



**NORTHERN CAPE  
DEPARTMENT OF EDUCATION**

**VACANCY CIRCULAR**

**CS-EDUCATOR PROMOTIONAL POSTS:**

**DEPARTMENTAL HEAD, DEPUTY  
PRINCIPAL  
AND PRINCIPAL**

**At Public Ordinary and Public Special  
Schools**

**JULY 2018**

**Published on: 20 July 2018  
Closing Date: 10 August 2018**

## **NOTICE**

In terms of Section 5 of the Employment of Educator's Act 76 1998, read with Measure 3 in Chapter B of the Personnel Administration Measures (PAM), I hereby publish the following list of vacant substantive posts on the approved establishment of the Northern Cape Department of Education.

I encourage all educators with the requisite experience, knowledge and competence to view the vacancies as an opportunity to contribute towards building a better South Africa.

A handwritten signature in black ink, appearing to be 'G.T. Pharasi', is written over a horizontal line. The signature is stylized and includes a large loop at the top.

**MR G.T. PHARASI**

**SUPERINTENDENT – GENERAL: EDUCATION**

## **1. INTRODUCTION**

The vacancies advertised in this Vacancy Circular are as a result of attrition, promotions and increases in the number of posts in the 2018 PPN of Public Ordinary Schools and Public Special Schools.

Approval to advertise and fill these vacant substantive posts has been granted by the Superintendent-General of the Northern Cape Department of Education.

## **2. LEGISLATIVE FRAMEWORK**

These vacant posts are advertised in terms of:

- National Education Policy Act No. 27 of 1996 as amended
- South African Schools Act No. 84 of 1996 as amended
- The Employment of Educators Act No. 76 of 1998 as amended
- Regulations regarding the Terms and Conditions of employment of Educators of 2001
- Personnel Administration Measures as amended February 2016
- ELRC Collective Agreement 5 of 1998

## **3. DISTRIBUTION LIST**

The Northern Cape Department of Education Vacancy Circular will be circulated to the following institutions, offices and organisations in the Northern Cape.

- **All Schools**
- **School Governing Bodies**
- **Teacher Unions/Organisations**
- **District Offices**
  - **Frances Baard**
  - **John Taolo Gaetsewe**
  - **Namakwa**
  - **Pixley Ka Seme**
  - **ZF Mgcawu**

## **4. INSTRUCTIONS**

- 4.1 **It is the responsibility of District Directors, Circuit Managers and Heads of Institutions to ensure that all educators and School Governing Bodies are fully informed about the contents of this circular.**
- 4.2 Heads of Institutions must keep a record indicating that this vacancy circular was distributed to all members of staff and the school governing body.

- 4.3 The date of assumption of duty with regard to posts advertised in this vacancy list is **01 January 2019**, *unless another date of assumption is mutually agreed by all relevant parties* or the beginning of the following term or as determined by the NCDoe subject to no disputes being declared.
- 4.4 **Enquiries regarding the posts must be directed to the School or District Office concerned.**
- 4.5 The **post number** must be quoted in all correspondence. A unique post number is allocated to every vacant post (e.g. 201807/0001). **Please note that sorting is done according to this post number. Applicants must therefore ensure that the correct post number is quoted on the NCK1 application form and that it is WRITTEN IN FULL.**
- 4.6 **The Department will not be held responsible for incorrect post numbers quoted by applicants in their applications.**
- 4.7 Applicants must note that due to the large volume of applications to be processed, receipt of applications will not be acknowledged, and applicants who do not receive confirmation or feedback within three (3) months from the closing date must accept that their applications were unsuccessful and are hereby thanked for applying.
- 4.8 Once applicants have submitted an application they will not be allowed access to their applications and their applications will not be returned to them.

## **5. PROCEDURE WHEN APPLYING**

- 5.1 A separate application form (NCK1) **must** be duly completed with all the information requested on the form and **must be originally signed and dated** by the applicant and submitted for each post applied for. This form is available at all Institutions, District Offices or from the website of the NCDoe at <http://ncdoe.ncpg.gov.za/vacancies.php>
- 5.2 An application form must carry the original signature of the applicant to ensure that it is a legitimate application.
- 5.3 The post number and name of the post applied for **must** be indicated on the application form.
- 5.4 A detailed and up to date Curriculum Vitae (CV) containing, inter alia, a personal profile; contact details; language proficiency; full details of qualifications and courses attended; a complete chronological record of teaching experience and teacher's training; employment record; service history in education; skills, knowledge and competencies; co-curricula and extra-mural activities; community involvement; management and leadership experience; special achievements; etc. **as well as the names and telephone numbers of at least two persons willing to act as referees**, must be submitted with each application.
- 5.5 Certified copies of **original** qualifications (matric certificate, degrees, diplomas, and certificates) or certified copies of qualification transcripts which includes all subjects passed and date on which all requirements for the qualification were met must be attached to the application form.
- 5.6 **In order to qualify for appointment as an educator, a person must be registered with the South African Council for Educators (SACE).**

