



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

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

**4. KEY:** P/L = POST LEVEL

5. **ENQUIRIES:** Mr. K.B. Flanagan Private Bag X0032  
Tel: 040 6084545 BHISHO  
Fax: 040 6084433 5605

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**MR. ML. NGONZO**  
**Acting HEAD: EDUCATION**

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**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									
<b>1. POST NUMBER:</b>									
<b>2. NAME OF INSTITUTION</b>						<b>3. DISTRICT</b>			
<b>4. POST DESCRIPTION</b>						<b>5. POST LEVEL</b>			

SECTION B. PERSONAL PARTICULARS OF APPLICANT																					
6.1.	SURNAME					6.2. NAMES															
7.	PERSONAL 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.	<b>SHORT COURSES</b> ( 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.	<b>SECTION D: GENERIC SKILLS</b> (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.	<b>EMPLOYMENT HISTORY</b>				
		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.	<b>EXTRA CURRICULAR ACTIVITIES</b>			
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.	<b>PROFESSIONAL ACTIVITIES</b> ( 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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**ADDRESSES OF DISTRICT OFFICES:**

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