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Newsletter 27/2021

22 April 2021

## Circulars

The following documents are available at <https://www.eccurriculum.co.za/Circulars.htm>:

- **EMIS Memo 5/2021: Notification of Release of the South African School Administration and Management System (SA-SAMS) Version 21.1.1**
  - **Download SA-SAMS Version 21.1.1 here:** <http://bit.ly/SA-SAMS>
- **Regulations pertaining to the National Curriculum Statement Grades R - 12**
- **National Assessment Circular 1 of 2021: Implementation of the 2021 Assessment Programme in Mainstream and Special Schools across the General Education and Training (GET) Band**
  - **Foundation Phase Formal Assessment Tasks**
  - **Intermediate Phase Formal Assessment Tasks**
  - **Senior Phase Formal Assessment Tasks**
- **Circular S6 of 2021: Clarity regarding support to schools during the implementation of Occupational Subjects in the Schools of Skill and Piloting of Vocationally Oriented Subjects in Ordinary Schools**

## CURRICULUM INSTRUCTIONS

The following documents are available at [https://www.eccurriculum.co.za/Curriculum\\_Instructions.htm](https://www.eccurriculum.co.za/Curriculum_Instructions.htm):

- **CM02/2021: Delay in the release of the South African School Administration and Management System (SA-SAMS) Version 21.1.0 for the Resulting and Reporting of (GET and FET) Learner Performance**
  - **▶ DBE Circular E7**
- **CM01/2021: Implementation of Curriculum Coverage online Reporting Tools**
- **G03/2021: Online Teacher Training for Teaching Reading**
- **F06/2021: Revised Subject Weightings for SBA In Grades 10 - 12**
  - **▶ DBE Circular S8: Release of revised subject weightings for the FET**
  - **▶ Annexure A: Revised subject weightings for School Based Assessment (SBA) in FET**
- **F04/2021: Implementation of the Abridged Version of Curriculum and Assessment Policy Statement (Caps) Section Four Amendments in Grade 12**
  - **▶ DBE Circular S4 of 2021**



uncommon for there to be glitches in the process, so it is important to understand how the process works and where the bottle necks occur.

Most of the problems occur at the employer/department level. HR departments may delay submissions, make mistakes on the documentation or more frequently provide inaccurate information on years of service. Members need to exert pressure on their employers (government departments) to submit accurate and complete documents to the GEPF.

Once you have filled in and signed all documents check with the employer that they have in fact submitted the documents to the GEPF. You will know whether the agency (GPAA) has received the withdrawal documents as a communication via email or SMS will be sent to notify you. This also applies where documents are returned to the employer department due to errors. Remember to check that the GEPF has your email and your mobile number in order to receive SMS.

If you have not received the SMS, go back to your HR and ask for an update. Employees also need to be proactive and check all documentation before it is sent to the GEPF. Failure to submit all documents, or submitting documents with errors such as not having signed the correct documents, where certification has expired as well as outstanding tax affairs will delay the process.

It is important to stay abreast of the process, not only to ensure you receive your pension income timeously. Once the GEPF has all the necessary and correct information and documents, it will take not more than 60 days to process your claim.

One of the more common errors is the difference between the date on which you started working for your employer (employment date) and the date on which you joined GEPF (contribution or pensionable service date). This can happen, for instance, if you started out working on a contract (during which time you did not qualify for GEPF membership and therefore you were not contributing) and later you became a permanent employee, paying monthly pension contributions.

The easiest way to keep track of your GEPF service date is to keep your first pay slip showing contributions to GEPF, which has the service date printed on it. Check the membership certificate you receive and query anything that does not agree with the information at your disposal. If you are unsure, speak to your human resources representative.

#### What you need to do six months before retirement:

- Make sure you have no departmental debt.
- Go to SARS and make sure your tax number is correct and make sure you owe them nothing, and if you do, make payment arrangements.
- Get certified copies of your bar-coded ID as well as those of your spouse and children. Also obtain a certified copy of your bar-coded marriage certificate.
- Update your will and take that to your human resources division. They need to fill in your executor details on WP1002.
- Ask for the Retirement choice form from the employer department and get advice on the best option that suits your needs.
- Complete the medical scheme membership form **Z583** (you must have been a main member of a medical aid for the last 12 months before retirement)
- Confirm with the checklist that everything is correct. Once the GEPF has all the correct documentation it will verify the date of enrolment (when a member started contributing). Once this

has been confirmed and the total benefit due has been calculated, the agency sends your documents to SARS to verify your tax deductions. On receipt of SARS Tax directive, the GEPF then send the payment for bank verification.