- 5.6.1 SACE Certificate or proof of registration or proof of application must be submitted with each application.
- 5.6.2 Where the applicant is not in possession of a certified copy of a **SACE** Certificate of Registration, one of the following will be accepted:
- 5.6.2.1 A certified copy of the applicant's latest salary advice on which a salary deduction for SACE registration is reflected and the applicants SACE registration number (and not a persal number) next to the deduction. **Note: The monthly R10 deduction by the employer on PERSAL in favour of SACE does not equate to registration hence an educator must apply for registration by completing the application form and submitting it with the required supporting documents to SACE.**
- 5.6.2.2 Proof from applicant that application for registration was submitted to SACE
- 5.6.2.3 Proof of Provisional Registration obtained from SACE that the applicant is registered;
- 5.6.2.4 Acknowledgement of receipt from SACE indicating that the applicant applied for his or her SACE Certificate of Registration prior to the closing date for applications for posts advertised in this vacancy list.
- 5.7 An Identification Document/National Identity Card must be submitted with each application.
- 5.8 Applicants in possession of a foreign qualification **must** attach an evaluation certificate issued by any Provincial Department of Education / an evaluation certificate from the Department of Higher Education and the South African Qualifications Authority (SAQA) to their application forms.
- 5.9 **It should be noted that applicants who submit copies of certified copies will be disqualified.**
- 5.10 Only South African citizens or permanent South African residents will be considered for permanent employment. Status of Permanent Residency:
- The South African green bar-coded identity book/Smart ID will merely indicate that a foreigner is a non-South African citizen and therefore the Northern Cape Department of Education will need to see the Permanent Resident Permit information, together with the green bar-coded ID/Smart ID to prove that the respective permits were indeed issued to the foreigner.
  - "Permanent residence," as set out in **Section 26 and 27 of the Immigration Act and Regulations 22 and 23 of the Immigration Regulations**, respectively, will allow the holder to become a naturalised citizen in accordance with a well prepared South African citizenship application under the South African Citizenship Act and such status attaches many privileges and benefits over long term residency. After verification that the two documents (green bar-coded ID/Smart ID & Permanent residency permit) belong to the employee, he or she will be treated the same way as any other South African citizen.
- 5.11 Applicants must ensure that each application is complete in every detail and that all information they provide on the application is correct, especially the post number and information regarding teaching experience.

- 5.12 **Applicants with a break in service must enclose a certified copy of their last salary advice** so as to enable the department to determine the correct salary notch in the event of appointment.
- 5.13 A certified salary advice must be included by applicants from other provinces and departments so as to enable the department to determine the correct salary notch in the event of appointment.
- 5.14 The closing date for the posts in this circular is **16:00 on 10 August 2018**. All applications, including those submitted by hand or via registered mail must be posted timeously so that it can reach the relevant District Office before the closing date and time.
- 5.15 Applications must be neatly and properly bound.
- 5.16 **Incomplete applications, faxed applications, emailed applications, applications without either one of the following documents: (a) Curriculum Vitae, (b) originally certified copies of Matric Certificate, (c) qualifications (i.e. Diploma(s)/Degree(s), (d) Identification Document/Smart Card ID, (e) SACE Certificate of Registration or Proof of application/registration or (f) applications which are sent or delivered to the wrong address or reach the relevant office after the closing date and time will be disqualified.**
- 5.17 **Principals must ensure that excess educators at their school are informed of these advertised vacancies and that they should timeously apply for posts where they match the profile.**
- 5.18 Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, sexual offences, credit records and previous employment.
- 5.19 Forward all applications to the District Director of the respective District for attention of the appropriate official as listed below (**no application forms must be submitted to Schools OR to Registry Head Office**).

DISTRICT	DISTRICT DIRECTOR	POSTAL ADDRESS	HAND-DELIVERY ADDRESS	TELEPHONE
Frances Baard	Mr. CL Monyera <b>Att: Mr. B. Strauss</b>	Private Bag X5041, Kimberley 8300	9 Hayston Road Hadison Park, Kimberley	053 830 1600
John Taolo Gaetsewe	Mr. VJ Teise <b>Att: Ms. V Keetile</b>	Private Bag X115, Mothibistad, 8474	6164 Kgosi Mothibi Roady, Mothibistad	054 773 9100
Namakwa	Mr. PTA. Cloete <b>Att: Mr. BID van Wyk</b>	Private Bag X2, Springbok, 8240	Cnr Phillips and Bree Street, Springbok	027 718 8600
Pixley Ka Seme	Mr. DM Petshwa <b>Att: Mr. R Moses</b>	Private Bag X1013, De Aar, 7000	Alpha Street, Happy Valley, De Aar	053 632 9200
ZF Mgcawu	Mr. GG March <b>Att: Mr. B. Mathupi</b>	Private Bag X891, Upington, 8800	2 JG Smith Street Morning Glory, Upington	054 337 8230

## 6 ADVERTISEMENT, SELECTION AND APPOINTMENT PRINCIPLE

6.1 The Department reserves the right **not** to fill vacant posts advertised in this Vacancy Circular for inter alia the following reasons:

6.1.1 Schools not having such vacant posts available on the post establishment of 2018/2019 for Public Ordinary and Public Special Schools;

6.1.2 If incorrect information was submitted or published;

6.1.3 Posts with an unreasonable combination of subjects; and

6.1.4 Principal and Deputy Principal post where subjects are included in the profiles.

6.2 In advertising and filling of these vacant posts the department is committed to providing equal opportunities and practicing affirmative action employment. **It is the department's intention to promote representativity (race, gender, disability) in the Department through the filling of these posts and a candidate whose transfer/promotion/appointment will promote representativity will receive preference.** Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

The Department will therefore be guided by the Employment Equity measures for designated groups, namely Black people (which include, Africans, Coloureds and Indians), Women and People with disabilities; and Representivity.

6.3 For all **re-advertised posts**, applicants who had previously applied **should re-apply**.

6.4 Applicants are respectfully informed that receipt of applications will not be acknowledged and 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.

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

6.6 **Shortlisting and interviewing** will be done in terms of the Approved Recruitment and Selection Policy together with relevant guidelines and prescripts **and the shortlisting and interview scores will be combined to determine the most suitable candidate for the post.**

### 6.7 Interviews

6.7.1 An Interview Committee must be established at educational institutions where vacancies are advertised.

6.7.2 The Interview Committee must comprise:

- One departmental representative (who may be the school principal), as an observer and resource person.
- The principal of the school (if he/she is not the departmental representative), except in the case where he/she is an applicant.
- Members of the SGB, excluding educator members who are applicants to the advertised post(s).

