



# NORTHERN CAPE DEPARTMENT OF EDUCATION

## VACANCY CIRCULAR 1 of 2021

### PROMOTIONAL POSTS: PRINCIPAL, DEPUTY PRINCIPAL AND DEPARTMENTAL HEAD

At Public Ordinary and Public Special Schools

JUNE 2021

**ERRATUM!!!**

Published on: 14 June 2021  
Closing Date: 12 July 2021

# NOTICE

Please be advised of the Errata of Vacancy Circular 1 of 2021 for the promotional posts, which were advertised on HRMS and the departmental website on the 14 June 2021.

The department wishes to apologize for any inconvenience this might have caused.

**Please be advised that the closing date for the posts mentioned below is extended by a week until 12 July 2021 @16h00.**

## FRANCES BAARD DISTRICT AND ZF MGCAWU DISTRICT

Please note that the following post is amended: The language of instruction was erroneously captured as English, Afrikaans:

!Xunkhwesa Combined School		Platfontein		Frances Baard
CONTACT PERSON			<i>Ms. M. Newman</i>	<i>053 832 1266</i>
POST NUMBER			<b>202106/032</b>	
POST			<b>Departmental Head</b>	<b>PL2</b>
SUBJECTS	Sosiale Wetenskap Gr:7-9; Geografie Gr:10-12	LANGUAGE OF INSTRUCTION:	Afrikaans	
		PHASE:	Senior and FET Phase	
<b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc. Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.				

Please note that the following post is amended: The subjects were erroneously captured as Natuurwetenskappe Gr:7-9; Tegnologie Gr:7-9

Barkly West High School		Barkly West		Frances Baard
CONTACT PERSON			<i>Mr.J.P. Solomons</i>	<i>053 531 0529</i>
POST NUMBER			<b>202106/034</b>	
POST			<b>Departmental Head</b>	<b>PL2</b>
SUBJECTS	Natuurwetenskappe Gr:7-9; Tegnologie Gr:7-9; Skeppende Kunste Gr:7-9; Lewensorientering Gr:7-12	LANGUAGE OF INSTRUCTION:	Afrikaans	
		PHASE:	Senior and FET Phase	
<b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc. Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.				

Please note that the following post is amended: The subjects was erroneously captured as English FAL Gr:4-6:

<b>Kim Kgolo Primary School</b>		<b>Kimberley</b>	<b>Frances Baard</b>
<b>CONTACT PERSON</b>		<i>Ms. KC. Moea</i>	<i>053 871 1033</i>
<b>POST NUMBER</b>		<b>202106/056</b>	
<b>POST</b>		<b>Departmental Head</b>	<b>PL2</b>
<b>SUBJECTS</b>	English FAL Gr:4-6; Social Sciences Gr:4-6	<b>LANGUAGE OF INSTRUCTION:</b>	English
		<b>PHASE:</b>	Intermediate Phase
<p><b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc. Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.</p>			

Please note that the following post is amended: The language of instruction was erroneously captured as English:

<b>Taudiarora Primary School</b>		<b>Jan Kempdorp</b>	<b>Frances Baard</b>
<b>CONTACT PERSON</b>		<i>Mr. TP Mokwa</i>	<i>073 820 2558</i>
<b>POST NUMBER</b>		<b>202106/079</b>	
<b>POST</b>		<b>Departmental Head</b>	<b>PL2</b>
<b>SUBJECTS</b>	Setswana Puo Ya Gae Gr:1-3; English FAL Gr:1-3; Life Skills Gr:1-3; Mathematics Gr:1-3	<b>LANGUAGE OF INSTRUCTION:</b>	Setswana
		<b>PHASE:</b>	Foundation Phase
<p><b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc. Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.</p>			

Please note that the following post is amended: The language of instruction was erroneously captured as Setswana;English:

