



NORTHERN CAPE DEPARTMENT OF EDUCATION

VACANCY CIRCULAR - 1 OF 2021

CS-EDUCATOR PROMOTIONAL POSTS:

DEPARTMENTAL HEAD, DEPUTY PRINCIPAL AND PRINCIPAL

At Public Ordinary and Public Special Schools

**Published on: 14 June 2021
Closing Date: 05 July 2021**

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) of 2016, I hereby publish the 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 apply for the vacancies as an opportunity to contribute towards building a better South Africa.



MS M. MARAIS

HEAD OF DEPARTMENT: 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 2020 PPN of Public Ordinary Schools and Public Special Schools.

Approval to advertise and fill these vacant substantive posts has been granted by the Head of Department 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 via the Human Resource Management System 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 will be **01 January 2022**, *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 correctly quoted in all correspondence. A unique post number is allocated to every vacant post (e.g. 202106/0001). **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/index.php/vacancies/posts>
- 5.2 An application form must carry the original signature of the applicant to ensure that it is a legitimate application.
- 5.3 The correct 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).
- 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 A certified copy of the Identification Document/National Identity Card must be submitted with each application.
- 5.8 Applicants in possession of a foreign qualification **must** attach a certified copy of 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 05 July 2021**. All applications, including those submitted by hand or via registered mail must be posted timeously (**registered mail applications should be sent at least 7 calendar days before the closing date**) so that it can reach the relevant District Office before the closing date and time.
- 5.16 Applications must be neatly and properly bound.
- 5.17 **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.**
- 5.18 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.

- 5.19 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. The primary focus of the credit record checks will be on successful candidates for principal posts as they are responsible for the management of school funds.
- 5.20 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 Att: Ms A. Jansen	Private Bag X5041, Kimberley 8300	9 Hayston Road, Hadison Park, Kimberley	053 830 1600
John Taolo Gaetsewe	Mr. VJ Teise Att: Ms. V Keetile	Private Bag X115, Mothibistad, 8474	6164 Kgosi Mothibi Road, Mothibistad	054 773 9100
Namakwa	Mr. PTA Cloete Att: Ms. D. Curnow	Private Bag X2, Springbok, 8240	Cnr Phillips and Bree Street, Springbok	027 718 8600
Pixley Ka Seme	Mr. F. Silengile Att: Ms. N. Mabedla	Private Bag X1013, De Aar, 7000	Alpha Street, Happy Valley, De Aar	053 632 9200
ZF Mgcawu	Mr. GG March Att: Mr. B. Mathupi	Private Bag X891, Upington, 8800	2 JG Smith Street Morning Glory, Upington	054 337 6300

6 ADVERTISEMENT, SELECTION AND APPOINTMENT PRINCIPLES

- 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 2020/2021 for Public Ordinary and Public Special Schools;
- 6.1.2 If incorrect information was submitted or published;
- 6.1.3 Posts with an unreasonable or incorrect 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.** 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 **COVID-19 Regulations**
- 6.7.1 The SGB and Principal must implement COVID-19 measures to protect the SGB members and staff from being exposed to the virus through their interaction with candidates and Union representatives; and to protect candidates and Union representatives from being exposed to virus through their interaction with the SGB and staff or other persons present in the school premises during the recruitment and selection process.
- 6.7.2 The SGB and SMT/Principal must ensure all candidates and Union representatives:
- 6.7.2.1 wear face cloth masks when inside the premises of the school
 - 6.7.2.2 Sanitize their hands between each interaction with other SGB members, staff and other persons on the school premises.
 - 6.7.2.3 are screened, at the time that they report for interviews, to ascertain whether they have any of the observable symptoms associated with COVID-19, e.g. fever, cough, and sore throat, redness of eyes or shortness of breath (or difficulty in breathing) etc.
 - 6.7.2.4 Ensure that the venue of the Interviews is thoroughly cleaned and disinfected in terms of the normal COVID-19 cleaning protocols.
 - 6.7.2.5 in the interest of safety of candidates, Union representatives and SGB panel members, it is required that interviews must be held in a classroom or staff room that can accommodate social distancing (minimum of 1.5m) so as to adhere to COVID-19 regulations, since interviews will still be held face to face; to ensure minimal contact between them.
 - 6.7.2.6 In the event that a candidate invited to the interview informs the panel that he /she has tested positive for COVID-19 and cannot attend the interview. The following will apply, the said candidate must provide the panel with evidence of a positive test / confirmation that he has been tested via email and be afforded the opportunity to be interviewed after the 10 days prescribed quarantine period has expired