- One union representative per union that is a party to the provincial chamber of the ELRC. The union representatives will be observers to the shortlisting, interviews and the drawing up of a preference list.
  - Each Interview Committee must appoint from amongst its members a chairperson and a secretary.
  - All applications that meet the minimum requirements and provisions of the advertisement must be handed over to the SGB responsible for that specific institution.
- 6.7.3 The Interview Committee must also consider:
- The curricular needs of the institution.
  - The obligations of the employer towards serving educators.
  - The list of short-listed candidates for interview purposes must be a **minimum of 3** and should preferably not exceed five per post.
  - An educator, who has been acting in the advertised post for 12 months or more and has applied for the post, must be shortlisted (currently or previously acted in the advertised post for 12 consecutive or accumulated months). This applies to promotional posts only.
- 6.8 **The Interview Committee must notify the teachers' unions/organizations in writing at least five (5) working days in advance about dates for short listing, interviewing and nomination of applicants, and invite them to attend these meetings. Candidates must also be notified in writing at least five (5) working days in advance about dates for short listing and interviewing. In the event that the shortlisting or interviews are postponed, unions and candidates must again be given at least three (3) working days notice in writing. The absence of teachers' unions/organization representatives, however, should not delay the process.**
- 6.9 The panel should also adhere to Section 6(3)(b) of the Act, that educators who have been identified as additional to the establishment are given preference.
- 6.10 **Records of proceedings:**
- The maintenance of accurate records and minutes of all meetings is essential.
  - Records must indicate the date, names of all attendees and the constituencies that they represent and proof of invitations to Unions and transmissions thereof, etc.
  - Every effort must be made to document relevant details and motivations/reasons (if required), relating to the application forms submitted and long-list.
  - It is the responsibility of the Circuit Manager and District HR to ensure the safekeeping of all documents for at least two (2) school calendar years.
  - Trade union parties to the ELRC will be given a full report at a formal meeting, on:
    - Names of educators who have met the minimum requirements for the post(s) in terms of the advertisement.
    - Names of educators who have not met the minimum requirements for the post(s) in terms of the advertisement.
    - Other relevant information that is reasonably incidental thereto



6.11 **Observers:**

- Each of the officially recognized Teacher Unions/Organizations party to the PELRC (SADTU and CTU-ATU), has a right to appoint one (1) representative as an observer to the process for the appointing of the interview committee Chairperson and Secretary, the short-listing and interviewing and nomination process.
- Valid credentials, on the letterhead of the officially recognized Teacher Unions/Organizations party to the PELRC, must be produced by observers.
- The observers will have access to the schedule of applications “sifted in and sifted out” resulting from the sifting process.

6.12 **Role of observers:**

- The Union representatives shall be observers to the process of short-listing and interviews. **Observers shall not be directly involved** in the process of short-listing and interviews, but will note that approved procedures and practices are adhered to in a fair, consistent and uniform manner.
- An observer has the right to intervene in terms of the procedures if she/he deems that there is an infringement on agreed upon procedures. In such an instance an observer must indicate to the Chairperson that she/he wishes to intervene.
- It is expected that the observer shall observe the following:
  - Must not discuss any question(s) or comments in the presence of the interviewee.
  - Discussions concerning the intervention must take place after the interviewee has left the interview room.
  - Observers must sign the declaration of confidentiality and uphold the code of secrecy.
  - An observer must first attempt to resolve any concern with the interview committee. Should consensus not be reached, she/he must inform the interview committee that she/he is lodging a complaint/grievance/dispute.
  - An observer must continue to participate in the process while the complaint/grievance is being addressed by the District Grievance Committee or Labour Relations.
- An educator is precluded from serving as an observer on an interview committee if she/he is an applicant for a post at the school.
- It is advisable that educators should **not** serve as union observers at the school where they are employed.

6.13 **Recusal by Members of the Interview Committee or School Governing Body:**

- Members of the Interview Committee **must recuse themselves** for the duration of the discussion and decision-making on any issue in which the members have a personal interest or personal relationships.

- Personal relationships are defined as relationships which extend beyond professional relations, based on factors irrelevant to the working competencies of staff. Examples of personal relationships are:
  - a) Family relationships (siblings, parent/child, husband/wife, cousins, relations by marriage such as brother or sister-in law); and
  - b) Emotional relationships (which might include de-facto spouses, other sexual relationships and close friendships).

6.14 **Confidentiality:**

- Personal information pertaining to the individual applicant is confidential and should **not** be discussed outside the meeting of the interview committee or school governing body and all members **must sign** the declaration of confidentiality.

## 7 MINIMUM REQUIREMENTS FOR APPOINTMENT

7.1 The requirements for educators as stated in the Revised Personnel Administration Measures are applicable.

7.2 Appointments made to a post with a post level or grading higher than the existing will be regarded as promotion for a candidate.

7.3 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, which reads as follows:  
 “Subject to paragraph (m), any appointment, promotion or transfer to any post on the educator establishment of a public school, may only be made on the recommendation of the Governing Body of the public school or council of the further education and training institution”

“(b) In considering the applications **the Governing Body must ensure** the principles of **equity, redress and representivity** are complied with and the Governing Body must adhere to -

- i. The democratic values and principles referred to in paragraph 7 (1);
- ii. Any procedure collectively agreed upon or determined by the Minister for the appointment, promotion or transfer of educators;
- iii. Any requirement collectively agreed upon or determined by the Minister for the appointment, promotion or transfer of educators which the candidate must meet;
- iv. A procedure whereby it is established that the candidate is registered or qualifies for registration as an educator with the South African Council for Educators; and undue influence on the members of the Governing Body as the case may be”

NOTE: Section 7.1 refers to equality, equity and democratic values as mentioned in Section 195 (1) of the Constitution

- (c) The Governing Body must submit in order of preference to the Head of Department, a list of-
  - i. At least three (3) names of recommended candidates; or
  - ii. Fewer than three (3) candidates **in consultation** with the Head of Department **through a formal letter** requesting to submit fewer than three (3) names.

