



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Gauteng Department of Education

VACANCY CIRCULAR

EDUCATOR (POST LEVEL 2 - 4) AND EDUCATION THERAPIST POSTS

At Public Ordinary and Public Special Schools

APRIL 2015

Published on: 17 April 2015
Closing Date: 08 May 2015

1. INTRODUCTION

- 1.1 The posts advertised in this Vacancy Circular are as a result of attrition, promotions and increases in the number of CS posts in the 2015 Post Establishments of Public Ordinary and Public Special Schools for **Educator (post level 2-4) and Education Therapist posts.**
- 1.2 Approval to advertise and fill these vacant posts has been granted by the HOD and MEC, as contained in GDE Circular 06 of 2014.

2. LEGISLATIVE FRAMEWORK

- 2.1 National Education Policy Act (Act No. 27 of 1996), as amended.
2.2 South African Schools Act (Act No. 84 of 1996), as amended
2.3 Labour Relations Act (Act No. 66 of 1995), as amended
2.4 Employment of Educators Act (Act No. 76 of 1998), as amended
2.5 Employment Equity Act (Act No. 55 of 1998)
2.6 ELRC Collective Agreement 2 of 2005

3. FILLING OF VACANCIES IN 2015

Filling of posts will be based on the approved 2015 Post Establishment for Public Ordinary and Public Special Schools.

4. ADVERTISEMENT AND APPOINTMENT PRINCIPLES

- 4.1 These vacant posts are advertised in terms of the Gauteng Provincial Chamber: Collective Agreement 2 of 2005 (based on ELRC Resolution 5 of 1998).
- 4.2 The Department reserves the right not to fill vacant posts advertised on this list of vacancies should schools not have such vacant posts available on the post establishment of 2015 for Public Ordinary and Public Special Schools, or if incorrect information was submitted or published.
- 4.3 In advertising and filling of these vacant posts, the Department will be guided by policy guidelines, viz:
- Employment Equity measures for designated groups, namely black people in general (which include Indians, Coloureds and Africans), women and people with disabilities; and
 - Representivity.
- 4.4 Applicants must also note that if no notification of appointment is received within three (3) months of the closing date, they must accept that their applications have been unsuccessful and are hereby thanked for applying.

PUBLICATION DATE	:	17 April 2015
CLOSING DATE	:	08 May 2015

5. GENERAL INSTRUCTIONS

5.1. DATE OF ASSUMPTION OF DUTY

The preferred date of assumption of duty is 01 July 2015, unless another date of assumption is mutually agreed upon by all relevant parties.

NB. The required qualifications must be obtained prior to the date of commencement of duty.

5.2. CLOSING DATE FOR APPLICATIONS

Hand Delivered applications will be received by Friday, **08 May 2015** at **16:00**. No applications will be accepted after the aforementioned date. **Posted** applications will only be accepted if they reach the District Office by **Friday, 15 May 2015 (NO EXCEPTION)**, and the post mark indicates that the application was posted on or before the closing date of the 08 May 2015.

5.3. PROCEDURE FOR APPLYING

Educator and Education Therapist Posts Circular:

5.3.1 Separate applications must be submitted on the attached EMPLOYMENT PROFILE FORM (FORM GDE 2R) for Educators in respect of **each post** applied for. This EMPLOYMENT PROFILE FORM replaces the Curriculum Vitae (CV). **Only the attached EMPLOYMENT PROFILE FORM (FORM GDE 2R)** will be recognised as a valid application when applying for vacant posts as advertised in this circular. The post number of the vacant post for which application is made, as well as the applicant's PERSAL number [if currently/previously employed] and ID number are to be inserted on the EMPLOYMENT PROFILE FORM (FORM GDE 2R). ***The format of the GDE2R must not change by adding or removing lines, columns or pages. ONLY FOUR PAGER APPLICATION WILL BE ACCEPTED (NO LESS NO MORE)***

5.3.2 A unique post number is allocated to every vacant post. The post number begins with the district name and contains a unique number (e.g. SE25CS1001B). **PLEASE NOTE THAT SORTING IS DONE ACCORDING TO THIS POST NUMBER, THEREFORE, PLEASE ENSURE THAT THE CORRECT POST NUMBER IS QUOTED ON THE EMPLOYMENT PROFILE FORM (FORM GDE 2R) and MUST BE WRITTEN IN FULL.** The Department will not take any responsibility if an incorrect number was entered in the EMPLOYMENT PROFILE FORM (FORM GDE 2R).