Upon receipt of clearance from the bank you payment is allocated to a payment run. The payment runs takes place on a Monday, Wednesday and Friday of every week.

If you would like help in working out the value of your benefits, contact your human resources department. Alternatively, you can use the benefits calculator on GEPF's website at [www.gepf.co.za](http://www.gepf.co.za);

Source: GEPF Newsletter

## SAOU Memo: Dismissal - A lifetime sanction?

The newsletter on this important topic, courtesy of SAOU, is available at <http://bit.ly/SAOU-Insight3of2021>

## Vacant Posts



# BERGVIEW COLLEGE

Bergview College, a leading independent school in Matatielé, founded in 1999, with some 750 learners, is seeking to appoint a:

### Intermediate Phase Teacher (Grade 4 TO Grade 6)

Ideally the successful candidate will be available to begin on 2 August 2021

Applications are invited from suitably qualified and experienced individuals who believe they have the required skills and competencies to take on this position. **The requirements for this position are;**

A suitable professional qualification and appropriate educational experience - A degree in the appropriate subject area is a prerequisite - A passion for teaching - Good organisational and administrative skills - Previous experience in an independent school would be an advantage - The ability to create and sustain relationships with students and colleagues in our College environment - An unequivocal commitment to team teaching in a busy school - Willingness to embrace rapid changes in education, and an interest and ability to integrate ICT and technology into teaching and learning - Flexibility to adapt to the changing needs of the College - A commitment to on-going personal and professional development - A willingness to work within the values, Christian ethos and mission of the College as well as to participate in the broader life of the school, including extra mural activities - **Must be able to teach in English and Afrikaans** - Proof of registration with SACE - Any staff member working within a school is required to have a sexual offender's clearance certificate and a SAPS clearance

Applications, accompanied by a CV naming at least three referees, must be submitted by e-mail before 15 June to: [yakature10@gmail.com](mailto:yakature10@gmail.com)

#### **THE BERGVIEW COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

The School reserves the right not to make an appointment and an application will not in itself entitle the applicant to an interview or appointment, and failure to meet the minimum requirements of the advertised post will result in applicants automatically disqualifying themselves from consideration. Only short-listed candidates will be contacted.



HOËRSKOOL BURGERSDORP HIGH

# VAKANTE POS 2021 VACANT POST 2021

**SLUITINGSDATUM: 15 JUNIE 2021**

Hoërskool Burgersdorp is 'n dubbel-medium skool in die hartjie van die platteland/ Burgersdorp High School is a dual medium school in the heart of the countryside.

Die SBL nooi selfgedrewe, gemotiveerde en passievolle kandidate met sterk leierskapvaardighede en uitstekende menseverhoudings uit om aansoek te doen vir die volgende onderwyspos/ The SGB invites self-driven, motivated and passionate candidates with strong leadership skills and excellent human relations to apply for the following teaching post

## Beheerliggaampos: Governing Body Post:

Afrikaans & Engels (Graad 8 - 9) en Lewensoriëntering (Graad 8 - 12) /  
Afrikaans & English (Grade 8 - 9) and Life Oriëntation (Grade 8 - 12)

**BEGIN DATUM: 26 JULIE 2021**

### Vereistes / Requirements:

- Onderwyskwalifikasie / Teaching qualification
- SACE-registrasie / SACE registration
- ID, Bestuurderslisensie, PDP (indien beskikbaar) / ID, Driver's license and PDP (if available)
- Rekanaargeletterd / Computer literate
- Bereid om na ure te werk / Prepared to work after hours
- Buitemuurse aktiwiteite (Meld kwalifikasie) / Extra-mural activities (Attach qualifications)

- Sluitingsdatum: / Closing date:
- Aanvangsdatum: / Date of commence:

Geskikte kandidate moet 'n volledige CV stuur na: [bhs@burgersdorp.co.za](mailto:bhs@burgersdorp.co.za) / Suitable candidates must send a full CV to [bhs@burgersdorp.co.za](mailto:bhs@burgersdorp.co.za)

Navrae / Queries:

Mnr Heinrich Ferreira (SBL-voorsitter /  
SGB Chairman)  
082 784 7714

#Slegs my beste!



## **INTERMEDIËRE FASE ONDERWYSER**

### **WISKUNDE / SOSIALE STUDIES**

#### **BEHEERLIGGAAM**

Toepaslike kwalifikasie en ervaring  
Meld buitemuurse ervaring  
SACE registrasie 'n vereiste  
Bestuurslisensie met PDP 'n vereiste  
Sportafrigting 'n vereiste

Taal van onderrig: Afrikaans

**Sluitingsdatum: 23 April 2021**

Stuur aansoek aan:  
Die Skoolhoof  
Per e-pos: [hoof@laervolkskool.org](mailto:hoof@laervolkskool.org)

Slegs persone wat na die onderhoud  
genooi word sal gekontak word.

