



SCHOOL PRINCIPAL POSTS

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) of 2016, I hereby publish the list of vacant substantive posts on the approved establishment of the Northern Cape Department of Education.

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).

Service requirements in terms of experience for appointment are as follows:

POST	POST LEVEL	MINIMUM ACTUAL TEACHING EXPERIENCE REQUIRED
PRINCIPAL	PL4	7 YEARS

POSTS INFORMATION

DISTRICT	SCHOOL	POST GRADIN	LANGUAGE OF INSTRUCTION	POST PHASE	POST NO
Frances Baard	Kimberley Boys High School	Principal P3	English	Senior & FET Phase	202003/001
	Greenpoint High School	Principal P4	Afrikaans	Senior & FET Phase	202003/002
ZFM	Assmang Primary School	Principal P4	Afrikaans, Setswana & English	Foundation, Intermediate & Senior Phase	202003/003

DUTIES

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.

The date of assumption of duty will be 01 July 2020. The closing time and date for the receipt of application is 16:00 on 27th March 2020.

Application must be forwarded to the District Director for the respective District for the attention of the appropriate official as.

DISTRICT	DISTRICT DIRECTOR	POSTAL ADDRESS	HAND-DELIVERY ADDRESS	TELEPHONE
Frances Baard	Mr. CL Monyera Att: Mr. C. Smiles	Private Bag X5041, Kimberley 8300	9 Hayston Road Hadison Park, Kimberley	053 830 1600
ZF Mgcawu	Mr. GG March Att: Mr. B. Mathupi	Private Bag X891, Upington, 8800	2 JG Smith Street Morning Glory, Upington	054 337 6300

Application forms (NCK1) are obtainable from the respective District Offices as indicated. A separate NCK1 must be properly completed and originally signed and submitted for each application for the post. 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. Certified copies of original Identification Document/Smart Card ID, qualifications (matric certificate, degrees, diplomas, and certificates) and 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. It is compulsory for all potential applicants to be registered with the South African Council for Educators (SACE). The Management Plan and all required forms will be available on the website of the NCDoE at <http://ncdoe.ncpg.gov.za/vacancies.php>