



**PROVINCE OF THE EASTERN CAPE
DEPARTMENT OF EDUCATION**

**OPEN EDUCATION POST BULLETIN
VOLUME 4/2012**

**VACANT: POST LEVEL 1, HEADS OF DEPARTMENT AND DEPUTY
PRINCIPALS POSTS AT SCHOOLS**

DATE: 30 SEPTEMBER 2012

**TEL: 040 608 4545 / 040 608 4548
FAX: 040 608 4433**

**PRIVATE BAG X 0032
BHISHO
5605**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR
POSTS ADVERTISED IN THIS BULLETIN:**

CLOSING DATE: 16 NOVEMBER 2012

The Department reserves the right not to fill the advertised posts in this Bulletin.

1. IMPORTANT INFORMATION FOR ALL APPLICANTS

A. Applications should be made on the attached Eastern Cape Province application form (**Educator Employment Profile EDP 01 Form**). Such form must be photocopied from this bulletin. Additional copies of this application form can be obtained from any District Office. This form has been designed to allow SGB's to shortlist with as much possible relevant information. This form combines the information in the standard application form and the standard CV information into one Employment Profile Form. Although the standard form may still be used, SGBs require the maximum amount of information in order to shortlist candidates.

B. Application Forms are to be accompanied by all relevant documentation.
(Recommended list)

- Completed (EDP 01) application form
- Certified copy of the green South African Identity document
- Certified copies of all academic qualifications, which must include appropriate training as educator
- Certified copy of membership certificate with SACE (OR proof of application for registration)

C. **Forms without all the relevant documentation will be discarded.**

D. Separate application forms should be completed for **EACH POST**. Each form must be accompanied by the required documentation. Completed forms which are photocopied will not be accepted.

E. Where there is misrepresentation of facts, or any other deviations from these procedures, regulations, or collective agreements, the Department reserves the right not to fill the post or posts affected.

F. The post, post number and the name of the educational institution for which an application is being made should be clearly stated.

G. **NO LATE APPLICATIONS WILL BE ACCEPTED.**

H. Successful candidates are only to assume duty on receipt of an official letter of appointment duly signed by the relevant DISTRICT DIRECTOR.

I. **All applications must be directed to the relevant District Offices only.**

J. The Eastern Cape Department of Education is an affirmative action employer.

K. The Department reserves the right not to fill the advertised posts in this Bulletin.

NB. You can regard your application as unsuccessful if you have not heard from us within three months of the closing date.

Only shortlisted candidates will be contacted. Shortlisted candidates will be expected to pay for their own travelling costs.

ELECTRONIC VERSION OF BULLETIN ON REQUEST:

kevin.flanagan@edu.ecprov.gov.za

2. SUMMARY OF POSTS

DISTRICT	POST LEVELS			Total
	P/L 1	P/L 2	P/L 3	
Butterworth		35	5	40
Cofimvaba		17	3	20
CRADOCK		28	8	36
CRADOCK		1	1	2
Dutywa		41	16	57
East London	125	107	37	269
EAST LONDON			1	1
Fort Beaufort	46	31	11	88
Graaff-Reinet	40	29	6	75
Grahamstown	80	24	12	116
King William's Town		72	21	93
Libode	172	159	52	383
LUSIKISIKI		136	62	198
MALUTI		64	19	83
Mbizana	121	75	26	222
Mount Fletcher		19	2	21
Mount Frere		34	8	42
Mthatha	243	104	34	381
NGCOBO	113	50	15	178
Port Elizabeth	557	211	79	847
Queenstown	40	44	10	94
Qumbu	118	39	9	166
STERKSPRUIT		62	25	87
Uitenhage		116	35	151
Grand Total	1655	1498	497	3650

3. SALARY LEVEL FOR POST LEVEL ONE (1) EDUCATORS: 6-9

4. KEY: P/L = POST LEVEL

5. ENQUIRIES:

Mr. K.B. Flanagan
Tel: 040 6084545
Fax: 040 6084433

Private Bag X0032
BHISHO
5605

MR. ML. NGONZO
Acting HEAD: EDUCATION

DATE

**EASTERN CAPE DEPARTMENT OF EDUCATION: OPEN BULLETIN:
POST LEVEL1, HEADS OF DEPARTMENT AND DEPUTY PRINCIPALS AND POSTS AT SCHOOLS – VOLUME 4/2012**



**EASTERN CAPE DEPARTMENT OF EDUCATION
EDUCATOR EMPLOYMENT PROFILE FORM**

(EDP 01 Form)

Instructions: 1. This form combines the information in the standard application form and the standard CV information into one Employment Profile Form. Although the standard form may still be used as an alternative, SGBs require the maximum amount of information in order to shortlist candidates.
2. Place an X in blocks where applicable.

