

PROVINCE OF THE EASTERN CAPE

DEPARTMENT OF EDUCATION

**CLOSED VACANCY LIST:**

**VOLUME 2 OF 2014**

**EDUCATOR POSTS IN SCHOOLS**

**ONLY FOR ADDITIONAL EDUCATORS**

**COVERED BY ELRC COLLECTIVE AGREEMENT 1 OF 2014**

**VACANT: POST LEVEL 1 EDUCATOR, HOD and DEPUTY PRINCIPAL POSTS**

**AT SCHOOLS**

**DATE: 02 MAY 2014**

**TEL: 040 608 4545 / 040 608 4548 PRIVATE BAG X 0032**

**FAX: 040 608 4433 BHISHO**

**5605**

CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR

POSTS ADVERTISED IN THIS CLOSED VACANCY LIST:

CLOSING DATE: 12 MAY 2014

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

**IMPORTANT INFORMATION FOR ALL APPLICANTS**

1. 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.
2. 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)
* Additional Educators should apply only for the post.of equivalent grading i.e. a post level one educator must only apply for a post on the same post level. This Closed Vacancy List is NOT a promotion bulletin.
* Additional Educators should have a letter from the Department stating that they are declared as additional Educators
* Applicants must ensure they attach their letter of declaration as additional educators to their applications

1. **Forms without all the relevant documentation will be discarded.**
2. 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.

1. 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.
2. The post, post number and the name of the educational institution for which an application is being made should be clearly stated.
3. **NO LATE APPLICATIONS WILL BE ACCEPTED.**
4. Successful candidates are only to assume duty on receipt of an official letter of appointment duly signed by the relevant DISTRICT DIRECTOR.
5. **All applications must be directed to the relevant District Offices only.**
6. 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

**ELECTRONIC VERSION OF BULLETIN ON REQUEST:**

[kevin.flanagan@edu.ecprov.gov.za](mailto:kevin.flanagan@edu.ecprov.gov.za)

**2. SUMMARY OF POSTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **POST LEVEL** | | |  |
| **DISTRICT** | **P/L 1** | **P/L 2** | **P/L 3** | **Total** |
| **BUTTERWORTH** | 95 | 44 | 14 | 153 |
| **COFIMVABA** | 22 | 6 | 3 | 31 |
| **CRADOCK** | 20 | 19 | 6 | 45 |
| **DUTYWA** | 51 | 46 | 10 | 107 |
| **EAST LONDON** | 148 | 100 | 32 | 280 |
| **FORT BEAUFORT** | 22 | 15 | 5 | 42 |
| **GRAAFF-REINET** | 55 | 31 | 4 | 90 |
| **GRAHAMSTOWN** | 23 | 12 | 9 | 44 |
| **KING WILLIAM'S TOWN** | 71 | 26 | 4 | 101 |
| **LADY FRERE** | 54 | 34 | 7 | 95 |
| **LIBODE** | 171 | 105 | 30 | 306 |
| **LUSIKISIKI** | 201 | 89 | 29 | 319 |
| **MALUTI** | 51 | 12 | 7 | 70 |
| **MBIZANA** | 109 | 77 | 26 | 212 |
| **MOUNT FLETCHER** | 60 | 9 | 7 | 76 |
| **MOUNT FRERE** | 86 | 19 | 5 | 110 |
| **MTHATHA** | 157 | 86 | 30 | 273 |
| **NGCOBO** | 41 | 21 | 8 | 70 |
| **PORT ELIZABETH** | 251 | 94 | 42 | 387 |
| **QUEENSTOWN** | 54 | 22 | 10 | 86 |
| **QUMBU** | 205 | 40 | 12 | 257 |
| **STERKSPRUIT** | 31 | 23 | 7 | 61 |
| **UITENHAGE** | 77 | 57 | 21 | 155 |
| **Grand Total** | **2055** | **987** | **328** | **3370** |

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

**4. ENQUIRIES:**  Mr. K.B. Flanagan Private Bag X0032

Tel: 040 6084545 BHISHO

Fax: 040 6084433 5605

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

##### MR. ML. NGONZO DATE

**SUPERINTENDENT-GENERAL**

****

**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** | | | | |
| **NAME OF INSTITUTION** |  | **DISTRICT** |  | |
| **POST DESCRIPTION** |  | **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 PROFIENCY** | | **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** | | |
|  | |  | |  | |  |  | | |
|  | |  | |  | |  |  | | |
|  | |  | |  | |  |  | | |
|  | |  | |  | |  |  | | |
| **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)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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)** | |
|  | **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.** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **29.** | **EMPLOYMENT CHECKS (\* where you have answered “YES” certain restrictions MAY be placed on your employment/promotion)** | | | | | | |
| **29.1** | **Have you ever been convicted of misconduct?** | **YES** | **NO** | **29.3.** | **Have you ever taken early retirement due to ill health?** | **YES** | **NO** |
| **29.2.** | **Have you ever been criminally charged?** | **YES** | **NO** | **29.4.** | **Have you opted for a Voluntary Severance Package (VSP)** | **YES** | **NO** |
|  | **\* Explanation:…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….** | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **30.** | **REFERENCES** | | |
|  | **NAME** | **CONTACT DETAILS** | **RELATIONSHIP** |
| **30.1.** |  |  |  |
| **30.2.** |  |  |  |
| **30.3.** |  |  |  |

|  |  |
| --- | --- |
| **31.** | **DECLARATION** |
| **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.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SIGNATURE OF APPLICANT DATE** | |

**ADDRESSES OF DISTRICT OFFICES:**

|  |  |  |
| --- | --- | --- |
| **East London:**  **Mr. S. Mnguni**  Tel: 043-7434041  Fax: 043-7434030  Address: P/B X 9007 E.L 5200 | **Fort Beaufort**  **Mr. N. Stofile**  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. K.J. Ngambi**  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**  **Ms. T.C. Vikilahle**  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**  **Mr. T.M. Skama**  Tel: 047 -4880024  Fax: 047-4880027  Address: P/B X 1229  Cofimvaba 5380 | **Cradock**  **Mr. E.G. Klaassen**  Tel: 048 –8813103 / 5  Fax: 048- 8813189  Address: P/B X 82  Cradock 5880 | **Sterkspruit**  **Acting Director**  Tel: 051- 6110052 / 6342009  Fax: 051 – 6110043 / 6342009  Address: P/B X 5026  Sterkspruit 9762 |
| **Queenstown**  **Mr. M.H. Godlo**  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. V.V. Mkentane**  Tel: 039 - 2510975  Fax: 039 - 2510976  Address: P/B X 504  Bizana 4800 |
| **Mount Fletcher**  **Acting Director**  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**  **Mr. V.E. Matwasa**  Tel: 039 - 2536620  Fax: 039 - 2531079  Address: P/B X 1010  Lusikisiki 4820 |
| **Graaff-Reinet**  **Mr. N.R.W. De Bruyn**  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. A.T. 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 |  |