5.3.3 Certification of Documents:

- A certified copy of an ID must be submitted with an application;
- Certified copies of all qualifications, as well as registration/provisional registration certificates with SACE/HPCSA may be attached to applications; if not attached should a person be shortlisted will be requested to bring along the certified qualification
- Only certified copies with original stamp of certification, not older than six (6) months will be accepted if attached;
- Certified copies of official salary advice slips on which a SACE membership number is printed, will be acceptable for purposes of membership verification; and
- Certified salary advice slips should be included by applicants from other provinces, so as to enable GDE to determine the correct salary notch in the event of an appointment.

Please ensure that the application form carries the **original signature** of the applicant – photocopies of signatures will not be accepted.

5.3.4 No faxed or e-mailed applications will be accepted.

5.4 **NB!** GDE cannot be held liable or responsible for not considering/processing incomplete/incorrect applications and/or applications which are sent to the wrong address (e.g. the incorrect office) and/or which reach their destination after the closing date.

5.5 HAND DELIVERED APPLICATIONS FOR VACANCIES IN THIS CIRCULAR SHOULD BE AS INDICATED BELOW (**no application forms submitted to schools OR to Registry Office OR The Department of Finance (GDF) & its nodal points** will be accepted)

NB: TWO methods of applying:

- **HAND DELIVERY**
Relevant District Office
Refer to Annexure B for the physical address
- **VIA THE POST**
Relevant District Office
Refer to Annexure C for the postal address

DO NOT POST OR HAND DELIVER AT HEAD OFFICE OR the Department of Finance (GDF) - **YOUR APPLICATION WILL BE DISQUALIFIED**

6. MINIMUM REQUIREMENTS FOR APPOINTMENT

6.1 The requirements for educators, as stated in the Revised Personnel Administration Measures (PAM) are applicable.

6.2 All stakeholders must note Section 6 (1) (3) (a) of the Employment of Educators Act, 1998 as amended by Section 7 of the Education Laws Amendment Act, 2005, for the legislation that guides these appointments.

6.3 Grievances from unions and/or candidates should be submitted within **5 working days** after a specific process.

NB: It is improper for interviewing panel members or union representatives observing the process to inform any of the interviewees about the outcome of the interviews before the HOD or delegated authority has approved the recommendation of the SGB. Such disclosure of official information without approval will be viewed as misconduct and will be dealt with according to law. (Panel members and union representatives have to complete the declaration form, **Form D**, which forms part of the Shortlisting and Interview process).

6.4 *Experience requirements for educators/ education therapists:*

Post e.g.
Principal
Deputy Principal
Head of Department
Chief Education Therapist
Education Therapist

E.g. An applicant with a (Relative Education Qualification Value) REQV 13 to 17 will need at least 7 years appropriate experience to be eligible to apply for a vacancy on a level of Principal.

NOTE: Actual educator's experience as well as other appropriate experience is taken into account for the purpose of appointment on post level 2 and higher. In cases where there is no change in Post Level, there are no salary notches awarded. Six notches are only awarded when there is an improved post level and the applicant is already on the salary level applicable to the post, (OSD 2008).

6.5 Salary levels & scales (**Guide only** – HR to assess individual appointment):

SALARY LEVEL (PER SCHOOL GRADING)	OSD Notches Min Max	Salary (Minimum)	Salary (Maximum)
Education Therapist	044 - 053	R 227 583.00	R 260 214.00
Chief Education Therapist	070 - 077	R 335 178.00	R 372 000.00
Head of Department	108 - 201	R 250 029.00	R 625 059.00
Deputy Principal	126 - 209	R 297 705.00	R 676 833.00
Principal P1	108 - 186	R 250 029.00	R 538 392.00
Principal P2	126 - 201	R 297 705.00	R 625 059.00
Principal P3	144 - 215	R 356 100.00	R 718 470.00
Principal P4	159 - 218	R 411 555.00	R 740 229.00
Principal P5	180 - 221	R 507 186.00	R 762 681.00

NB: PRINCIPALS' SALARIES ARE DETERMINED BY BOTH REQV & 2015 SCHOOL GRADING

6.6 REGISTRATION WITH PROFESSIONAL BODIES

It is compulsory for all potential applicants to be registered with the South African Council for Educators (SACE) or the Health Professions Council of South Africa (HPCSA).

NB: Applications without proof of registration with SACE/HPCSA would be provisionally accepted on condition **that definite proof of registration would be provided prior to appointment.**

6.7 SIFTING/SHORTLISTING/INTERVIEWING

Sifting will be done by GDE. Applications which do not meet the following criteria will be disqualified:

- Use of incorrect application form (GDE 2R). The format of the GDE 2R must not change by adding or removing lines, columns or pages.
- Unsigned GDE 2R/or photocopied signature
- Incorrect post number
- Minimum years of teaching experience relevant to the post type
- **Late submission – posted applications to be in by Friday, 15 May 2015**, with dated stamp between the publication and closing date.

