



**PROVINCE OF THE EASTERN CAPE
DEPARTMENT OF EDUCATION**

**ADDENDUM FOR OPEN BULLETIN FOR
VOLUME 5 AND 6 OF 2019**

VACANT: PROMOTIONAL POSTS AT SCHOOLS

DATE: 30 SEPTEMBER 2019

**TEL: 040 608 4064/ 040 608 4548/4513
FAX: 040 608 4433**

**PRIVATE BAG X 0032
BHISHO
5605**

**NOTE: CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR POSTS
ADVERTISED IN THE BULLETIN:**

CLOSING DATE: 21 OCTOBER 2019

The Department reserves the right not to fill the advertised posts in this Bulletin.

1. IMPORTANT INFORMATION FOR ALL APPLICANTS

- A. Applications should be made on the attached Eastern Cape Province application form (**Educator Employment Profile EDP 01 Form**). Such form must be photocopied from this bulletin. Additional copies of this application form can be obtained from any District Office. This form combines the information in the standard application form and the standard CV information into one Employment Profile Form.
- B. Application Forms are to be accompanied by all relevant certified documentation by commissioner of oath. (Recommended list)
- Fully Completed (EDP 01) application form
 - A standard CV, should the application form (EDP 01) not be fully completed and two references.
 - Certified copy of the South African Identity Document

Certified copies of all academic qualifications (including Grade 12 Certificate and informal qualifications) and transcripts (to submit an affidavit should transcript not be obtainable. The affidavit should state year of qualification obtained, subjects completed, institution and reason for being unable to obtain transcript.

- Certified copy of membership certificate with SACE (OR proof of application for registration)
 - Applicant's post school education qualification(s) must be accompanied by the transcripts and a probity check will be performed.
- C. **Forms without all the relevant documentation will be discarded.**
- D. Separate application forms should be completed for **EACH POST**. Each form must be accompanied by the required documentation. Completed forms which are photocopied will not be accepted. Incomplete applications forms will be not be accepted.
- E. Where there is misrepresentation of facts, or any other deviations from these procedures, regulations, or collective agreements, the Department reserves the right not to fill the post or posts affected.
- F. The post, post number and the name of the educational institution for which an application is made should be clearly stated.
- G. **APPLICATIONS SHOULD BE SUBMITTED NO LATER THAN 12H00 ON THE DAY OF THE CLOSING DATE. NO APPLICATIONS WILL BE ACCEPTED AFTER 12H00.**
- H. Successful candidates are only to assume duty on receipt of an official letter of appointment signed by the relevant DISTRICT DIRECTOR.
- I. **All applications must be directed to the relevant District Offices only.**
- J. The Eastern Cape Department of Education is an affirmative action employer. Educators who terminated their services on voluntary severance package may apply.
- K. The Department reserves the right not to fill the advertised posts in this Bulletin.
- L. **POST NOT FILLED BY THE PRESCRIBED DATE AS PER THE MANAGEMENT PLAN WILL BE RE-ADVERTISED.**

NB. You can regard your application as unsuccessful if you have not heard from the Department within four months of the closing date.

Only shortlisted candidates will be contacted and will be required to undergo pre-employment screening. Shortlisted candidates will be expected to pay for their own travelling costs.

2. SUMMARY OF POSTS

DISTRICT	PRINCIPALS
AMATHOLE EAST	4
OR TAMBO COASTAL	2
Grand Total	6

2. **ENQUIRIES** should be directed to the relevant District Office. Contact details are provided below.
3. Please see attached the posts advertised.



MR. T. KOJANA
SUPERINTENDENT-GENERAL

DATE



EASTERN CAPE DEPARTMENT OF EDUCATION
EDUCATOR EMPLOYMENT PROFILE FORM

(EDP 01 Form)

Instructions: 1. This form combines the information in the standard application form and the standard CV information into one Employment Profile Form.
2. Place an X in blocks where applicable.