6.7.2.7 In the event that a candidate invited to the interview informs the panel that he/she **has tested positive for COVID-19 or has been in contact with a confirmed COVID-19 case** and cannot attend the interview, the following shall apply:

- a) **having tested positive:** the said candidate **must submit medical evidence** thereof in the form of confirmation of test results.
- b) **close contact of a confirmed positive COVID-19 case:** the said candidate **must submit an affidavit** that he/she has been listed as a close contact of a confirmed positive case.
- c) Once the above information has been received, he /she must be afforded an opportunity to be interviewed after the 10 days prescribed self isolation period has expired.
- d) Given that other candidates were already interviewed a second set of relevant questions will be prepared by the Selection Committee for the candidate affected by COVID-19. This is to curb the possibility of the initial questions being leaked or shared with the affected COVID-19 candidate.

6.8 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 will be the school principal by default), as observer and resource person except in the case where he/she is an applicant.
- In the event that the Principal of the school is an applicant then the Circuit Manager will act as Observer and Resource Person.
- 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**. In the event there are five candidates who

qualify for interviews and there is an additional candidate/s who has acted for a period of 12 months or more the panel may exceed the maximum of five candidates.

- 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 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 and drawing up of the preference list. **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 following minimum requirements for appointment for School based Educators as stated in section B.3.2 of the Revised Personnel Administration Measures are applicable.

JOB TITLE	EDUCATIONAL QUALIFICATIONS	STATUTORY REQUIREMENTS	COMPETENCIES AND SKILLS		Experiential competency
			FUNCTIONAL FIELD	GENERIC	
Teacher	A recognized three or four year qualification, which includes professional teacher education.	Registration with SACE as professional educator.	Basic knowledge of subject/ phase as provided for in the professional qualification	1. Teaching and assessment skills. 2. Extra- and co-curricular skills. 3. Administrative skills. 4. Able to interact with stakeholders. 5. Communication skills.	12 months probation
Departmental Head	A recognized three or four year qualification, which includes professional teacher education.	Registration with SACE as professional educator.	Advanced knowledge of teaching as provided for in the professional qualification.	1. Good teaching and assessment skills. 2. Good extra-and co-curricular skills. 3. Good people management skills. 4. Good administrative skills. 5. Good communication skills.	3 years of actual teaching experience
Deputy Principal	A recognized three or four year qualification, which includes professional teacher education.	Registration with SACE as professional educator.	1. Advanced knowledge of teaching as provided for in the professional qualification. 2. Good Management skills 3. Leadership	1. Good teaching and assessment skills. 2. Good extra-and co-curricular skills. 3. Good people management skills. 4. Good administrative skills. 5. Good communication skills.	5 years of actual teaching experience
Principal	A recognized three or four year qualification, which includes professional teacher education.	Registration with SACE as professional educator.	1. Advanced knowledge of teaching as provided for in the professional qualification. 2. Good Management skills 3. Good Leadership skills	1. Good co-curricular skills. 2. Good people management skills. 3. Good administrative skills. 4. Good communication skills. 5. Good knowledge of applicable educator legislation, regulations and policies.	7 years of actual teaching experience

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/she 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):

SALARY LEVEL (PER SCHOOL GRADING)	Minimum notch code	Maximum notch code
Principal P1	210	362
Principal P2	244	392
Principal P3	280	420
Principal P4	308	426
Principal P5	350	432
Deputy Principal PL3	244	408
Departmental Head PL2	210	392

Note: Principals' salaries are determined by both REQV & approved 2021 school grading. Salary notches will be determined as per the 2019/2020 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 the 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 the DHET 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 (NCK10).
 - Declaration of confidentiality (NCK5 and NCK6).
 - Interview Assessment (NCK7, NCK8, NCK10, NCK11, NCK12, NCK13 and 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 (NCK27)
 - 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 OR HIS/HER DELEGATE.** 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 Applicants can also access a copy Gazette and application forms on the departmental website <http://www.ncdoe>
- 13.3 **THE PRINCIPAL MUST ENSURE THAT THIS VACANCY CIRCULAR IS IMMEDIATELY BROUGHT TO THE ATTENTION OF ALL EDUCATORS.**
- 13.4 A supply of forms NCK1 to NCK17 and NCK27 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

