
PREFACE TO VACANCY LIST 3 OF 2026

The Western Cape Education Department (WCED) is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) at all levels in the WCED.

INSTRUCTIONS

This explanatory document has various 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 3 of 2026 contains advertisements for principal, deputy principal, departmental head and post level 1 posts.
- 1.2 Kindly note that while **all vacancies advertised in this vacancy list are OPEN**, it must be noted that **preference will be given to educators declared as in addition to the educator establishment and new entrants** to the field of education when filling post level 1 posts. A new entrant is defined as "a qualified educator who has qualified in the past three years and has never had the opportunity of occupying an educator post in the employ of the state on a permanent basis".
- 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 **30 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 nomination documents. Failure to do so will result in the post having to be re-advertised in the next available vacancy list.

2. ADVERTISEMENTS

- 2.1 Advertised posts are classified under the following district offices:

District office	District Director	Tel. no.
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	G Kannemeyer (Acting)	023 348 4600
Overberg	I Senosi	028 214 7300
Eden and Central Karoo	J Jonkers	044 803 8300

- 2.2 The following numeric codes are used in advertisements:

- 1 – Medium of instruction: Afrikaans
- 2 – Medium of instruction: English
- 3 – Medium of instruction: Afrikaans and English
- 4 – Medium of instruction: Xhosa
- 5 – State other subjects offered
- 6 – State extra-curricular activities offered

(Where a code does not appear, the relevant school has neglected to complete it and enquiries must be directed to the school concerned.)

3. APPLICATIONS

- 3.1 Applications must be made using the eRecruitment System for Educators. The system is web-based and can be accessed via the internet at <https://www.westerncape.gov.za/education> (click on "Vacancies" on the website's home page to access the system).
- 3.2 Kindly note that technical support is only available from Monday to Friday between 08:00 and 15:00. Should applicants experience any difficulties with their online applications, they can contact the helpline on 0861 819 919.

- 3.3 Applicants must ensure that their applications are submitted before the closing date as no late applications will be considered.
- 3.4 **Hard copy applications and applications sent by fax will not be considered.**
- 3.5 Attached to this preface is a step-by-step guide for easy navigation of the system.
- 3.6 Based on feedback received from users, the WCED implemented enhancements to the eRecruitment System for Educators, specifically the *Employment History* and *Experience* set fields. Applicants must ensure that they consult the "How to Apply" guide available on the eRecruitment System for Educators landing page in this regard before applying for posts.
- 3.7 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.
- 3.8 The system is dependent on applicants capturing their personal information online before applying for posts in order for the system to generate the applicant's curriculum vitae (CV).
- 3.9 CVs are stored online and may be edited online.
- 3.10 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.
- 3.11 Applicants must be sure to click the **correct advertisement number** when applying for a post online.
- 3.12 **The WCED does not accept responsibility for applicants applying for incorrect posts.**
- 3.13 Applicants must ensure that they capture at least three contactable referees.
- 3.14 For each application submitted, the system will immediately generate a letter (email) acknowledging receipt of an application for a post.
- 3.15 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.
- 3.16 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.

4. INTERVIEWS

- 4.1 Should applicants be invited for an interview, they must take the following documents with them:
- (a) Certified copies of **academic transcripts**, and **diploma and degree certificates** (original documents will not be returned).
 - (b) Certified copy of their **South African Council for Educators (SACE) registration certificate**, which indicates that the applicant is registered with SACE.
 - (c) Certified copy of their **South African Revenue Service registration** for income tax purposes (applicable to new entrants).
 - (d) Applicants who are non-South African citizens must also submit the documentation indicated in paragraph 5.1 below.
- 4.2 Educators from another province, or who were previously employed in another province, may be required to submit a service record, certified copies of their qualifications and their latest payslip to the WCED at a later stage.

5. REQUIREMENTS FOR APPOINTMENT

5.1 Citizenship

Non-South African citizens who attend an interview must submit the required documentation pertaining to their citizenship, issued by the Department of Home Affairs, to the interviewing panel.

5.2 Applications from medically boarded educators

Medically boarded applicants will only be considered for appointment if they have written approval from the WCED that their permanent reinstatement to the teaching profession has been approved. Should such an applicant be invited to attend an interview, a certified copy of the letter approving his or her reinstatement must be presented to the interviewing panel.

5.3 Applications from compulsory retirees

Retired educators who exited service on compulsory retirement will not be considered for appointment.