- (d) When the Head of Department considers the recommendation contemplated in paragraph (c), she/he must before making an appointment, ensure that the Governing Body has met the requirements in paragraph (b).
- (e) If the Governing Body has not met the requirements in paragraph (b) the Head of Department must decline the recommendation.
- (f) **Despite the order of preference** in paragraph (c) and subject to paragraph (d) the **Head of Department may appoint any suitable candidate on the list.**
- (g) If the Head of Department declines a recommendation, he must -
  - i. Consider all the applications submitted for this post;
  - ii. Apply the requirements in paragraph (b) 9 i-iv); and
  - iii. Despite (a) appoint a suitable candidate temporarily or re-advertise the post.
- (l) A recommendation contemplated in paragraph (a) shall be made two months from the date on which the Governing Body was requested to make a recommendation, failing which the Head of Department may, subject to paragraph (g) make an appointment without such a recommendation.

7.4 Grievance from the union and/ or candidates should be submitted within **5 working days** after the specific process.

7.5 **Educational Qualifications:** M+3 year qualification plus a professional teaching qualification, and all applicants must have at least a recognised 3 year qualification (REQV 13).

7.6 **Service requirements in terms of experience for appointment to the promotional posts are as follows:**

POST	POST LEVEL	MINIMUM ACTUAL TEACHING EXPERIENCE REQUIRED
DEPARTMENTAL HEAD	PL2	3 YEARS
DEPUTY PRINCIPAL	PL3	5 YEARS
PRINCIPAL	PL4	7 YEARS

Example: 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. *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. The salary of applicants who if appointed are promoted to a higher post will be adjusted to the minimum notch of the salary range applicable to the higher post, provided that the educator's salary is at all times increased by at least 6%, irrespective of whether the current notch code falls below or within the higher salary range.*

*Salary notch code guides (Guide only – HR to assess individual appointment):*

<b>SALARY LEVEL (PER SCHOOL GRADING)</b>	<b>Minimum notch code</b>	<b>Maximum notch code</b>
Principal P1	108	186
Principal P2	126	201
Principal P3	144	215
Principal P4	159	218
Principal P5	180	221
Deputy Principal PL3	126	209
Departmental Head PL2	108	201

*Note: Principals' salaries are determined by both REQV & approved 2018 school grading. Salary notches will be determined as per the 2018 cost of living adjustment (cola i.e. % increase).*

- 7.7 **Applicants who do not meet the minimum requirements of these posts are advised not to respond to this advert.**
- 7.8 **The School Governing Body only recommends a candidate and the Head of Department appoint the candidate.**
- 7.9 **Applicants who are foreign nationals not in possession of a permanent residence permit and green barcoded South African Identity Document/National Identity Card will not be considered for appointment.**
- 7.10 **The application for re-appointment of persons who have previously exited the system through medical boarding and whose state of health has improved to such an extent that the prescribed health requirements are met, may be considered for appointment on condition that.**
- **The educator has been cleared by the Health Risk Manager and approved by the Head of Department for re-employment. The educator must attach the acceptance letter signed by the Head of department for re-employment to his/her application(s), or**
  - **The educator makes representation to the Head Of Department and submit the following documents**
    - **An affidavit confirming medical recovery;**
    - **Comprehensive medical reports from own medical specialist(s), not older than 2 months, at own cost;**
    - **All diagnostic investigation reports, e.g. radiology, blood investigations, etc. at own cost.**
    - **A valid and signed consent letter allowing the department to refer the educator for an independent evaluation as well as to obtain any additional information and to disclose such information to the Department**

## 7.11 Duties

### Principal:

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to:

- Curriculum Management
- General Institution Management
- Sound Financial Management
- Promoting ICTs in learning
- Human Resource Support and Management
- School Development
- Improvement Planning
- Evidence-based Planning
- Promote Sound Assessment and Appraisal Practices
- Quality Assurance of Learning and Teaching
- Staff Appraisal
- Staff Development
- School Community Development
- Managing Information
- Rendering Strategic advice and Support to the SGB
- Networking and Representing the School
- Community Networking and Partnership development with Business, NGOs and other Organisations
- Participation in Community Activities relevant to the school

### Deputy Principal:

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to:

- To assist the principal in his/her duties
- To deputise for the principal during his/her absence from school
- Curriculum Management
- General Institution Management
- Sound Financial Management
- Promoting ICTs in learning
- Human Resource Support and Management
- Quality Assurance of Learning and Teaching
- Staff Appraisal
- Staff Development
- School Community Development

- Managing Information
- Rendering Strategic advice and Support to the SGB
- Networking and Representing the School
- Community Networking and Partnership development with Business, NGOs and other Organisations

**Department Head:**

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to:

- To act on behalf of the principal during her/his absence from school if the school does not qualify for a deputy principal or in the event both of them are absent.
- Class Teaching
- Curriculum Management
- Assess and record assessment of learners;
- To be in charge of subjects and phase;
- To develop policy for the department
- To coordinate all subjects in department;
- Provide guidance on content, methodology, assessment and evaluation, etc.;
- Provide guidance on the latest ideas and approaches to the subjects, method, techniques, evaluation, teaching aids, etc;
- Provide guidance on the subject teaching plans, homework, practicals, remedial work, interventions in the subjects, etc;
- To provide guidance to inexperienced and novice teachers in the department;
- Control work of educators and learners in department;
- Advise the principal regarding division of work amongst staff in the department;
- Organise and conduct extra and co-curricular activities;
- Manage and conduct staff appraisal and staff development;
- General and Administrative work;
- Communication.

