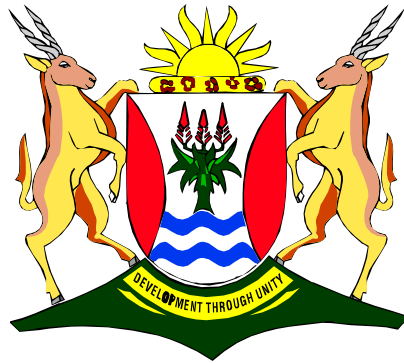


**ADDENDA FOR BULLETIN VOLUME 1 AND 2 OF 2018**



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

**ADDENDA FOR OPEN EDUCATION POST BULLETIN  
VOLUME 1 AND 2 OF 2018**

**VACANT: PROMOTIONAL POSTS AT SCHOOLS**

**DATE: 18 APRIL 2018**

**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 MAY 2018**

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

## ADDENDA FOR BULLETIN VOLUME 1 AND 2 OF 2018

### 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 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, the Employment Profile Form provides SGBs with additional 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
  - Academic record of the qualifications (statement of results).
  - 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 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 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 REQUIREMENTS FOR APPOINTMENT TO THE POST OF PRINCIPALS**  
A recognised three- or four-year qualification, which includes professional teacher education.  
Registration with SACE as a professional educator.  
Good Management and Leadership skills.  
7 years of teaching experience.

## ADDENDA FOR BULLETIN VOLUME 1 AND 2 OF 2018

### L. THE REQUIREMENTS FOR APPOINTMENT TO THE POST OF DEPUTY PRINCIPALS AND HODs

#### HEADS OF DEPARTMENT

A recognised three-year or four-year qualification which includes professional teacher education.

Registration with SACE as a professional educator.

Advanced knowledge of teaching as provided for in the professional qualification.

3 years of teaching experience.

#### DEPUTY PRINCIPALS

A recognised three or four-year qualification, which includes professional teacher education.

Registration with SACE as professional educator.

Advanced knowledge of teaching as provided for in the professional qualification.

Good management and leadership skills.

5 years of teaching experience.

\*\*\*NB. You can regard your application as unsuccessful if you have not heard from the Department 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.

### M. POST NOT FILLED BY THE PRESCIBED DATE AS PER MANAGEMENT PLAN WILL BE RE-ADVERTISED.

2. **KEY:** S/L = SALARY LEVEL = PRINCIPALS

POST LEVEL	SALARY LEVEL	SALARY RANGE
PRINCIPAL S1	7	R108450 – R665109
PRINCIPAL P1	8	R308877 – R665109
PRINCIPAL P2	9	R367773 – R772176
PRINCIPAL P3	10	R439914 – R887571
PRINCIPAL P4	11	R508422 – R914454
PRINCIPAL P5	12	R626559 – R942192

3. **ENQUIRIES** should be directed to relevant District office. Contact details are provided below.

4. Please see attached the posts advertised.

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**MR. T. KOJANA**  
**SUPERINTENDENT-GENERAL**

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**DATE**

# ADDENDA FOR BULLETIN VOLUME 1 AND 2 OF 2018



## 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>									
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.	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: XHOSA	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			

## ADDENDA FOR BULLETIN VOLUME 1 AND 2 OF 2018

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.	<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.			

### ADDENDA FOR BULLETIN VOLUME 1 AND 2 OF 2018

26.	<b>SOCIAL RESPONSIBILITY ROLE</b> ( e.g. community based activities; SRC chairperson)	
	<b>POSITION HELD</b>	<b>RESPONSIBILITIES</b>
26.1.		
26.2.		
26.3.		
26.4.		
26.5.		

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

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

29.	<b>EMPLOYMENT CHECKS</b> (* where you have answered “YES” certain restrictions <u>MAY</u> 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.	<b>REFERENCES</b>		
	<b>NAME</b>	<b>CONTACT DETAILS</b>	<b>RELATIONSHIP</b>
30.1.			
30.2.			
30.3.			