Shortlisting and Interviewing will be done in terms of GAUTENG PROVINCIAL CHAMBER Collective Agreement 2 of 2005 together with relevant guidelines, as agreed by all parties.

The School Governing Body should meet and appoint panel members as per SASA and Collective Agreement 2 of 2005 (minutes should be submitted together with the recommendation to the HOD)

The School Governing Body merely **recommends a candidate**. The Head of the Department or the person with the delegated authority **approves the appointment**. **Appointments are subject to confirmation by the Department**. A recommended candidate must, therefore refrain from taking any steps to assume duty until she/he has received an official appointment letter.

6.8. **LANGUAGE REQUIREMENTS**

Due consideration should be given to the advertised requirements of each post, in respect of language competence of a specific school.

6.9. **RE-APPOINTMENT OF FORMER EMPLOYEES**

Educators who retired in terms of Resolution 3 of 1996 (Voluntary Severance Package) and those who retired on pension prematurely will be considered in line with PAM Chapter B paragraph 2 (NB: Only those who have a valid acceptance letter signed by the HOD for re-employment can apply **and this letter must be attached to the GDE 2R**).

GAUTENG DEPARTMENT OF EDUCATION



GAUTENG PROVINCE

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EMPLOYMENT PROFILE FORM (GDE 2R)

1. INSTRUCTIONS

WHAT IS THE PURPOSE OF THIS EMPLOYMENT PROFILE (GDE 2R) FORM?

To assist the Gauteng Department of Education (GDE) in selecting a person for an advertised post. This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS EMPLOYMENT PROFILE (GDE 2R) FORM?

Only persons wishing to apply for an advertised position in the GDE Institutions.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to bring along certified qualifications and other relevant documents that may be required to make a final selection.

Every application may be accompanied by certified copies (not older than six months) of educational qualifications and SACE certificate.

SPECIAL NOTES

1. All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport
2. Passport number in the case of non-South Africans
3. This information is required to enable the Department to comply with the Employment Equity Act, 1998
4. This information will only be taken into account if it directly relates to the requirements of the position
5. It is compulsory that all sections of the form be completed as honestly as possible where applicable
6. Please PRINT. Mark blocks with an X where applicable
7. Only original signatures (no photocopies of signatures) will be valid on this form. Faxed or e-mailed copies of this document will not be accepted
8. Post number MUST be in the correct format (**NO EXCEPTION WILL BE ALLOWED**)
9. This form will be the only form that will be recognised when applying school educator post
10. The format of the GDE2R must not change by adding or removing lines, columns or pages (it will be a standard 4 pager form) – this will be added as part of the criteria for sifting

2. PARTICULARS OF ADVERTISED POST

Post Description (as stated in the advert e.g. HOD, Deputy Principal or Principal/ Education Therapist)		Post Level	
Post Number: (as stated in the advert)			

(Please refer to the List of Vacancies [as advertised] for instructions to complete this form)

3. PERSONAL PARTICULARS OF APPLICANT

OF PERSONAL PARTICULARS OF APPLICANT					S H O R T L I S T I N G	I N T E R V I E W S
SURNAME and INITIALS						
NAME(S)						
PERSAL NO (If currently/ previously employed)						
I.D. NO. (Attach copy of the ID document, with an original stamp of certification)						
GENDER (Male/Female) (x)	Male		Female			
RACIAL GROUP (x) (For Employment Equity Purposes)	African	Coloured	Indian	White		

Do you have a disability? (Yes or No) (x) If yes , indicate nature.	Yes	No					
Are you a South African citizen? (x)	Yes	No	If NO, what is your country of origin?				
Do you have a permanent residence permits accompanied by a SA Identity Document? (Foreigners Only) (x) Yes/No	Yes	No	If yes, Permit Number/ID Number (Foreigners Only)				
Have you been convicted of a criminal offence? (x) (If yes, attach clearance letter)	Yes	No					
Have you been dismissed due to misconduct? (x) (If yes, attach clearance letter)	Yes	No					
Have you been convicted in line with the Sexual Offences and Related Act case?	Yes	No					
Were you previously employed in the public service sector?(x) (N/A for current employees)	Yes	No					
If yes, how was your service terminated? (x) Please indicate date: _____ / _____ / _____	VSP (voluntary severance package)	RESIGNED	ILL-HEALTH	MISCONDUCT	Other (specify)		
Are you in possession of the approval letter from the HOD?	Yes	No	(a copy of this letter must be attached in the application)				
Are you currently employed? (x)	Yes	No	Name of the institution and Province:				
Are you professionally registered? - PLEASE STATE BODY AND NUMBER (e.g. SACE/ HPCSA)	Yes	No	Body & Number:				
Are you Additional to current Post Establishment? (x) (Attach EXOP Letter)	Yes	No	Name of the institution and Province:				

