



Home    Vacancies    **Educator Posts in Schools**

## Educator Posts in Schools

**Reference number:** Educator Posts

**Fees payable:** n/a

**Posted on** Monday, 27 May 2013

**Expires on** Friday, 05 July 2013 (38 days' time)

### 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 CLOSED vacancy list. 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)
- Copy of letter declaring the educator as additional to the post establishment of the relevant school.

### 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.

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

### Instructions to candidates

A closed vacancy list which contains information on educator posts has been issued on Friday, 27 May 2013 by the Eastern Cape Department of Education and posted on the official website. It can be accessed at [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

All educators who have been declared in addition to the 2013 post establishment of their schools are encouraged to access such vacancy list on the website, to view it at the school or to obtain a copy from their nearest district office and to apply for posts therein which fits their profiles; that is their qualifications and experience. Detailed instructions on the application procedures appear in the closed vacancy list.

Enquiries with regards to the closed vacancy list and application procedures must be directed to Human Resource Administration & Planning units in District Offices.

**Contact person:** Mr K Flanagan

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**Email address:** n/a

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