SECTION A: POST PARTICULARS									
1. POST NUMBER:									
2. NAME OF INSTITUTION						3. DISTRICT			
4. POST DESCRIPTION						5. POST LEVEL			

SECTION B. PERSONAL PARTICULARS OF APPLICANT										
6.1.	SURNAME				6.2. NAMES					
7.	PERSAL NO:				8. I.D. No.					
9.	NATIONALITY				10. MARITAL STATUS					
11.	GENDER	F	M	DISABILITY	Y	N	12. PREVIOUS RACIAL GROUPING(EE)			
13.	POSTAL ADDRESS				14. CONTACT DETAILS		W			
							H			
							C			
15.	E-MAIL						FAX No.			

SECTION C: COMPETENCIES							
16.	LANGUAGE PROFICIENCY	State whether "Established (Est)" or "Developing(Dev)" or "Not Established" (NE)					
		1:ISIXHOSA	2:ENGLISH	3:ISIZULU	4:AFRIKAANS	5:	6:
	SPEAK						
	READ						
	WRITE						
17.	FORMAL QUALIFICATIONS (Copies to be attached to this application)						
	TYPE OF QUALIFICATION	INSTITUTION	EXEMPTION (YES/NO)	YEAR OBTAINED	DURATION	EXAMING AUTHORITY e.g. EX-DEPARTMENT	
17.1.	MATRIC/ STD 10/ GRADE 12						
		ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	SPECIALISATION SUBJECTS/AREA/FIELD	
17.2.	PROFESSIONAL e.g. PTD; HDE; FDE/ACE; BEd						
17.3.	ACADEMIC DEGREE e.g. BA; BComm						
17.4.	SENIOR RESEARCH DEGREE e.g. MEd; MPhil; DEd	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	RESEARCH TOPIC	
17.4.	OTHER FORMAL DIPLOMAS (3mths+ and more) e.g. HRM; LABOUR LAW	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	AREA OF SPECIALISATION	

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18.	SHORT COURSES (attach attendance certificate where available)	NAME OF COURSE	INSTITUTION/ SERVICE PROVIDER	YEAR OBTAINED	DURATION OF COURSE	AREA OF TRAINING

19.	HIGHEST REQV LEVEL		HIGHEST NQF LEVEL (short courses and certificates)	
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20.	SECTION D: GENERIC SKILLS (Evidence of these skills may be tested in the Interviewing Process)			
	(Mark appropriate box with an X)	Established (Est)	Developing (Dev)	Not Yet Established (NYE)
20.1.	COMPUTER LITERACY			
20.2.	COMMUNICATION			
20.3.	REPORT WRITING			
20.4.	BASIC PROJECT MANAGEMENT			
20.5.	LEADERSHIP			
20.6.	BASIC FINANCIAL MANAGEMENT			
20.7.	HUMAN RELATIONS			
20.8.	INNOVATION AND CREATIVITY			
20.9.	OTHER:			
20.10.	OTHER:			

21.	EMPLOYMENT HISTORY				
		POST LEVEL	INSTITUTION	PROVINCE	SUBJECT/S TAUGHT/FUNCTIONS
21.1.	CURRENT POST				
21.2.	PREVIOUS POSTS IN EDUCATION				
21.2.	OTHER WORKING EXPERIENCE	EMPLOYER		NATURE OF WORK	DURATION
21.3.					
21.4.					
21.3.					
21.4.					

22.	TOTAL YEARS OF EXPERIENCE IN EDUCATION		TOTAL WORKING YEARS	
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23.	EXTRA CURRICULAR ACTIVITIES			
23.1.	SPORTS e.g. athletics, netball (state sport code/s)			
23.2	MUSICAL INSTRUMENT e.g. piano, flute (state instrument/s)			
23.3.	(Mark appropriate box with an X)			
	DRAMA		CHOIR	
	ART		DRUM MAJORETTES	
	DEBATING		OTHER (state other):	
	CHESS		OTHER (state other):	

24.	PROFESSIONAL ACTIVITIES (e.g. educator union; sports body; board; council)		
	ORGANISATION/BODY	POSITION HELD (state provincial/national)	DURATION OF OFFICE
24.1.			
24.2.			
24.3.			
24.4.			
25.4.			