VACANCY 1 OF 2021

ACTION	DATE	RESPONSIBILITY	NO DAYS
Capturing of NCK25 on HRMS		Schools and School Governing Bodies	done
Verification of vacancies captured on HRMS	01 - 04 June 2021	District Human Resource Management and Circuit Managers	7 Days
Verification of vacancies captured on HRMS and Draft Gazette	07 – 11 June 2021	Head Office HRM	5 Days
Vacancy Circular available – Published on HRMS and Website	14 June 2021	Human Resource Management Head Office	1 Days
Closing date for applications	05 July 2021	Applicants	15 Days
Sifting of Applications	06 – 23 July	District Human Resource Management	14 days
Sifting meeting with Unions	26 - 27 July 2021	District Human Resource Management	2 Days
Applications to schools for Short listing	29 - 30 July 2021	Circuit Managers and District Human Resource Management	2 Days
Short listing & interviews	02 – 20 August 2021	Schools and School Governing Bodies	14 Days
SGB meeting to receive recommendations from Interview Committee and finalise recommendations to the Head of Department.	23 - 24 August 2021	Schools and School Governing Bodies and Principal/Circuit Manager	2 Days
Recommendations to District Offices	25 August 2021	School Governing Bodies and Circuit Managers	1 Day
Verification of Recommendations	26 August – 23 September 2021	Circuit Managers and District Human Resource Management	21 Days

ACTION	DATE	RESPONSIBILITY	NO DAYS
Recommendations to District Director	27 - 30 September 2021	Circuit Managers and District Human Resource Management	4 days
Handling of Complaints/Grievances/Disputes	25 August – 30 September 2021	District Offices (Labour Relations, HRM and Circuit Managers)	
Provincial Meeting to receive recommendations from Districts and finalise recommendations to the Head of Department.	04 - 08 October 2021	District Directors, Labour Relations, Circuit Managers, Head Office HRM and District HRM	5 Days
Verification of recommended candidates	11 – 29 October 2021	Security Management Unit and HRM Head Office	15 Days
Recommendations to Head of Department or delegate	01 November 2021	Head Office HRM	1 day
Approval by Head of Department or delegate	02 – 05 November 2021	Head of Department or delegate	4 days
Appointment letters issued to successful candidates	08 November 2021	Circuit Managers and District Human Resource Management	1 day
Response from successful candidates (Annexure B)	08 – 16 November 2021	District Human Resource Management	7 days
Induction of newly appointed SMTs	10 – 14 January 2022 or Week before schools open during January 2022.	IMGD and Relevant Units	Principals and Deputies: 5 days Departmental Heads: 3 days
Assumption of Duty	01 January 2022	New Appointees	

ANNEXURE B

DETAILS OF TEACHER UNIONS/ORGANISATIONS

SADTU REGIONAL OFFICES	Frances Baard Region: Mr Lebogang Diutlwileng 79A Du Toitspan Road KIMBERLEY 8300	Cell: 083 205 0154 Tel: 053 831 4541 Fax: 053 831 4541 Email: lebogangdiutlwileng@yahoo.com
	John Taolo Gaetsewe Region: Mr Kgeledi Matlala 03 Steward Street KURUMAN 8460	Cell: 083 205 0155 Tel: 053 712 0387 Fax: 086 513 7854 Email: kgeledimatlala7@gmail.com
	Namakwa Region: Mr. Erick Julie P.O. Box 390 SPRINGBOK 8240	Cell: 083 2050 160 Tel: 027 718 2612 Fax: 086 500 0318 Email: erickjulie@nashuaisp.co.za
	Pixley Ka Seme Region: Mr. Pule Mogopodi 1 cnr Alida & Friedlander Street Moreson Building DE AAR 7000	Cell: 083 205 0159 Tel: 053 631 2360 Email: mogopodip@gmail.com
	ZF Mgcawu Region: Mr. Bulelani Dywili 10 Le Roux Street Riversde UPINGTON 8800	Cell: 066 488 5746 Tel: 054 339 2212 Email: bjdywili@gmail.com
CTU -ATU	Provincial Office Mr H. Brand CTU-ATU 10 Milner Road Belgravia KIMBERLEY 8300	Cell: 081 8924280 Tel: 053 832 2727 Email: saouнк@saou.co.za

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