SECTION A: POST PARTICULARS									
1. POST NUMBER:									
2. NAME OF INSTITUTION							3. DISTRICT		
4. POST DESCRIPTION							5. POST LEVEL		

SECTION B. PERSONAL PARTICULARS OF APPLICANT														
6.1.	SURNAME					6.2. NAMES								
7.	PERSONAL NO:					8.	I.D. No.							
9.	NATIONALITY					10.	MARITAL STATUS							
11.	GENDER		F	M	DISABILITY		Y	N	12.	PREVIOUS RACIAL GROUPING(EE)				
13.	POSTAL ADDRESS					14.	CONTACT DETAILS		W					
									H					
									C					
15.	E-MAIL								FAX No.					

SECTION C: COMPETENCIES									
16.	LANGUAGE PROFICIENCY		State whether "Established (Est)" or "Developing(Dev)" or "Not Established" (NE)						
			1:ISIXHOSA	2:ENGLISH	3:ISIZULU	4:AFRIKAANS	5:	6:	
	SPEAK								
	READ								
	WRITE								
17.	FORMAL QUALIFICATIONS (Copies to be attached to this application)								
TYPE OF QUALIFICATION		INSTITUTION	EXEMPTION (YES/NO)	YEAR OBTAINED	DURATION	EXAMING AUTHORITY e.g. EX-DEPARTMENT			
17.1.	MATRIC/ STD 10/ GRADE 12								
		ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	SPECIALISATION SUBJECTS/AREA/FIELD			
17.2.	PROFESSIONAL e.g. PTD; HDE; FDE/ACE; BEd								
17.3.	ACADEMIC DEGREE e.g. BA; BComm								
17.4.	SENIOR RESEARCH DEGREE e.g. MEd; MPhil; DEd	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	RESEARCH TOPIC			
17.5.	OTHER FORMAL DIPLOMAS (3mths+ and more) e.g. HRM; LABOUR LAW	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	AREA OF SPECIALISATION			

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18.	SHORT COURSES (attach attendance certificate where available)	NAME OF COURSE	INSTITUTION/ SERVICE PROVIDER	YEAR OBTAINED	DURATION OF COURSE	AREA OF TRAINING

19.	HIGHEST REQV LEVEL	HIGHEST NQF LEVEL (short courses and certificates)
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20.	SECTION D: GENERIC SKILLS (Evidence of these skills may be tested in the Interviewing Process)			
	(Mark appropriate box with an X)	Established (Est)	Developing (Dev)	Not Yet Established (NYE)
20.1.	COMPUTER LITERACY			
20.2.	COMMUNICATION			
20.3.	REPORT WRITING			
20.4.	BASIC PROJECT MANAGEMENT			
20.5.	LEADERSHIP			
20.6.	BASIC FINANCIAL MANAGEMENT			
20.7.	HUMAN RELATIONS			
20.8.	INNOVATION AND CREATIVITY			
20.9.	OTHER:			
20.10.	OTHER:			

21.	EMPLOYMENT HISTORY				
		POST LEVEL	INSTITUTION	PROVINCE	SUBJECT/S TAUGHT/FUNCTIONS
21.1.	CURRENT POST				
21.2.	PREVIOUS POSTS IN EDUCATION				
21.2.	OTHER WORKING EXPERIENCE	EMPLOYER	NATURE OF WORK	DURATION	
21.3.					
21.4.					
21.3.					
21.4.					

22.	TOTAL YEARS OF EXPERIENCE IN EDUCATION	TOTAL WORKING YEARS
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23.	EXTRA CURRICULAR ACTIVITIES			
23.1.	SPORTS e.g. athletics, netball (state sport code/s)			
23.2.	MUSICAL INSTRUMENT e.g. piano, flute (state instrument/s)			
23.3.	(Mark appropriate box with an X)			
	DRAMA		CHOIR	
	ART		DRUM MAJORETTES	
	DEBATING	OTHER (state other):		
	CHESS	OTHER (state other):		

24.	PROFESSIONAL ACTIVITIES (e.g. educator union; sports body; board; council)		
	ORGANISATION/BODY	POSITION HELD (state provincial/national)	DURATION OF OFFICE
24.1.			
24.2.			
24.3.			
24.4.			
25.4.			