**8 SIFTING**

- 8.1 The District Office shall handle the initial process to eliminate applications of all those candidates who do not comply with the requirements as stated in the advertisement and/or procedures as outlined in this circular.

- 8.2 Trade Union parties to the PELRC will be given a full report at a formal meeting after the sifting, and should be allowed access to the following:
- names of educators who have met the minimum requirements for the post/s in terms of the advertisement;
  - names of educators who have not met the minimum requirements for the post/s in terms of the advertisement and rejected applications on request;
  - and other relevant information that is reasonably incidental thereto.
- 8.3 Applications which do not meet the following criteria will be disqualified:
- Use of incorrect application form (not NCK1).
  - Alteration of the **format of the NCK1 form – applicant must not change form by adding or removing information, lines, columns or pages**
  - Unsigned NCK1 or photocopied or scanned signature
  - Incorrect post number
  - Not meeting minimum years of teaching experience
  - No certified SACE Certificate of Registration or proof of registration/application.
  - No certified copies of **original** qualifications (matric certificate, degrees, diplomas, certificate and Identity Document/Smart Card ID.
  - No certified copy of evaluation of foreign qualifications (where applicable) from any Provincial Department of Education / the Department of Higher Education and SAQA
  - No Curriculum Vitae (CV)
  - Incomplete applications
  - Faxed or emailed applications
  - Applications submitted or delivered to the wrong address
  - Late applications

## 9 REGULATIONS FOR SHORT LISTING AND INTERVIEWING

- 9.1 Since the actions or decisions of panel members during this process lead to the majority of disputes, the following precautions must be taken;
- The panel members must consider the merits of applicants objectively and fairly.
  - The sifted applications from District Office must be sealed and opened in the presence of all the panel members.
  - The panel members should act in a way, which is both fair and open since dissatisfaction with the decisions of the Interview Committee could result in a dispute, which will cause delay in the filling of the post until the dispute has been resolved.
  - The panel members must take into account the **racial and gender composition of the educator establishment of the school** with the view to ensuring equity and redress.
  - The panel must also **have regard to the racial profile of the learner population of the school** to ensure representivity.

## 9.2 Short Listing

- 9.2.1 The SGB constituted in terms of the South African Schools Act of 1996 as amended shall establish an Interview Committee from its members at the educational institutions where there are advertised vacancies.
- 9.2.2 The Interview Committee shall comprise of:
- One departmental representative (who may be the principal), as an observer and resource person. (The role of the resource person is to provide guidance on procedural issues) ;
  - The Principal of the school (if he/she is not the departmental representative), except in the case where she/he is an applicant. Where the principal is an applicant or not available, the Circuit Manager or the District Director's nominee will assist the Interview Committee as the resource person and departmental observer;
  - Members of the school governing body, excluding educator members who are applicants of the advertised post/s; and
  - One (1) union representative per union that is a party to the provincial chamber of the ELRC. The union representatives shall be observers to the process of short listing, interviews and the drawing up of a preference list.
- 9.2.3 Each interview committee shall appoint a **Chairperson** (who must be a member of the SGB) and a **Secretary** from amongst its members.
- 9.2.4 All applications that meet the minimum requirements and provisions of the advertisement shall be handed over to the school governing body responsible for that specific public school.
- 9.2.5 The School Governing Body is responsible for the convening of the interview committee and they must ensure that all relevant persons/organizations are informed in writing at least 5 working days prior to the date, time and venue of the short listing, interviews and the drawing up of the preference list. Where the Acting Principal is the applicant, a departmental official must assist the school governing body.
- 9.2.6 The interview committee must conduct short listing subject to the following guidelines;
- The criteria must be fair, non-discriminatory and in keeping with the Constitution of the country and Section 6(3)(b) of the Employment of Educators Act, as amended 1998.
  - The obligation of the employer towards serving educators.
  - The list of short-listed candidates for interview purposes **must be a minimum of 3** and should preferably not exceed five per post.
  - An educator, who has been acting in the advertised post for 12 months or more and has applied for the post, must be shortlisted (currently or previously acted in the advertised post for 12 consecutive or accumulated months). This applies to promotional posts only.
- 9.2.7 The following FOUR criteria will be utilized for short listing of Principal, Deputy Principal and Departmental Head posts:
- Language Proficiency (relevant to the post and school)
  - Qualifications (relevant to the post)
  - Experience (relevant to the post)