4. CONTACT DETAILS

Telephone numbers, during office hours: ()		Telephone Numbers, after office hours: ()			
Postal Address			Postal Code		
Physical Address			Fax Number		
Cell Number			E-Mail Address		
Name and Contact details for next of Kin			Relationship		

5. LANGUAGE PROFICIENCY – STATE 'GOOD'; 'FAIR' or 'POOR'

LANGUAGES (Specify)						
Speak						
Write						
Read						

6. QUALIFICATIONS (ATTACH SEPARATE SHEET, IF NECESSARY)

School/University/College Qualification (s)	Qualification(s)	Subjects/Majors/ Specialisation	Date obtained		
Certified copies of all relevant qualifications and subject statement (in case of PL1-2) may be attached					

7. ADDITIONAL QUALIFICATIONS/ COURSES ATTENDED (e.g. OBE Course)

Name of course	Service provider	Duration of course	
1.			
2.			
3.			
4.			
5.			

8. EXPERIENCE**(8.1) CURRENT EMPLOYMENT**

Department/ Employer	Institution	Post Level	Learning Areas & Grades	EXACT DATES	TOTAL		
				FROM (M / Y)	YEARS	MONTHS	

(8.2) PREVIOUS EMPLOYMENT IN EDUCATION

Department/ Employer	Institution	Post Level	Learning Areas and Grades	EXACT DATES		TOTAL		
				FROM (M / Y)	TO (M / Y)	YEARS	MONTHS	

EXTRA AND CO-CURRICULAR ACTIVITIES (Other capabilities, e.g. projects)

TYPE OF ACTIVITY	ORGANISATION	DURATION	
1			
2			
3			
4			

9. NON-TEACHING/COMMUNITY EXPERIENCE

ORGANISATION	POSITION HELD	TYPE OF ACTIVITY	DURATION	
1				
2				
3				
4				

10. SKILLS (e.g. communication, computer, etc.)

1	
2	
3	
4	

11. PERSONAL QUALITY TRAITS (i.e. your strengths)

1.	
2	
3.	

12. REFERENCES (Professional/ work related reference)

NAME	CONTACT DETAILS	RELATIONSHIP	
1			
2			
3			

14. DECLARATION

I declare that the above information provided (including any attachments) is true and correct to the best of my knowledge. I understand that any false or incorrect information could lead to my application being disqualified or to me be discharged on account of misconduct if appointed. Failure to disclose will result in disqualification.

SIGNATURE OF APPLICANT

DATE

Please Note: Only original signature will be regarded as valid (photocopied/faxed/emailed signatures will not be acceptable).

ANNEXURE B

GDE DISTRICTS

EKURHULENI NORTH EN (D17)

Edenvale; Tembisa; Kempton Park; Bedfordview; Wattville; Bapsfontein; Benoni; Daveyton; Petit; Putfontein.

EKURHULENI SOUTH ES (D18)

Alberton; Bedfordview; Boksburg; Edenvale; Germiston; Katlehong; Vosloorus; Tokoza

GAUTENG EAST GE (D16)

Brakpan; Daggafontein; Duduza; Daveyton; Kwa-Thema; Nigel; Springs; Tsakane; Welgedag; Devon; Wattville

GAUTENG NORTH GN (D1)

Bapsfontein; Bavianspoort; Bronkhorstspuit; Clayville; Cullinan; Ekangala; Hammanskraal; Premier Mine; Rayton; Zonderwater

GAUTENG WEST GW (D2)

Bank; Bekkersdal; Brandvlei; Doringfontein; Glenharvie; Hekpoort; Krugersdorp; Libanon; Maanhaarand; Magaliesberg; Mothlakeng; Muldersdrift; Oberholzer; Randfontein; Randfontein South; The Village; Toekomsrus; Venterspos; Western Areas; Westonaria; Azadville

JOHANNESBURG CENTRAL JC (D14)

Soweto; Eldorado Park; Johannesburg Southern Suburbs; Lenasia

JOHANNESBURG EAST JE (D9)

Halfway House; Hyde Park; Lyndhurst; Modderfontein; Parktown; Sandton, Alexandra Township, Ivory Park, Midrand

JOHANNESBURG NORTH JN (D10)

