomiti yodliwanondlebe ndawonye namanye amaxwebhu axhasayo.**

5.8 **Isakhono solwimi**

Isakhono solwimi somgqatswa kufuneka simiselwe liqumrhu elilawulayo kunye/okanye yikomiti yodliwanondlebe.

5.9 **limvavanyo zokulungela ukuqeshwa**

5.9.1 Abafakizicelo kufuneka baqonde ukuba kuya kuphindwa kwenziwe olunye uhlobo lokulungela ukuqeshwa bakuba befakwe kuluhlu olufutshane kwaye ukuqeshwa kwabo kuxhomekeke kwiziphumo ezihle kolu hlobo ezithi, njengoko sinikezelwe isikhokelo liSebe leNkonzo noLawulo lwasebuRhulumenteni, zibandakanye ukuqinisekiswa kwezidanga, amarekhodi olwaphulomthetho kwakunye nokuqinisekiswa kobuzwe, ukuqinisekiswa kwamatyala eentengo ndawonye nokunxibelelana namangqina.

5.9.2 Ngapha koko, kufuneka kwazeke ukuba uMongameli woMzantsi Afrika uwuphumezile umthethosihlomelo iCriminal Law (Sexual Offences and Related Matters) Amendment Act (uMthetho 13 ka2021) ngenjongo yokwenza luqilima umlo wobundlobongela obujoliswe kwisini, phakathi kwezinye, ngomhla wama28 kuJanuwari ka2022. Ngokusekelwe kwizihlomelo eziphunyeziweyo, lwced, ngentsebenziswano neSebe loBulungisa noPhuhliso loMgaqosiseko, ndawonye neSebe loPhuhliso loLuntu (iDSD), ingene kwinkqubo **yokuqinisekisa ukuba ONKE amagosa aya kuqeshwa ngokwenkqubo yogayo nokhetho, amagosa asele ephangela, ndawonye naye namphi na umntu oza kusebenza nabantwana bafumana ingqwalasela ngokuthelekiswa neRejista kaZwelonke yaboXhaphaza ngokweSondo ndawonye neRejista kaZwelonke yoKhuseleko lwaBantwana (iNCPR).**

5.9.3 Kule nkalo ingentla apha, **abagqatswa bayanyanzelwa** ukuba bagcwalise iFomu 8 (uJ739). Ifomu yentsusa (uJ739), ndawonye noSAPS 69i kunye nekopi eqinisekisiweyo yesazisi sakhe kufuneka zingeniswe kwiNtloko yeSebe ngokuthi idluliswe kwiofisi yesithili echaphazelekayo kusetyenziswa inkqubo emiselweyo.

5.9.4 Njengexalenye yale nkqubo yokuqinisekisa ingentla, iCandelo: loGayo noKhetho nalo liyakwenza uhlolo olusidingo sokuqinisekisa kwiNCPR ngokuthi lidlule kwiDSD. Ukufakwa kwesicelo sesithuba esibhengeziweyo kunika iWCED invume yokwenza olu hlolo kwiDSD.

5.10 Isakhono somsebenzi

5.10.1 Ngethuba lenkqubo yokhetho (udliwanondlebe, intetho, ingxelo ebhaliweyo) kufuneka kubuzwe imibuzo ethile ngenjongo yokufumanisa ukuba umgqatswa lo uya kuba nakho na ukumelana nenkalo yemfundo, eyekhono, eyolawulo neyokuziphathayesi sikhundla. Angakrweywa umphathi wesekelethi ukuzeancedise kule nkalo.

5.10.2 Inkqubo yokukhethwa kwenqununu, isekela lenqununu kufuneka ibandaanye oku kulandelayo:

- (a) Ukuqwalaselwa kobungqina bempumelelo yomenzi-sicelo ekuphuculweni kwesikolo kweso sithuba akuso njengangoku okanye kwi(s)zikolo zabo zangaphambili.
- (b) Udliwano-ndlebe nabenzi-sicelo abafakwe kuluhlu olufutshane.
- (c) Udliwanondlebe namangqina omfakisicelo ngomnxeba.
- (d) Udliwanondlebe nabagqatswa abakuluhlu olufutshane.
- (e) Intetho eyenziwa ngumgqatswa ngamnye ngendlela aceba ukuziphucula ngayo iziphumo zemfundo kunye nendumasi yeso sikolo.

