PROVINCE OF THE EASTERN CAPE
DEPARTMENT OF EDUCATION

OPEN POST BULLETIN FOR PRINCIPALS, DEPUTY PRINCIPALS AND HODS
ADDENDUM FOR VOLUME 5 OF 2018

VACANT: PROMOTIONAL POSTS AT SCHOOLS

DATE: 05 OCTOBER 2018

TEL: 040 608 4064/ 040 608 4548/4513
FAX: 040 608 4433

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

CLOSING DATE: 23 OCTOBER 2018

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 combines the information in the standard application form and the standard CV information into one Employment Profile Form.

B. Application Forms are to be accompanied by all relevant documentation. (Recommended list)
   - Completed (EDP 01) application form
   - Certified copy of the 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 department reserves the right not to fill the advertised posts in this Bulletin.

L. **POST NOT FILLED BY THE PRESCRIBED DATE AS PER THE MANAGEMENT PLAN WILL BE RE-ADVERTISED.**

M. **THE MINIMUM REQUIREMENTS FOR APPOINTMENT (PAM CHAPTER B3.2.1)**

   1. Qualifications: Three years (3) level 6(RQV 13) obtained after grade 12
   2. Experience
Head of Department

- An applicant must at least have two (2) years teaching experience in the relevant phase (primary school) or subject/learning area from the relevant learning field in (high) schools
- 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 Principal

- An applicant must at least have two (3) years teaching experience in the relevant phase (primary school) or subject/learning area from the relevant learning field in (high) schools
- 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

Principal (P1-P5)

- 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.

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.

2. SUMMARY OF POSTS

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<tr>
<th>DISTRICT</th>
<th>PRINCIPALS</th>
<th>DEPUTY PRINCIPALS</th>
<th>HOD’S</th>
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<tr>
<td>Alfred Nzo East</td>
<td>03</td>
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<tr>
<td>Alfred Nzo West</td>
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<td>Amatole West</td>
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<td>Buffalo City Municipality</td>
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<td>Chris Hani East</td>
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<td>Chris Hani West</td>
<td>11</td>
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2. **ENQUIRIES** should be directed to the relevant District Office. Contact details are provided below.

3. Please see attached the posts advertised.

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**MR T KOJANA**

SUPERINTENDENT-GENERAL

95/10/2018

DATE

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**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.

2. Place an X in blocks where applicable.