- Extra, Co-Curricular and Community Involvement
- 9.2.8 Each criteria will be weighted in the prescribed manner.
- 9.2.9 The interview committee will apply approved and acceptable shortlisting procedures and use the recommended mark allocation and scoring procedures (forms NCK7, NCK8, NCK9, NCK10).
- 10 Interviews**
- 10.1 Applicants must be available for selection interviews on a date, time and place as determined by the school.
- 10.2 Applicants must travel to the school for the interview at their own expense.
- 10.3 Applicants must provide a valid ID Document/National Identity Card at the interview.
- 10.4 All the short listed applicants must be invited to the interview. These applicants will be those with the highest score after short listing.
- 10.5 The interview committee will apply approved and acceptable interviewing procedures and use the recommended mark allocation and scoring procedures (forms NCK11, NCK12, NCK13, NCK14,).
- 10.6 The following **FIVE** criteria will be utilised for **interviews for Principal, Deputy Principal and Departmental Head posts**:
- Leadership & Communication.
  - Curriculum Management, Teaching, Learning, ICT in Learning and Academic Performance of the School/Subjects.
  - Managing Staff, Developing and Empowering Self and Others, Human Relations, Decision Making and Accountability of Self and Staff.
  - General, Administrative, Financial, Institutional and Information Management.
  - Extra, Co-Curricular and Community Involvement.
- 10.7 The interview committee will identify a manageable number of **questions** per criteria.
- 10.8 Each criteria is already weighted.
- 10.9 At the conclusion of the interviews the Interview Committee must rank all the candidates in order of preference, together with a full motivation **justifying why each candidate is suitable/not suitable** for the post.
- The motivation must include how the appointment **will promote equity, redress and representivity**, with particular reference to the racial and gender balance on the educator establishment of the school and the profile of the learners of the school.
- The motivation must also show how the committee has complied with the provisions of Section 6(3)(b) of the Act, and submit this to the school governing body for their recommendation to the relevant employing department.
- 10.10 All interviewees must receive similar treatment during the interviews.

## 11. RECOMMENDATION PROCEDURE

- 11.1 The School Governing Body **must convene a formal meeting** to receive the recommendation and motivation of the Interview Committee.
- 11.2 The governing body must consider the recommendation at this meeting and ensure that the recommendation of the panel complies with Section 6(3)(a) and (b) of the Act.
- 11.3 The governing body must prepare its own recommendation taking into account the ability of the candidates and the need to redress the imbalances of the past. The governing body must prepare its own motivation **justifying the suitability of each candidate** and setting out clearly how the appointment of the three candidates it recommends to the Head of Department **will promote equity, redress and representivity at the school**. The governing body must submit at least three names of recommended candidates in order of preference.
- 11.4 A separate NCK2 form must be completed by the Governing Body for each recommendation (post), and must be submitted to the respective District Director.
- 11.5 The following documents must be submitted to the District Director via the Circuit Manager:
- NCK2 for each recommendation (post).
  - Schedule of Short listed Applicants (NCK9).
  - Declaration of confidentiality (NCK5 and NCK6).
  - Shortlisting and Interview Assessment (NCK7, NCK8, NCK9, NCK10, NCK11, NCK12 and NCK13, NCK14).
  - Schedule of recommended candidates of interview Committee to SGB (NCK15).
  - Schedule of recommended candidates of SGB (NCK16).
  - Profile of staff and learners (NCK17)
  - Profile of excess educators (NCK26)
  - Minutes of meeting(s) of the SGB to select Interview Committee.
  - Minutes of meeting(s) of the Interview Committee to determine Short list.
  - Minutes of meeting(s) of the Interview Committee to determine Recommended Candidates.
  - Minutes of all meeting(s) of the SGB to consider recommendations from the Interview Committee and Compile a Preference list of three candidates.
  - **All applications received from District Offices have to be returned with the above-mentioned documentation.**

## 12. APPOINTMENTS

- 12.1 The School Governing Body **only recommends candidates**. School Governing Bodies are **therefore not allowed** to inform candidates that they have been recommended to the Department.

- 12.2 **APPOINTMENTS ARE MADE BY THE HEAD OF DEPARTMENT.** A recommended candidate must therefore refrain from taking any steps to assume duty until he/she has been notified in writing that he/she has been appointed.
- 12.3 **Upon receipt of an appointment letter the candidate must acknowledge receipt of the letter and indicate acceptance / non-acceptance on the prescribed annexure.**
- 12.4 **Serving applicants from other Provinces/Departments must enclose a copy of a latest Salary Advice and full service record for purposes of salary determination.**
- 12.5 Appointments are subject to strict compliance with the Employment of Educators Act, 1998 as amended. **The Northern Cape Department of Education reserves the right to decline any recommendation where it is found that the procedure was substantively and/or procedurally flawed.**

### **13. CONCLUSION**

- 13.1 **DISTRICT DIRECTORS AND CIRCUIT MANAGERS ARE REQUESTED TO ENSURE THAT THIS VACANCY CIRCULAR IS BROUGHT TO THE ATTENTION OF ALL SCHOOLS.**
- 13.2 **THE PRINCIPAL MUST ENSURE THAT THIS VACANCY CIRCULAR IS IMMEDIATELY BROUGHT TO THE ATTENTION OF ALL EDUCATORS.**
- 13.3 A supply of forms NCK1 to NCK17 and NCK26 has been included with this vacancy circular. Additional copies may be produced locally.

## ANNEXURE A

### MANAGEMENT PLAN FOR PROMOTIONAL POSTS: DEPARTMENTAL HEADS, DEPUTY PRINCIPALS AND PRINCIPALS

ACTION	DATE	NO. DAYS	RESPONSIBILITY
Vacancy Circular available – Published on HRMS and NCDoe Website	20 July 2018		Human Resource Management Head Office
Closing date for applications	10 August 2018	22 Days	Applicants
Sifting of Applications	10 August – 23 August 2018	10 Days	District Human Resource Management
Sifting meeting with Unions	24 August 2018	1 day	District Human Resource Management
Applications to schools for Short listing	27 August 2018	1 day	Circuit Managers and District Human Resource Management
Short listing & interviews	28 August – 18 September 2018	16 days	Schools and School Governing Bodies
SGB meeting to receive recommendations from Interview Committee and finalise recommendations to the Head of Department.	19 – 21 September 2018	3 days	Schools and School Governing Bodies and Principal/Circuit Manager
Recommendations to District Offices	25 September 2018	1 day	School Governing Bodies and Circuit Managers
Verification of Recommendations	25 September 2018 – 12 October 2018	14 days	Circuit Managers and District Human Resource Management
Recommendations to District Director	15 October – 19 October 2018	5 days	Circuit Managers and District Human Resource Management
Handling of Complaints/Grievances/Disputes	19 September – 12 October 2018	18 days	District Offices (Labour Relations, HRM and Circuit Managers)
Provincial Meeting to receive recommendations from Districts and finalise recommendations to the Head of Department.	22 – 26 October 2018	5 days	District Directors, Labour Relations and Head Office HRM and District HRM Legal Services

