

chande ("Mpomil nape liente lefiturale Travincia din die Cos mang Department van Onderwys Travincia din die Cos mang Department van Onderwys

OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMNISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: Mr. L Cenge. Tel: 040 608 4551. Email: Iwazi.cenge.@ecdoe.gov.za Website: www.eceducation.gov.za

MEMORANDUM

TO

: HEAD OF DEPARTMENT - MRS. S. MAASDORP

FROM

: DIRECTOR HRA - MS. B MADONSELA

DATE

: 22 SEPTEMBER 2025

SUBJECT

: APPROVAL FOR ISSUING OF ADDENDUM AND ERRATUM TO

AN OPEN POST BULLETIN FOR PRINCIPALS - VOLUME 4 OF

2025

1. PURPOSE AND DECISION REQUESTED

The purpose of this submission is to obtain the approval from the Head of Department for the issuing of Addendum and erratum to an open post bulletin for principals – Volume 4 of 2025, as requested by the district offices reflected on the vacancy spreadsheet.

2. BACKGROUND AND MOTIVATION

Head Office requested districts submit vacancies for the issuing of promotional bulletin in the second quarter. All vacancies received were consolidated and in consultation with HRP, the verification process of school grades level was done.

In accordance with Chapter B paragraph 3.1 (b) of the PAM "All vacancies in public schools are to be advertised in a gazette, bulletin or circular. The existence of which shall be made public by means of an advertisement in the public media both provincially and nationally. The information to be furnished in the latter advertisement shall include offices and addresses where the gazette, bulletin or circular is obtainable. The gazette, bulletin or circular must be circulated to all educational institutions within the province."

3. LINKS TO UNIT'S STRATEGIC PRIORITIES

The approval of this submission will ensure that the Department adhere to school rationalization processed in filling vacant posts.

Budding kinderter **Growth**

4. PERSONNEL IMPLICATIONS

School management posts, which are vital for the smooth running of educational programmes at schools, are filled.

5. FINANCIAL IMPLICATIONS

None

6. **LEGAL IMPLICATION**

The approval of this submission will ensure that stability and trust between the principal of schools and staff are created and furthermore compel SGB's to accept placed educators.

7. COMMUNICATIONS IMPLICATIONS

Correspondence will be directed to District Office to distribute copies of the addendum and erratum of posts after it has been approved.

8. POLITICAL IMPLICATIONS

None

9. CONSULTATIONS: OTHER UNITS

Directorates: Head Office HRP and HRA

10. CONFIRMATION OF CONSULTED UNITS

None

11. OPTIONS

None

A STATE OF THE PARTY OF THE PAR

12. RECOMMENDATION:

In this regard, the Head of Department's approval for the issuing of the Addendum to the Open Principal Bulletin – Volume 4 of 2025 is hereby sought.

growth

| MS. B MADONSELA DIRECTOR: HRA | | 22 09 2025 DATE |
|---|----|---------------------------|
| RECOMMENDED/ NOT RECOMMENDED MS. L. SIDIYA | | 23 09 25 DATE |
| A/CD: HRM&D RECOMMENDED/ NOT RECOMMENDED | =1 | |
| MR. Q. LUTHULI DIPG:CS | - | P3 09 2015 DATE |
| MRS. S. MAASDORP HEAD OF DEPARTMENT | | 26/09/2025 DATE |





PROVINCE OF THE EASTERN CAPE DEPARTMENT OF EDUCATION

ADDENDUM AND ERRATUM TO AN OPEN POST BULLETIN FOR PRINCIPALS VOLUME 04 OF 2025

VACANT: PRINCIPAL POSTS AT SCHOOLS

DATE: 22 SEPTEMBER 2025

TEL: 040 608 4551/ 040 608 4548/4513

PRIVATE BAG X 0032 BHISHO 5605

NOTE: CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR POSTS

ADVERTISED IN THE BULLETIN:

CLOSING DATE: 10 OCTOBER 2025.

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.
- B. Application Forms are to be accompanied by all relevant documentation. (Recommended list)
 - Completed (EDP 01) application form and detailed CV.
 - Certified copy of the South African Identity Document
 - Certified copies of all academic qualifications, which must include appropriate training as educator
 - Certified Academic record of the qualifications (statement of results).
 - Certified copy of membership certificate with SACE / proof of application for registration / proof of deduction from the salary payslip.

C. Requirements for a principal

- A recognised three- or four-year qualification in Education, which includes professional teacher education.
- Certificate in Management and Leadership will be an advantage.
- Good knowledge of teaching as provided for in the professional qualification.
- Good management skills. Good leadership skills. Good co-curricular skills.
- Good people management. skills. Good administrative skills. Good communication skills.
 Good knowledge of applicable educator legislation, regulations, and policies.
- 7 years of actual teaching experience.

CORE DUTIES AND RESPONSIBILITIES OF THE JOB

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, the following:

General/administrative

- To be responsible for the professional management of a public school as contemplated in section 16A (3) of SASA, and to carry out duties which include, but are not limited to –
 - The implementation of all the educational programmes and curriculum activities.
 - The management of all educators and support staff;
 - The management of the use of learning support material and other equipment.
 - The performance of functions delegated to him of her by the HoD in terms of SASA;
 The safekeeping of all school records; and the implementation of policy and legislation. (SASA, section 16A(2)(a)(i) (vi))
 - To give proper instructions and guidelines for timetabling, admission and placement of learners.
 - To have various kinds of school accounts and records properly kept and to make the best use of funds for the benefit of the learners in consultation with the appropriate structures.