Johannesburg North, Parktown; Randburg, Soweto, Central, Far North; Cosmo City

JOHANNESBURG SOUTH JS (D11)

Grasmere; Jackson's Drift; Johannesburg; Lenasia; Lawley; Orange Farm; Vlakfontein

JOHANNESBURG WEST JW (D12)

Florida; Roodepoort; Soweto; Braamfischer; Tshepisong; Meadowlands, Dobsonville

SEDIBENG EAST SE (D7)

Daleside; Heidelberg Transvaal; Henley-On-Klip; Jameson Park; Meyerton; Rensburgdorp; Rotanda; Sharpeville; Vereeniging; Walkerville

SEDIBENG WEST SW (D8)

Everton; Loch Vaal; Vanderbijlpark; Sebokeng; Palm Springs; Bophelong; Boipatong; Evaton

TSHWANE NORTH TN (D3)

Hammanskraal; Pretoria; Sinoville; Soshanguve

TSHWANE SOUTH TS (D4)

Atteridgeville; Eldoraigne; Erasmia; Irene; Lyttelton; Mamelodi; Pretoria-West; Rissik; Silverton; Centurion

TSHWANE WEST TW (D15)

Akasia, Atteridgeville (in Tshwane South); Mabopane; Ga-Rankuwa; Hercules; Pretoria-Noord; Pretoria; Soshanguve; Pretoria-West

DISTRICT ADDRESSES

ANNEXURE C

TRANSVERSAL HRS / HRP CONTACT DETAILS

DISTRICT EKURHULENI NORTH [EN]: Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059 Benoni, 1500 Enquiries: Emily Molefe TEL: (011) 746 8190	DISTRICT EKURHULENI SOUTH [ES]: Physical Address: Infinity Office Park, Private Bag X8001 2 Robin Close, Alberton Meyersdal, 1450 ALBERTON Enquiries: Ellen Raphoto TEL: (011) 389-6034
DISTRICT GAUTENG EAST [GE]: Physical Address: Corner 7 th Street and 5 th Avenue, 5 th Floor Telkom Towers Postal Address: Springs 1559 Enquiries: Mpho Leotlela TEL: (011) 736 0716	DISTRICT GAUTENG NORTH [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE Postal Address: Private Bag X75 Pretoria 0001 Enquiries: Alfred Phaswana TEL: (012) 846 3635
DISTRICT GAUTENG WEST [GW]: Physical Address: Cnr. Boshoff and Human Street, KRUGERSDORP Postal Address: Private Bag X2020 Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660 4581	DISTRICT JOHANNESBURG CENTRAL [JC]: Physical Address: Cnr Morola and Chris Hani Road, Soweto College, PIMVILLE Postal Address: P. O. Box 900064 Bertsham 2013 Enquiries: Rendani Nemukula TEL : (011) 983 2231
DISTRICT JOHANNESBURG EAST [JE]: Physical Address: 142/144, Fourth and Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666 9109	DISTRICT JOHANNESBURG NORTH [JN]: Physical Address: Cnr Biccard and Jorrison Street FNB Building, BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein 2017 Enquiries: Roseline Vaughan <u>TEL:(011) 694 9378</u>
DISTRICT JOHANNESBURG SOUTH [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG Postal Address: Private Bag X13, Lenasia 1820 Enquiries: Patrick Sesane: TEL:(011) 247 5957	DISTRICT JOHANNESBURG WEST [JW]: Physical Address: 20 Goldman Street, FLORIDA, 1710 Postal Address: P. O. Box 1995, Florida 1709 Enquiries: Lizwe Jafta TEL: (011) 831 5433
DISTRICT SEDIBENG EAST [SE]: Physical Address: SLand M Building Cnr Joubert & Kruger Street, VEREENIGING Postal Address: Private Bag X05, Vereeniging 1930 Enquiries: Nntombi Moyo TEL: (016) 440 1748	DISTRICT SEDIBENG WEST [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark 1900 Enquiries: Erna Rust TEL: (016) 594 9207
DISTRICT TSWANE NORTH [TN]: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria 0001 Enquiries : Priscilla Ravele TEL: (012) 543 1044	DISTRICT TSWANE SOUTH [TS]: Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria 0001 Enquiries : Margie van der Walt TEL: (012) 401 6363/5
DISTRICT TSHWANE WEST [TW] Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X 38, Rosslyn, 0200 Enquiries: Salamina Letoaba TEL: (012) 725 1451	HEAD OFFICE (JHB) Enquiries: Jakes Ndala TEL: (011) 355 0395 Enquiries: Enos Netshithuthuni TEL: (011) 355 0129