Die Beheerliggaam hou die reg voor  
om nie 'n aanstelling te maak nie



## BERLIN PRIMARY SCHOOL

The following Governing Body Post will exist for a suitably qualified and experienced candidate:

**Grade 5 educator: English HL, Mathematics, SS, LS Technology (Gr7)**

Please submit your CV (including extra-murals) together with the following to qualify for consideration:

- Letter of application
- Certified copies of academic qualifications
- Three contactable references
- Certified copy of Identity Document
- Certified copy of SACE Certificate

The Principal  
Immigrant Road  
BERLIN  
5205

or email: [bpschool@mweb.co.za](mailto:bpschool@mweb.co.za)

**Closing Date:** 23 April 2021

**Commencement date:** 1 June 2021

Faxed CV's will not be considered.

If applicant has not been notified within 14 days,  
consider the position filled.

THE GOVERNING BODY RESERVES THE RIGHT  
NOT TO FILL THE POSITION.



# BERLIN PRIMARY SCHOOL

Immigrant Road  
Berlin 5660  
Tel: 043-6852313  
Fax: 043-6852586  
E-mail: [bpschool@mweb.co.za](mailto:bpschool@mweb.co.za)  
Website: [bpschools.co.za](http://bpschools.co.za)

**POSITION:** School Bookkeeper

**INSTITUTION:** Berlin Primary School

Berlin Primary School is looking for a qualified bookkeeper to start on 1 June 2021. Please send a letter of motivation stating why you are the best person for this position and a comprehensive CV's to:

The Principal  
Berlin Primary School

## Responsibilities

- Compile and monitor a budget
- Receive cash, issue receipts and make deposits
- Issue invoices and collect all outstanding monies timely
- Efficiently manage school fee exemptions
- Maintain Petty Cash
- Receive invoices and make payments
- Manage Payroll including IRP 5 reconciliation and submission
- Timely pay UIF, SARS, RA, CC and any other third party.
- Record day to day financial transactions and complete the posting process to Pastel Accounting Version 17.
- Conduct a monthly bank reconciliation
- Produce financial statements and/or provide information to external accountant
- Maintain an orderly accounting filing system
- Timely provide information to External Auditors
- Prepare financial analysis for management and School Governing Body (SGB)
- Timely prepare and distribution of reports for SGB meetings
- Capture minutes of the Financial Committee of the SGB
- Enter data and maintain records on SASAMS.

## Requirements

- An appropriate qualification at a minimum of NQF 6 (National Diploma) or NQF 7 (Degree) with a minimum of Accounting 2 and a minimum of 2 years bookkeeping or school auditing experience.
- OR Gr 12 Accounting and 5 years experience in bookkeeping
- An in-depth knowledge of or experience in the use of a bookkeeping software package like Pastel
- Proficiency in MS Office, especially MS Word and MS Excel.
- Proficiency in the use of English language

**The closing Date: 23 April 2021**



# Vacant Post: Chief Financial Officer Department of Education

The information regarding this post is available at <https://www.govpage.co.za/eastern-cape-department-of-education-blog/eastern-cape-department-of-education1588471>

## More Vacant Posts

Prospective teachers should scan the following platforms for more vacant posts:

- Eastern Cape Teaching Vacancies: <https://www.facebook.com/groups/860699977694144>
- SAOU: <https://www.facebook.com/saou278>
- Onderwysposte / Teaching posts: <https://www.facebook.com/groups/1380769782243214/>
- <https://www.facebook.com/groups/1185645861467356/>

<https://www.facebook.com/Lusikisiki-Job-Sharing-page-295933477267358>

## CVs

(CVs received since the previous edition. See the list below. Text is unedited.)