26.	SOCIAL RESPONSIBILTY ROLE (e.g. community based activities; SRC chairperson)
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	POSITION HELD	RESPONSIBILITIES
26.1.		
26.2.		
26.3.		
26.4.		
26.5.		

27.	PERSONAL QUALITY TRAITS (i.e. your strengths)
27.1.	
27.2.	
27.3.	
27.4.	
27.5.	

28.	OTHER RELEVANT INFORMATION (e.g. awards; scholarships; study tours)
28.1.	
28.2.	
28.3.	
28.4.	
28.5.	

[illegible]

30.	REFERENCES		
	NAME	CONTACT DETAILS	RELATIONSHIP
30.1.			
30.2.			
30.3.			

31.	DECLARATION
<p>I declare that the above information is true and correct. I understand that any false or incorrect statement can constitute misrepresentation and could render me liable to be discharged on account of misconduct. I declare that all required documents attached are a true copy of my original certificates and therefore are regarded as authentic.</p>	
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SIGNATURE OF APPLICANT	DATE

ADDRESSES OF DISTRICT OFFICES:

East London: Mr M.W Ngwanya Tel: 043-7434041 Fax: 043-7434030 Address: P/B X 9007 E.L 5200	Fort Beaufort Acting District Director Tel: 046- 6451179 Fax: 046- 6452783 Address: P/B X 2041 F.B.T 5720	King Willam's Town Mr F.C.Sokutu Tel: 043- 6425866 / 896 / 882 Fax: 043- 6425896 Address: P/B X 0055 K.W.T 5600
Ngcobo Ms P.N Teka Tel: 047-5481097 / 99 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050	Qumbu Ms.L.N. Dyodo Tel: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180	Mthatha Mr. T.T Dyasi Tel: 047- 5024268 / 200 Fax: 047-5323339 Address: P/B X 5003 Mthatha 5100
Libode Acting District Director Tel: 047- 5027401 Fax: 047-5323505 Address: P/B 518 Libode 5160	Dutywa Mr. M.A. Dwangu Tel: 047- 4891438 / 147 Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000	Butterworth Mr. M.A. Jack Tel: 047- 4910647 / 48 / 49 Fax: 047-4910655 Address: P/B X 3019 Butterworth 4960
Cofimvaba Acting District Director Tel: 047 -4880024 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba 5380	Cradock Acting District Director Tel: 048 –8813103 / 5 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880	Sterkspruit Ms. N.Y. Kanjana Tel: 051- 6110052 / 6342009 Fax: 051 – 6110043 / 6342009 Address: P/B X 5026 Sterkspruit 9762
Queenstown Acting District Director Tel: 045 – 8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320	Lady Frere Mr. G.N. Jojwana Tel: 047 -8780009 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410	Mbhizana Mr VV Mkentane Tel: 039 - 2510975 Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800
Mount Fletcher Mr. M. M Maqhutyana Tel: 039- 2570963 Fax: 039 - 2570956 Address: P/B X 1133 Mount Fletcher	Maluti Mr. L.E. Mtatyana Tel: 039 - 2560111 Fax: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	Lusikisiki Acting District Director Tel: 039 - 2536620 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820
Graaff-Reinet Acting District Director Tel: 049- 8072202 Fax: 049 - 8072254 Address: P/B X 726 Graaff-Reinet 6280	Mount Frere Mr. M. Sobikela Tel: 039 - 2550005 Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	Grahamstown Mr AT Fetsha Tel: 046- 6229310 Fax: 046 - 6223224 Address: P/B X 1001 Grahamstown 6140
Uitenhage Ms. N. Bashman Tel: 041- 9954000 Fax: 041 - 9227659 Address: P/B X 64 Uitenhage 6200	Port Elizabeth Dr. N. Ntsiko Tel: 041- 4034402 / 434 Fax: 041 - 4538660 Address: P/B X 3915 North End Port Elizabeth 6056	