<b>ACTION</b>	<b>DATE</b>	<b>NO. DAYS</b>	<b>RESPONSIBILITY</b>
Verification of recommended candidates	29 October 2018 – 07 October 2018	8 days	Security Management Unit
Approval by Head of Department or delegate	08 - 12 November 2018	3 days	Superintendent–General or delegate
Appointment letters issued to successful candidates	14 November 2018	1 day	Circuit Managers and District Human Resource Management
Response from successful candidates (Annexure B)	20 November 2018	5 days	District Human Resource Management
Induction of newly appointed SMTs	26 – 30 November 2018	5 days	IMGD and Relevant Units
Assumption of Duty	01 January 2019		New Appointees

## ANNEXURE B

### DETAILS OF TEACHER UNIONS/ORGANISATIONS

<b>SADTU REGIONAL OFFICES</b>	<b>Frances Baard Region:</b> Mr Thuso Tau 79A Du Toitspan Road KIMBERLEY 8300	Cell: 083 205 0154 Tel: 053 831 4541 Fax: 053 831 4541 Email: thusoatau@gmail.com
	<b>John Taolo Gaetsewe Region:</b> Mr Tebogo Moseithle 03 Steward Street KURUMAN 8460	Cell: 083 205 0155 Tel: 053 712 0387 Fax: 086 513 7854 Email: mosetlhet10@gmail.com
	<b>Namakwa Region:</b> Mr. Erick Julie P.O. Box 390 SPRINGBOK 8240	Cell: 083 205 0160 Tel: 027 718 2612 Fax: 086 500 0318 Email: erickjulie@nashuaisp.co.za
	<b>Pixley Ka Seme Region:</b> Vuyelwa Nkumbi P.O. Box 257 DE AAR 7000	Cell: 083 205 0159 Tel: 053 631 2360 Fax: 053 631 2360 Email: mavuyi.nkumbi@gmail.com
	<b>ZF Mgcawu Region:</b> Mr. Aubrey Isaacs Cnr ZF Mgcawu & Dr Nelson Mandela Drive UPINGTON 8800	Cell: 0732212718 or 0725910342 Email: aubasadtu@gmail.com or aubaking@gmail.com
<b>CTU -ATU</b>	Mr Henk Brand P O Box 110156 Hadison Park KIMBERLEY 8306	Cell: 081 892 4280 Tel: 053 832 2727 Fax: 053 832 2460 Fax: 086 675 1127 Email: saouunk@saou.co.za

**END**



APPLICATION FOR EMPLOYMENT AS TEACHER / AANSOEK OM BETREKKING AS ONDERWYSER

- \* Please use a black ball point pen and print in block letters / Gebruik asseblief 'n swart balpuntpen en voltooi in drukskrif
- \* Complete a separate form for each post / Voltooi 'n afsonderlike vorm vir elke pos
- \* Place an "x" in the block wherever applicable / Dui aan met 'n "x" waar van toepassing

A. PARTICULARS OF POST APPLIED FOR BESONDERHEDE VAN POS WAARVOOR AANSOEK GEDOEN WORD												
1.	Gazette / Advertisement (Date): Gazette / Advertensie (Datum):											
2.	Post Number: Posnommer:											
3.	Post Description: Posbeskrywing:											
4.	Name of Institution/School: Naam van Inrigting/Skool:											
5.	District: Distrik:											
B. PERSONAL PARTICULARS PERSOONLIKE BESONDERHEDE												
1.	Surname: Van:			2.			Maiden Name: Nooiensvan					
3.	First Names: Name:											
4.	Date of Birth: Geboortedatum:			5.			Identity Number: Identiteitsnommer:					
6.	Salary/Persal number: Salaris/Persalnommer:			7.			SACE Registration No: SARO Registrasienommer:					
8.	Are you a South African Citizen? Is u 'n Suid Afrikaanse Burger?									YES JA	NO NEE	
9.	Citizenship (foreigners only): Burgerskap (slegs buitelanders):											
10.	Do you have a valid work permit? (foreigners only): Het u 'n geldige werkspermit? (slegs buitelanders):			YES JA	NO NEE	11.	Expiry Date Vervaldatum					
12.	Gender: Geslag:	MALE MANLIK	FEMALE VROULIK	13.	Marital Status: Huwelikstatus:	SINGLE ENKEL	MARRIED GETROUD	DIVORCED GESKEI	WIDOWED WEDUWEE			
14.	Race: Ras:	AFRICAN AFRIKAAN	COLOURED KLEURLING	INDIAN INDIËR	WHITE BLANK	OTHER ANDER						
15.	State of Health: Gesondheidstoestand:	GOOD GOED			FAIR GEMIDDELD			POOR SWAK				
16.	Do you have a disability? Het u enige ongeskiktheid?									YES JA	NO NEE	
17.	Do you have any physical and/or mental defects or diseases? (if yes, furnish particulars on a separate sheet) Het u enige fisiese en/of geestelike ongesteldheid of siektes? (indien ja, staaf besonderhede op addisionele blad)									YES JA	NO NEE	
18.	Have you been: Was u al ooit voorheen:											
18.1	Convicted of a criminal offence? (if yes, furnish particulars on a separate sheet) Skuldig bevind aan enige kriminele oortreding? (indien ja, staaf besonderhede op addisionele blad)									YES JA	NO NEE	
18.2	Dismissed from any employment? (if yes, furnish particulars on a separate sheet) Afgedank by enige werk? (indien ja, staaf besonderhede op addisionele blad)									YES JA	NO NEE	
19.	Postal Address: Posadres:									Postal Code: Poskode:		
20.	Permanent Residential Address: Permanente Woonadres:									Postal Code: Poskode:		
	Tel (Home/Huis):			Tel (Work/Werk):								
	Cell / Sel:			Fax / Faks:								
	Email / e-Pos:											