5.4 Experience

The minimum experience required for appointment is as follows:

Post	School grading	Minimum experience
Principal	P1 – P5	7 years
Deputy principal	N/A	5 years
Departmental head	N/A	3 years
Educator	N/A	None

Please note the following:

- Both teaching experience and other appropriate experience are considered for appointment.
- At least two years of the prescribed period of experience must have been spent within the borders of South Africa or at an education institution recognised by one of the previous education departments.
- Experience as departmental head, deputy principal or principal is a recommendation for appointment as principal.
- Experience with eLearning/Information and Communication Technology, preferably in an education environment, is recommended.

5.5 Competency-based assessments

- A competency-based assessment tool has been developed specifically for principals, deputy principals and departmental heads.
- This tool is available at **no cost** to schools/governing bodies.
- When filling principal, deputy principal and departmental head posts, it is **recommended that selection committees use the tool** as part of the instruments applied during the recruitment and selection process.

5.6 Qualifications

- 5.6.1 In order to be eligible for appointment, all candidates must have at least a recognised three-year qualification (Relative Education Qualification Value (REQV) 13), which must include appropriate training as an educator.
- 5.6.2 The evaluation of an educator's qualifications, to determine whether he or she is suitable for appointment and his or her REQV, will be done in accordance with the measures contained in the *Evaluation of Qualifications for Employment in Education*.
- 5.6.3 **Please note that foreign qualifications are subject to evaluation by the Department of Higher Education and Training in Pretoria.**
- 5.6.4 **Candidates not qualified for a specific phase/learning area/subject(s), as per the advertised post, will not be appointed/promoted to such posts.**

5.7 **SACE registration**

5.7.1 **Registration with SACE is compulsory.**

5.7.2 A certified copy of the candidate's **SACE registration certificate must be submitted to the interview committee together with the other supporting documents.**

5.8 **Language proficiency**

The language proficiency of the candidate must be determined by the governing body and/or the interview committee.

5.9 **Personnel suitability checks**

5.9.1 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.

5.9.2 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 (DSD), 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 National Register for Sex Offenders and the National Child Protection Register (NCPR).**

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

5.10 **Occupational proficiency**

5.10.1 During the selection process (interview, presentation, written report) specific questions must be posed to determine whether the candidate will be able to deal with the academic, professional, administrative and ethical facets of the post. The circuit manager may be approached for assistance in this regard.

5.10.2 The selection process for principals and deputy principals should include the following:

- (a) Consideration of evidence of the candidate's success rate in school improvement in his or her current post or at previous school(s)
- (b) Unseen task written by the candidate on a computer before the interview
- (c) Interviews, albeit telephonic, with referees
- (d) Interviews with shortlisted candidates
- (e) A presentation by each candidate on how they intend improving the school's academic results and reputation.

6. **SALARY**

The salary of a successful candidate is determined by the *Personnel Administrative Measures*, published in *Government Gazette* No. 46879 of 09 September 2022, as amended in *Government Gazette* No. 52227 of 07 March 2025, current prescripts and related Education Labour Relations Council (ELRC) agreements.

7. **PLEASE NOTE**

The advertising of all posts in this vacancy list is done without prejudice to the WCED and is subject to the further decisions of the ELRC.

8. **GENERAL**

Governing bodies must keep the following in mind:

- 8.1 The **educator unions must be notified five working days in advance** of the date, time and venue for—
 - (a) opening the eRecruitment System for Educators for accessing applications;
 - (b) shortlisting applicants; and
 - (c) interviews with candidates.
- 8.2 The eRecruitment System for Educators may only be opened to access applications after shortlisting criteria have been determined/accepted.
- 8.3 The contact details of the educator unions are as follows:

CTU-SADTU:

Street address: 33 Tallent Street, Parow, 7500

Tel: 021 930 8565 / 021 930 8391

Email: westerncape@sadtu.org.za

CTU-ATU:

Postal & street address: NAPTOSA House, 6 Park Road, Rondebosch, 7700

Tel.: 021 686 8521

Fax: 021 689 2998

Email: infowc@naptosa.org.za

- 8.4 **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.**
- 8.5 Shortlisting minutes must contain reasons per applicant for not being shortlisted. Score sheets must be attached.
- 8.6 Interview minutes must contain reasons per interviewee for not being nominated for the post. Score sheets must be attached.
- 8.7 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 for not making three nominations.
- 8.8 Governing bodies must ensure that the selection process is guided by the WCED's employment equity (EE) targets to enhance the representivity of designated groups.
- 8.9 **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.**