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26.	SOCIAL RESPONSIBILITY ROLE (e.g. community based activities; SRC chairperson)	
	POSITION HELD	RESPONSIBILITIES
26.1.		
26.2.		
26.3.		
26.4.		
26.5.		

27.	PERSONAL QUALITY TRAITS (i.e. your strengths)
27.1.	
27.2.	
27.3.	
27.4.	
27.5.	

28.	OTHER RELEVANT INFORMATION (e.g. awards; scholarships; study tours)
28.1.	
28.2.	
28.3.	
28.4.	
28.5.	

29.	EMPLOYMENT CHECKS (* where you have answered "YES" certain restrictions <u>MAY</u> be placed on your employment/promotion)						
29.1	Have you ever been convicted of misconduct?	YES	NO	29.3.	Have you ever taken early retirement due to ill health?	YES	NO
29.2.	Have you ever been criminally charged?	YES	NO	29.4.	Have you opted for a Voluntary Severance Package (VSP)	YES	NO
	* Explanation:.....						

30.	REFERENCES		
	NAME	CONTACT DETAILS	RELATIONSHIP
30.1.			
30.2.			
30.3.			

31.	DECLARATION
<p>I declare that the above information is true and correct. I understand that any false or incorrect statement can constitute misrepresentation and could render me liable to be discharged on account of misconduct. I declare that all required documents attached are a true copy of my original certificates and therefore are regarded as authentic.</p>	
<p>_____</p> <p>SIGNATURE OF APPLICANT DATE</p>	

ADDRESSES OF DISTRICT OFFICES:

Forward all applications to the District Director of the respective District as listed below
 (no application forms must be submitted to schools)

<p>AMATHOLE EAST</p>	<p>Dutywa Mr. Mkentane Tel: 047- 4891438 / 147 Address: P/B X 1203 Dutywa 5000</p>	<p>Butterworth District Director Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960</p>
<p>OR TAMBO COASTAL</p>	<p>Libode Mr. V. Joseph Tel: 047- 5027401 Address: P/B 518 Libode 5160</p>	<p>Lusikisiki District Director Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820</p>



NO	DISTRICT	LOCATION	NAME OF SCHOOL	COMPONENT	EMIS NO	MEDIUM OF INSTRUCTION	GRADE	SUBJECTS	SCHOOL GRADING	POST NAME
VOL 6 OF 2019 453	AMATHOLE EAST	NQAMAKWE	LOWER NQANCULE JSS	24256	200300233	ENGLISH	Gr 4-6	NS & MATHS	PL2	HOD
VOL 6 OF 2019 454	AMATHOLE EAST	BUTTERWORTH	LUSIZI PS	24254	200300249	ENGLISH	Gr 4 - 7	NATURAL SCIENCE AND TECHNOLOGY	PL2	HOD
VOL 5 OF 2019 175	OR TAMBO COASTAL	FLAGSTAFF	SIKITINI SPS	144492	200500243	ENGLISH	1 TO 3	ALL SUBJECTS	P 2	PRINCIPAL
VOL 5 OF 2019 176	OR TAMBO COASTAL	NGQELENI	MHLABUNZIMA JSS	234268	200400589	ENGLISH	7 TO 9	ENGLISH & TECHNOLOGY	P3	PRINCIPAL
VOL 5 OF 2019 177	AMATHOLE EAST	KENTANE	KENTANI PS	24219	200300045	ENGLISH	Gr 4 - 7	ADMINISTRATION	P1	PRINCIPAL P4
VOL 5 OF 2019 178	AMATHOLE EAST	NQAMAKWE	HLOBO PS	24184	200300137	ENGLISH	Gr 1-7	MANAGEMENT AND ADMINISTRATION	P2	PRINCIPAL P4