<b>C.</b>	<b>LANGUAGE PROFICIENCY: Indicate "GOOD", "FAIR" or "POOR"</b> <b>TAALBEVOEGDHEID: Dui aan "GOED", "GEMIDDELD" of "SWAK"</b>				
	English Engels	Afrikaans	Setswana	IsiXhosa	
Speak Praat					
Read Lees					
Write Skryf					

<b>D.</b>	<b>GIVE FULL DETAILS OF YOUR QUALIFICATIONS</b> <b>VERSKAF VOLLEDIGE BESONDERHEDE AANGAANDE U KWALIFIKASIES</b>				
	Qualification Kwalifikasie	Major Subjects Hoofvakke	Other Subjects Passed Ander Vakke Geslaag	Year Obtained Jaar Verwerf	Name of Institution Naam van Inrigting

<b>E.</b>	<b>EMPLOYMENT DETAILS AND HISTORY</b> <b>WERKS-BESONDERHEDE EN GESKIEDENIS</b>						
1.	Present Employer: Huidige Werkgewer:						
2.	Where Stationed: (Name Of Institution/School/Other) Standplaas: (Naam Van Inrigting/Skool/Ander)						
3.	Current Permanent Post: (Not Acting Posts) Huidige Permanente Pos: (Nie Waarnemende Poste)						
4.	Status: Hoedanigheid:	PERMANENT	TEMPORARY TYDELIK	SUBSTITUTE SUBSTITUUT	PROBATION PROEF		
5.	REQV: ROKW:	10 (MATRIC+0)	11 (MATRIC+1)	12 (MATRIC+2)	13 (MATRIC+3)	14+ (MATRIC+4+)	
6.	Post Level: Posvlak:	1	2	3	4		
7.	Date appointed to above post level: Datum aangestel in bogenoemde posvlak:						
8.	Date of first appointment as teacher: Datum van eerste aanstelling as onderwyser:						
9.	Are you additional to the current post establishment? Is u addisioneel tot die huidige diensstaat?				YES JA	NO NEE	
10.	Have you at your own request been discharged from the service for one of the following reasons? (if so, indicate the date of close of duty in the space provided): Was u al op eie versoek ontslaan uit diens vir enige van die volgende redes? (indien wel, dui uitdienstredingsdatum aan in beskikbare ruimte):						
	REASON REDE			LAST DATE OF EMPLOYMENT LAASTE DATUM VAN DIENS			
10.1	Premature Retirement Voortydige Aftrede						
10.2	Medical Board Mediese Ongeskiktheid						
10.3	Resignation Bedanking						
10.4	Voluntary Severance Package Vrywillige Skeidingspakket						
11.	SERVICE HISTORY: (In Chronological Order) VERSLAG VAN DIENSJARE: (In Kronologiese Volgorde)						
	School/Institution/Other Skool/Inrigting/Ander	Position Held Pos Beklee	Post Level Posvlak	Exact Date Of Service Presiese Datum Van Diens		Reasons For Leaving Redes Vir Uitsienstreding	
				From/Van	To/Tot		



12.	TEACHING EXPERIENCE ONDERWYSERVARING			
12.1	PRIMARY SCHOOL (GRADES R TO 7) PRIMÊRE SKOOL (GRADE R TOT 7)			
	Phase (ECD/Int/Sen) Fase (VKO/Int/Sen)	Subject Vak	Grades Grade	Period Tydperk From/Van To/Tot
	TOTAL NUMBER OF YEARS PRIMARY SCHOOL EXPERIENCE TOTALE AANTAL JARE PRIMÊRE SKOOL ONDERVINDING			
12.2	HIGH SCHOOL (GRADES 8 TO 12) HOËRSKOOL (GRADE 8 TOT 12)			
	Phase (Sen/FET) Fase (Sen/VOO)	Subject Vak	Grades Grade	Period Tydperk From/Van To/Tot
	TOTAL NUMBER OF YEARS HIGH SCHOOL EXPERIENCE TOTALE AANTAL JARE HOËRSKOOL ONDERVINDING			
13	OTHER EXPERIENCE ANDER ONDERVINDING			
	Name Of Employer Naam Van Werkgewer	Position Held Pos Beklee	Post Description Posbeskrywing	Period Tydperk From/Van To/Tot
	TOTAL NUMBER OF YEARS OTHER EXPERIENCE TOTALE AANTAL JARE ANDER ONDERVINDING			

F.	REFERENCES VERWYSINGS		
	Name Naam	Relationship to you Verwantskap met u	Telephone Number Telefoonnommer

I declare that the information provided (including any attachments) is true, complete and correct to the best of my knowledge. I understand that any false or misleading information supplied will lead to my application being disqualified or my discharge if I am appointed.

Ek verklaar dat inligting wat verskaf word (insluitende enige aanhangsels) na die beste van my wete waar, volledig en korrek is. Ek verstaan dat enige vals of misleidende inligting wat verskaf word, daartoe sal lei dat my aansoek gediskwalifiseer word of dat ek ontslaan mag word indien ek aangestel word..

\_\_\_\_\_  
SIGNATURE OF APPLICANT  
HANDTEKENING VAN AANSOEKER

\_\_\_\_\_  
DATE  
DATUM