NAME	SURNAME	QUALIFICATIONS	PHASE	SUBJECTS	AREA
Nodumo	Mnqayana	PGCE	Intermediate / Intermediêr, Senior, FET / VOO, School Admin Post / Administratiew e pos	Ems, Business Studies, Accounting, Life Orientation, Ns And Tech	Anywhere in the Eastern Cape
Rochne	Meyer	Bachelor of Education: Intermediate Phase (Science and Mathematics)	Intermediate / Intermediêr, Senior	Mathematics (Top preference) English Home Language Life Skills Afrikaans First Additional Languages Natural Sciences and Technology	Port Elizabeth, Uitenhage, Jeffreys Bay
Nidine	Boshoff	Bachelor of education	Intermediate / Intermediêr, Senior	Mathematics, Afrikaans, Natural Science, Social Science, English FAL, Technology and EMS	Nelson Mandela Bay
Nicolette	Randall	Diploma in grade R teaching	Foundation / Grondslag	Foundation Phase Subjects	Port Elizabeth

**More information and contact details of these candidates, as well as others, are available at <https://bit.ly/CVdata>.**

ATPs available: Check regularly for updates



Click <https://bit.ly/ATP-2021>

## How to advertise on **Hoor hier**

Kindly take note of the following:

- **Vacant posts at schools:**
  - **Cost:** Free
  - **Size:** A4 Portrait or A5 Landscape
  - **Format:** PDF or JPG
- **Other adverts relevant to schools/education:**
  - <https://bit.ly/Tariffs4adverts>



## **Hoor hier**

Kindly take note of the following:

- The next **Hoor hier** will be issued on 3 May 2021.
- The websites, [www.eccurriculum.co.za](http://www.eccurriculum.co.za) and [www.ecexams.co.za](http://www.ecexams.co.za), will be updated during the school holidays.

## Advertisement: Examination Assistants (EAs)

See the list of students and young people who may apply for these positions, as well as the complete document with all the information and application form: It is available at <https://bit.ly/EAs2021>.

### 3. CRITERIA FOR EMPLOYMENT AS AN EXAMINATION ASSISTANT

- 3.1. Persons eligible to be employed as Examination Assistants will be:
  - 3.1.1. Full-time students at Tertiary Institutions including TVET colleges at **3rd-year level**.
  - 3.1.2. Unemployed graduates.
  - 3.1.3. Unemployed youth (holding a Matric Certificate) passed in **2018 and below**.
  - 3.1.4. **All the above must have passed Maths at level 3 or Maths Literacy at level 4 and above.**
  - 3.1.5. Applicants must be South African citizens and in possession of a green bar-coded identity document/smart card.
  - 3.1.6. Applicants must be between the ages of **18 – 35**.

# SAOU Novice Teacher Symposium

## SAOU

PRESENT THEIR ANNUAL

# NOVICE TEACHER SYMPOSIUM 2021

If you are a newly appointed Educator with less than 3 years teaching experience, this is for

SATURDAY 8 MAY 2021

WESTVIEW SPECIAL  
SCHOOL, PE

08H00-12H00

# YOU



R270 members  
R290 non  
members

SATURDAY 15 MAY 2021

GRENS HIGH SCHOOL,  
EAST LONDEN

08H00-12H00



## I TEACH!

## WHAT IS YOUR SUPERPOWER?

REGISTER BEFORE 30 APRIL 2021

To register click here.

Click here to register: <http://bit.ly/NoviceTeachers2021>

# Thank You

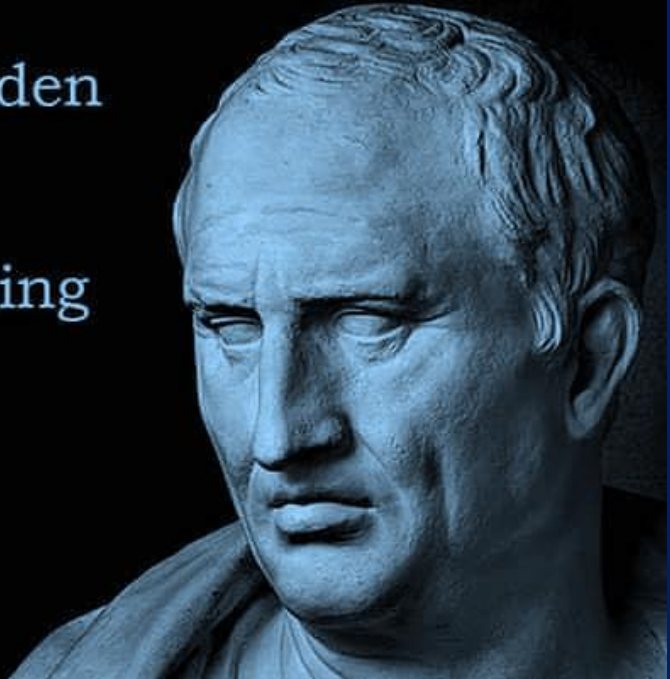
Enjoy the school holidays and have a good rest.

Thank you for your continuous support.

“If you have a garden  
and a library,

you have everything  
you need.”

— Cicero



This is a private newsletter and it does not reflect the official views of the Department of Education.

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