<b>Vaalharts Gekombineerde Skool</b>		<b>Jan Kempdorp</b>	<b>Frances Baard</b>
<b>CONTACT PERSON</b>		<i>Mr.SS. Dustile</i>	<i>053 830 1600</i>
<b>POST NUMBER</b>		<b>202106/086</b>	
<b>POST</b>		<b>Departmental Head</b>	<b>PL2</b>
<b>SUBJECTS</b>	Life Skills/ Lewensvaardighede Gr:4-6; Mathematics/Wiskunde Gr:4-6/; Natural Science and Technology/ Natuur Wetenskappe en Tegnologie Gr:4-6; Social Science/ Sociale Wetenskappe Gr:4-6;	<b>LANGUAGE OF INSTRUCTION:</b>	English, Afrikaans
		<b>PHASE:</b>	Intermediate Phase
<p><b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc. Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.</p>			

Please note that the following post is amended: The subjects was erroneously captured as English FAL Gr:4-6; Mathematics Gr:4-6:

<b>Warrenvale Public Primary School</b>		<b>Warrenton</b>	<b>Frances Baard</b>
<b>CONTACT PERSON</b>		<i>Mr. MB. Mokola</i>	<i>068 334 4501</i>
<b>POST NUMBER</b>		<b>202106/089</b>	
<b>POST</b>		<b>Departmental Head</b>	<b>PL2</b>
<b>SUBJECTS</b>	Mathematics Gr:4-6; Social Sciences Gr:4-6	<b>LANGUAGE OF INSTRUCTION:</b>	English
		<b>PHASE:</b>	Intermediate Phase
<p><b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc. Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.</p>			

<b>Vela-Langa Primary School</b>		<b>Upington</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Mr NL Reed</i>		<i>076 732 2380</i>
<b>POST NUMBER:</b>			<b>202106/001R</b>	
<b>POST:</b>			<b>Principal P4</b>	<b>PL4</b>
<b>SUBJECTS:</b>	Principal P4 - Post Level: 4	<b>LANGUAGE OF INSTRUCTION:</b>	English	
		<b>POST PHASE:</b>	Foundation; Intermediate & Senior Phase	
<b>DUTIES:</b> 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.				

<b>Kalksloot Intermediate School</b>		<b>Sesbugge</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Ms S Ferrus</i>		<i>063 688 7000</i>
<b>POST NUMBER:</b>			<b>202106/002R</b>	
<b>POST:</b>			<b>Principal P3</b>	<b>PL4</b>
<b>SUBJECTS:</b>	Principal P3 - Post Level: 4	<b>LANGUAGE OF INSTRUCTION:</b>	Afrikaans	
		<b>POST PHASE:</b>	Foundation; Intermediate & Senior Phase	
<b>DUTIES:</b> 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.				

<b>Vredesvallei Primêre Skool</b>		<b>Vredesvallei</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Mr MW Madlongolwana</i>		<i>079 879 7377</i>
<b>POST NUMBER:</b>			<b>202106/003R</b>	
<b>POST:</b>			<b>Principal P2</b>	<b>PL4</b>
<b>SUBJECTS:</b>	Principal P2 - Post Level: 4	<b>LANGUAGE OF INSTRUCTION:</b>	Afrikaans	
		<b>POST PHASE:</b>	Multi-Grade	
<b>DUTIES:</b> 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.				

<b>Franciscus Intermediate School</b>		<b>Upington</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Mr A Esau</i>		<i>078 704 1888</i>
<b>POST NUMBER:</b>			<b>202106/004R</b>	
<b>POST:</b>			<b>Deputy Principal</b>	<b>PL3</b>
<b>SUBJECTS:</b>	Deputy Principal - Post Level: 3	<b>LANGUAGE OF INSTRUCTION:</b>	Afrikaans	
		<b>POST PHASE:</b>	Foundation; Intermediate & Senior Phase	
<b>DUTIES:</b> 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.				

