**PREFACE TO INSTITUTION-BASED PUBLIC SERVICE VACANCY LIST 4 OF 2026**

The Western Cape Education Department (WCED) promotes and applies the principles of Employment Equity (EE) and is committed to effective and efficient service delivery.

Persons with disabilities are welcome to apply. Should such applicants be shortlisted, they are requested to provide relevant information on how the selection process can be adapted to suit their needs for reasonable accommodation. To facilitate the process, kindly indicate the disability status.

**INSTRUCTIONS**

This explanatory document has a variety of uses and is addressed to potential applicants, principals, governing bodies and the full range of WCED staff involved in the recruitment and selection process in whatever role or capacity. All stakeholders and applicants are advised to read the entire document.

1. **INTRODUCTION**

1.1 Vacancy List 4 of 2026 contains advertisements for institution-based public service posts.

1.2 It is the responsibility of the principal to ensure that **both the staff and the governing body** are fully informed of the content of this preface. It must be duplicated and distributed.

1.3 **Any enquiry about a post advertised in this vacancy list must be directed to the school that advertised the post.**

1.4 The **advertisement number** must be quoted in all correspondence.

1.5 **The placing of an advertisement does not imply that the filling of that post will be authorised by the WCED. The WCED reserves the right to regard any post that cannot be filled as cancelled.**

1.6 The date of appointment for posts advertised in this vacancy list will be determined by the WCED.

1.7 Stakeholders must note that the date for governing bodies/schools to submit nominations to the WCED is **27 November 2026**. Should it not be possible for nominations to be submitted by this date, extensions must be requested, in writing, for approval. Stakeholders will then have until **30 April 2027** (date of closure of vacancy list – outstanding nominations) to submit these nominations. Failure to do so will result in the post having to be re-advertised in the next available vacancy list.

## 2. APPLICATIONS

2.1 Applications must be made using the eRecruitment System. The system is web based and can be accessed via the following link: https://www.westerncape.gov.za/education (Click on "Vacancies" on the website's home page to access the system.)

2.2 Based on feedback received from users, the WCED implemented enhancements to the eRecruitment System, specifically the "*Employment History*" and "*Experience*" set fields. Before applying for posts, applicants must ensure that they consult the "*Applicant online user guide*" available on the eRecruitment System's landing page in this regard.

2.3 Applicants who have a PERSAL number must ensure that it is captured when registering on the system. The system will allocate a unique identification number to applicants who do not have a PERSAL number.

2.4 The system is dependent on applicants capturing personal information online before applying for posts in order for the system to generate the applicant's curriculum vitae (CV).

2.5 CVs are stored online and may be edited online.

2.6 Applicants must note that CVs and supporting documents must not be uploaded onto the system. The system will generate a CV based on the information captured in the applicant's online profile.

2.7 Applicants must ensure that the content of their system-generated CV complies with the **minimum appointment requirements** as advertised. They must be sure to click the **correct advertisement number** when applying for a post.

2.8 **The WCED does not accept responsibility for applicants applying for incorrect posts.**

2.9 Applicants must ensure that they capture at least **three contactable referees**.

2.10 For each application submitted, the system will immediately generate a letter (email) acknowledging receipt.

2.11 Communication will be limited to those applicants who are shortlisted. Should a shortlisted applicant be in possession of a foreign qualification, the relevant evaluation certificate from the South African Qualifications Authority is required.

2.12 The closing time and date for the capturing of applications is **24:00 (midnight)** on **02 October 2026**. The WCED does not accept responsibility for applications that are not captured in time and will not consider late applications.

## 3. INSTRUCTIONS TO GOVERNING BODIES

3.1 In accordance with section 20(*j*) of the South African Schools Act, 1996 (Act 84 of 1996), the governing body must recommend the appointment of public service staff at a school.

3.2 All public service staff who are in addition and who apply for a post must be shortlisted for that post if the rank of that post is equal to their present rank, i.e. the applicant concerned would, if successful, accept a horizontal transfer.

3.3 The date of appointment for these posts will be decided by the WCED.

## 4. SELECTION PROCESS

4.1 It is expected of shortlisted applicants to be available for selection interviews on a date, time and place as determined by the governing body.

4.2 The WCED reserves the right not to make an appointment to any of the advertised posts.

## 5. INTERVIEWS

Should applicants be invited for an interview, they must take the following documents with them:

(a) Certified copy of their **identity document (ID)**
(b) Certified copies of their **diploma and degree certificates** (original documents will not be returned)
(c) Bank form
(d) Bonus form
(e) Dots 360 (vetting form)
(f) Certified copy of their **South African Revenue Service registration** for income tax purposes
(g) Certified copy of their **National Register for Sexual Offenders (NRSO) certificate** from the Department of Justice and Constitutional Development (refer to paragraph 6 for more information).

## 6. PERSONNEL SUITABILITY CHECKS

6.1 Candidates must note that further personnel suitability checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which, as directed by the Department of Public Service and Administration, include the verification of qualifications, criminal record and citizenship checks, credit verification as well as reference checks.

6.2 Furthermore, it must be noted that the President of South Africa assented to 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 amendments assented to, the WCED, in conjunction with the Department of Justice and Constitutional Development and the Department of Social Development, is embarking on a 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 NRSO and the National Child Protection Register (NCPR).**

6.3 In order to adhere to these requirements, candidates are mandated to complete Form 8 (J739). The original Form 8 (J739), together with a SAPS 69i and a certified copy of their ID, must be submitted to Head Office via the relevant district office using the established procedure.

6.4 **As part of the above vetting process, the Directorate: Recruitment and Selection will conduct the necessary verification against the NCPR** via the Department of Social Development. The submission of an application for an advertised post automatically grants the WCED consent to conduct the verification via the Department of Social Development.

7. **GENERAL**

7.1 **The following nomination documents must be signed by the chairperson of the governing body:**

(a) **Shortlisting minutes**
(b) **Interview minutes**
(c) **Ratification of processes for the appointment of the nominated candidates.**

7.2 Shortlisting minutes must contain reasons per applicant as to why the applicant was not shortlisted. Score sheets must be attached.

7.3 Interview minutes must contain reasons per candidate as to why the candidate who was interviewed was not nominated for the post. Score sheets must be attached.

7.4 While the prescripts mandate that three nominations must be made for a post, the WCED realises that compliance is not always possible. Where only one or two nominations have been made, the governing body must provide a separate motivation, which must be signed by the chairperson of the governing body, as to why three nominations were not made.

7.5 The stipulations of ethical conduct, as outlined in paragraph 1.34.2 of the *Directive on Human Resources Management and Development for Public Service Professionalisation*, 2024, shall be mandatory criteria for recruitment and selection procedures for all levels of appointment. Governing bodies are advised to ensure that a question assessing an applicant's integrity (ethical conduct) is included in the interview.

7.6 Governing bodies must ensure that the selection process is guided by the WCED's EE targets to enhance the representivity of designated groups.

7.7 **If the nomination is not in line with the WCED's EE targets, a motivation for the inclusion of a candidate, whose appointment will not enhance representivity, must be provided.**

8. **COMMUNICATION**

8.1 Communication will be limited to those applicants who have been shortlisted.

8.2 Applicants are respectfully informed that if no notification of appointment is received within three months after the closing date, they must accept that their application(s) was/were unsuccessful.