6. UMOVUZO

Umvuzo womfakisicelo ophumeleleyo umiselwa ngokwemigaqo ekuxwebhu *laMalinge loLawulo lwezaBasebenzi*, olwapapashwa kwiGazethi kaRhulumente enguNombolo 46879 yomhla we09 kuSeptemba ka2022, njengoko ihlonyelwe kwiGazethi kaRhulumente enguNombolo 52227 yomhla we07 kuMatshi ka2025, imimiselo esasebenzayo ndawonyenezivumelwano ezichaphazelekayo zeBhunga leloMiba yeNgqesho kwezeMfundo (iELRC).

7. NCEDA UQONDE

Ukubhengezwa kwazo zonke izikhundla ezikolu luhlu lwezithuba zengqesho kwenziwa gahandle kokukhetha icala kwiWCED yaye kuseza kuphinda kufumane ingqwalasela kwiELRC.

8. EZIPHANGALELEYO

Amabhunga olawulo kufuneka ahlale egcine oku kulandelayo ezingqondweni:

- 8.1 **Imanyano zabahlohli kufuneka zaziswe kwisithuba seentsuku ezintlanu zokusebenza ngaphambi koko** malunga nomhla, ixesha nendawo-
- (a) nokuvulwa kwenkqubo yoGayo noKhetho lwaBahlohli ukuze kufikeleleka izicelo;
 - (b) nokufakwa kuluhlu olufutshane kwabagqatswa; kunye
 - (c) nodliwanondlebe kunye nabagqatswa.
- 8.2 Inkqubo yoGayo noKhetho lwaBahlohli inokuvulwa kuphela ngenjongo yokufikelela kwizicelo emva kokumiselwa/kokwamkelwa kwamakhabathiso okuqulunqwa koluhlu olufutshane.
- 8.3 linkcukacha zoqhakamshelwano zeemanyano zabahlohli zimi ngolu hlobo lulandelayo:
- CTU-SADTU:**
Idilesi yePosi: PO Box 320, eParow, 7499
Idilesi yesitrato: 33 kwiSitalato iTallent, eParow, 7500
Umnxeba: 021 951 2107
Ifeksi: 086 402 9766/021 951 4672
I-imeyili: clouw@sadtu.org.za
- CTU-ATU:**
Idilesi yeposi neyesitrato: eNAPTOSA House, 6 kuMgaqo iPark, eRondebosch, 7700
Umnxeba: 021 686 8521
Ifeksi: 021 689 2998
I-imeyili: infowc@naptosa.org.za
- 8.4 **La maxwebhu alandelayo okutyumba kufuneka atyikitywe ngusihlalo webhunga lolawulo:**
- (a) **Imizuzu yokwenziwa koluhlu olufutshane**
 - (b) **Imizuzu yodliwanondlebe**
 - (c) **Ukuqinisekiswa kweenkqubo zokuqeshwa kwabagqatswa abatyunjiweyo.**
- 8.5 Imizuzu yoluhlu olufutshane mayiqulathe izizathu ngomfakisicelo ngamnye zokuba kutheni na umfakisicelo engafakwanga kuluhlu olufutshane. Makuqhotyoshelwe amaxwebhu aqulethe amanqaku.
- 8.6 Imizuzu yodliwanondlebe mayiqulathe izizathu zomfakisicelo ngamnye malunga nokuba kutheni na umfakisicelo owayenziswe udliwanondlebe engazange atyunjwe kweso sithuba. Makuqhotyoshelwe amaxwebhu aqulethe manqaku.
- 8.7 Lo gama imigqaliselo igunyazisa ukuba makutyunjwe amagama amathathu kwisithuba, iWCED iyakuqonda ukuba ukuthotyelwa kwalo mgaqo akusayi kusoloko kusenzeka ngamaxesha onke. Apho kukho igama elinye okanye amabini kuphela atyunjiweyo, ibhunga lolawulo malinike izizathu ezivokothekileyo kwingxelo eyahlukileyo, nekufuneka ityikitywe ngusihlalo webhunga lolawulo, malunga nokungatyunjwa kwamagama abathathu.

- 8.8 Amabhunga olawulo kufuneka ukuba inkqubo yokhetho ifumana isikhokelo kwiithagethi zikaMakulinganwe kwiNgqesho (iEE) ngenjongo yokuvuselela ukumelwa kwamaqela ekujoliswe kuwo.
- 8.9 **Ukuba utyumbo alungamelani neethagethi zeEE zeWCED, isizathu sokufakwa komgqatswa ekuza kuthi ukuqeshwa kwakhe kungavuseleli kumeleka, kufuneka sinikezelwe.**

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.