<b>Upington High School</b>		<b>Upington</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Mr WA Kotze</i>		<i>083 459 1380</i>
<b>POST NUMBER:</b>			<b>202106/005R</b>	
<b>POST:</b>			<b>Deputy Principal</b>	<b>PL3</b>
<b>SUBJECTS:</b>	Deputy Principal - Post Level: 3	<b>LANGUAGE OF INSTRUCTION:</b>	Afrikaans	
		<b>POST PHASE:</b>	Senior & FET Phase	
<b>DUTIES:</b> 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.				

<b>Oranje-Suid Primêre Skool</b>		<b>Kakamas</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Mr LA Snyman</i>		<i>084 678 1065</i>
<b>POST NUMBER:</b>			<b>202106/006R</b>	
<b>POST:</b>			<b>Deputy Principal</b>	<b>PL3</b>
<b>SUBJECTS:</b>	Deputy Principal - Post Level: 3	<b>LANGUAGE OF INSTRUCTION:</b>	Afrikaans	
		<b>POST PHASE:</b>	Foundation; Intermediate & Senior Phase	
<b>DUTIES:</b> 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.				

<b>Assmang Primary School</b>		<b>Postmasburg</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Mr GJ Oliphant</i>		<i>076 053 7091</i>
<b>POST NUMBER:</b>			<b>202106/007R</b>	
<b>POST:</b>			<b>Deputy Principal</b>	<b>PL3</b>
<b>SUBJECTS:</b>	Deputy Principal - Post Level: 3	<b>LANGUAGE OF INSTRUCTION:</b>	Afrikaans; English; Setswana	
		<b>POST PHASE:</b>	Foundation; Intermediate & Senior Phase	
<b>DUTIES:</b> 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.				

<b>Postmasburg Primary School</b>		<b>Postmasburg</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Ms L Stander</i>		<i>053 313 1212</i>
<b>POST NUMBER:</b>			<b>202106/008R</b>	
<b>POST:</b>			<b>Departmental Head</b>	<b>PL2</b>
<b>SUBJECTS:</b>	English Home Language GR:7; English First Additional Language GR: 7; Social Sciences GR: 7	<b>LANGUAGE OF INSTRUCTION:</b>	English; Afrikaans	
		<b>POST PHASE:</b>	Senior Phase	
<b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc.; Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.				

<b>Assmang Primary School</b>		<b>Postmasburg</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Mr GJ Oliphant</i>		<i>076 053 7091</i>
<b>POST NUMBER:</b>			<b>202106/009R</b>	
<b>POST:</b>			<b>Departmental Head</b>	<b>PL2</b>
<b>SUBJECTS:</b>	Mathematics GR:4-6; Wiskunde GR:4-6; Natuurwetenskappe en Tegnologie GR:4-6; Natural Sciences and Technology GR:4-6; Mathematics GR:7-9; Wiskunde GR:7-9; Natuurwetenskappe GR:7-9; Natural	<b>LANGUAGE OF INSTRUCTION:</b>		Afrikaans;English
		<b>POST PHASE:</b>	Intermediate & Senior Phase	
<b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc.; Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.				

<b>Saul Damon High School</b>		<b>Upington</b>		<b>ZF Mgcawu</b>
<b>CONTACT PERSON:</b>		<i>Mr PTL Smith</i>		<i>083 963 0414</i>
<b>POST NUMBER:</b>			<b>202106/010R</b>	
<b>POST:</b>			<b>Departmental Head</b>	<b>PL2</b>
<b>SUBJECTS:</b>	Fisiese Wetenskappe GR:10-12; Lewenswetenskappe GR:10-12; Natuurwetenskappe GR:9	<b>LANGUAGE OF INSTRUCTION:</b>		Afrikaans
		<b>POST PHASE:</b>	Senior & FET Phase	
<b>DUTIES:</b> Class Teaching; Assess and record assessment of learners; To be in charge of subjects and phase; To coordinate all subjects in department; Provide guidance on content, methodology, assessment and evaluation, etc.; Control work of educators and learners in department; Organize and conduct extra and co-curricular activities; Staff appraisal and staff development; General and Administrative work; Communication.				