31.	<b>DECLARATION</b>
<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>	
<p>_____</p> <p>SIGNATURE OF APPLICANT <span style="float: right;">_____</span></p> <p style="text-align: right;">DATE</p>	

## ADDENDA FOR BULLETIN VOLUME 1 AND 2 OF 2018

### ADDRESSES OF DISTRICT OFFICES:

Forward all applications to the District Director of the respective District as listed below (no application forms must be submitted to schools)

<b>East London:</b> <b>Mr. E. G. Klaasen</b> Tel: 043-7086229 Address: P/B X 9007 E.L 5200	<b>Fort Beaufort</b> <b>Ms P. Futshane</b> Tel: 046- 6451179 Address: P/B X 2041 F.B.T 5720	<b>King Willam's Town</b> <b>Mr. E.G. Klaasen</b> Tel: 043- 6043200 Address: P/B X 0055 K.W.T 5600
<b>Ngcobo</b> <b>Mr. AT Fetsha</b> Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050	<b>Qumbu</b> <b>Ms. L.M. Dyodo</b> Tel: 047- 5420210 / 12 Address: P/B X 466 Qumbu 5180	<b>Mthatha</b> <b>Ms L.M. Dyodo</b> Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100
<b>Libode</b> <b>Mr. V. Joseph</b> Tel: 047- 5027401 Address: P/B 518 Libode 5160	<b>Dutywa</b> <b>Mr. T. Mxotwa</b> Tel: 047- 4891438 / 147 Address: P/B X 1203 Dutywa 5000	<b>Butterworth</b> <b>Mr. T. Mxotwa</b> Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960
<b>Cofimvaba</b> <b>Mr. AT Fetsha</b> Tel: 047 -4880024 Address: P/B X 1229 Cofimvaba 5380	<b>Cradock</b> <b>Mr. H.N. Godlo</b> Tel: 048 –8813103 / 5 Address: P/B X 82 Cradock 5880	<b>Sterkspruit</b> <b>Mr. N. Magadu</b> Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762
<b>Queenstown</b> <b>Mr. H.N. Godlo</b> Tel: 045 – 8588900 Address: P/B X 7053 Queenstown 5320	<b>Lady Frere</b> <b>Mr. H.N. Godlo</b> Tel: 047 -8780009 Address: P/B X 1152 Lady Frere 5410	<b>Mbhizana</b> <b>Mr. A. Mpupu</b> Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800
<b>Mount Fletcher</b> <b>Mr. N. Magadu</b> Tel: 039- 2570963 Address: P/B X 1133 Mount Fletcher	<b>Maluti</b> <b>Mr. L. Mtatyana</b> Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	<b>Lusikisiki</b> <b>Mr. V. Joseph</b> Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820
<b>Graaff-Reinet</b> <b>Mr. N.R.W. De Bruyn</b> Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280	<b>Mount Frere</b> <b>Mr. L. Mtatyana</b> Tel: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	<b>Grahamstown</b> <b>Mr. N.R.W. De Bruyn</b> Tel: 046- 6229310 Address: P/B X 1001 Grahamstown 6140
<b>Uitenhage</b> <b>Mr. E. Gorgonzola</b> Tel: 041- 9954000 Address: P/B X 64 Uitenhage 6200	<b>Port Elizabeth</b> <b>Mr. E. Gorgonzola</b> Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056	

## ADDENDA FOR BULLETIN VOLUME 1 AND 2 OF 2018



### Volume 2 of 2018

No	District	Location	Name of School	EMIS NO	Medium of Instruction	Grade	Subjects	Job Title	Salary Level
V2/2018/371	Chris Hani West	Komani	KwaKomani	200601065	English	8 to 12	All State Subjects, Management, Leadership, Governance	Deputy	9
V2/2018/372	Chris Hani West	Cacadu	Dordercht High	200600139	English&Afrikaans	4 to 6	Natural Sciences,Social Science, Mathematics	HOD	8
V2/2018/373	Chris Hani West	Cacadu	Dordercht High	200600139	English&Afrikaans	10 to 12	Life Sciences,Social Sciences,Afrikaans HLandFAL	HOD	8

### Volume 1 of 2018

Ref No	District	Location	Name of School	EMIS NO	Medium of Instruction	Grade	Subjects	School Grading	Salary Level
V1/2018/101	Amathole East	Keiskammahoek	Ezingcuka SSS	200300788	English	10 TO 12	FET subjects & Management, Administration	P4	10