EASTERN CAPE DEPARTMENT OF EDUCATION: ADDENDUM AND ERRATUM TO AN OPEN POST BULLETIN FOR PRINCIPALS AT SCHOOLS - VOLUME 4 OF 2025

- To ensure a school journal containing a record of all-important events connected with the school is kept.
- o To make regular inspections of the school to ensure that the school premises and equipment are being used properly and that good discipline is being maintained.
- o To be responsible for the hostel and all related activities including the staff and

o learners, if one is attached to the school.

- To ensure that departmental circulars and other information received which affect members of the staff are brought to their attention as soon as possible and are stored in an accessible manner.
- To handle all correspondence received at the school.

Personnel

a. To provide professional leadership within the school.

b. To guide, supervise and offer professional advice on the work and performance of all staff in the school and, where necessary, to discuss and write or countersign reports on teaching, support, non-teaching and other staff.

c. To ensure that workloads are equitably distributed among the staff.

- d. To be responsible for the development of staff training programmes, both schoolbased, school-focused and externally directed, and to assist educators, particularly new and inexperienced educators, in developing and achieving educational objectives in accordance with the needs of the school.
- e. To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.
- f. To ensure that all evaluation/forms of assessment conducted in the school are

g. properly and efficiently organised.

h. To assist the HoD in handling disciplinary matters pertaining to educators and support staff employed by the HoD. (SASA, section 16A(2)(e)).

Academic performance of the school (SASA, section 16A(1) (b)(i) - (iv))

To prepare and submit to the HoD an annual report in respect of -

- a. The academic performance of that school in relation to minimum outcomes and standards and procedures for assessment determined by the Minister in terms of section 6A of SASA; and the effective use of available resources.
- b. The principal of a public school identified by the HoD in terms of section 58B of SASA must annually, at the beginning of the year, prepare a plan setting out how academic performance at the school will be improved. The academic performance improvement plan must be - Presented to the HoD on a date determined by him/her; and Tabled at an SGB meeting.
- c. The HoD may approve the academic performance improvement plan or return it to the principal with such recommendations as may be necessary in the circumstances.
- d. If the HoD approves the academic performance improvement plan the principal must, by 30 June, report to the HoD and the governing body on progress made in implementing the plan. The HoD may extend the date on good cause shown.

EASTERN CAPE DEPARTMENT OF EDUCATION: ADDENDUM AND ERRATUM TO AN OPEN POST BULLETIN FOR PRINCIPALS AT SCHOOLS - VOLUME 4 OF 2025

- To engage in class teaching as per the workload of the relevant post level and the needs a. of the school.
- To be a class teacher if required. b.
- To assess and to record the attainment of learners taught. C.

Extra- & co-curricular d.

To serve on recruitment, promotion, advisory and other committees as required. e.

- To play an active role in promoting extra and co-curricular activities in the school and to f. plan major school functions and to encourage learners' voluntary participation in sports, educational and cultural activities organised by community bodies.
- Interaction with stakeholders g.

School governing body

- To serve on the governing body of the school and render all necessary assistance to the SGB in the performance of their functions in terms of SASA.
- To represent the HoD in the governing body when acting in an official capacity. (SASA, section 16A(1)(a)).
- The principal must (SASA, section 16A(2)(b, c, d, f and (3))

1. Attend and participate in all meetings of the governing body.

- 2. Provide the governing body with a report about the professional management relating to the public school.
- 3. Assist the governing body in handling disciplinary matters pertaining to learners; and Inform the governing body about policy and legislation.
- 4. Assist the governing body in the performance of its functions and responsibilities, but such assistance or participation may not be in conflict with - Instructions of the HoD; (ii) Legislation or policy; (iii) An obligation that he/she has towards the HoD, the MEC or the Minister; and (iv) Provisions of the EEA and the PAM, determined in terms of the EEA.
- 5. To participate in community activities in connection with educational matters and community building.

Communication

- To co-operate with members of the school staff and the school governing body in maintaining an efficient and smooth running school.
- To liaise with the circuit/regional office, supplies section, personnel section, finance 2. section, etc. concerning administration, staffing, accounting, purchase of equipment, research and updating of statistics in respect of educators and learners.
- To liaise with relevant structures regarding school curricula and curriculum 3. development.

To meet parents concerning learners' progress and conduct. 4.

- To co-operate with the school governing body with regard to all aspects as specified in 5. SASA.
- To liaise with other relevant government departments, eg. Department of Health, Public 6. Works, etc., as required.
- To co-operate with universities, colleges and other agencies in relation to learners' 7. records and performance as well as INSET and management development programmes.
- To participate in departmental and professional committees, seminars and courses in 8. order to contribute to and/or update professional views/standards.
- To maintain contacts with sports, social, cultural and community organisations. 9.

D. Forms without all the relevant documentation will be discarded.

- E. 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.
- F. 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.
- G. The post, post number and the name of the educational institution for which an application is made should be clearly stated.

H. NO LATE APPLICATIONS WILL BE ACCEPTED.

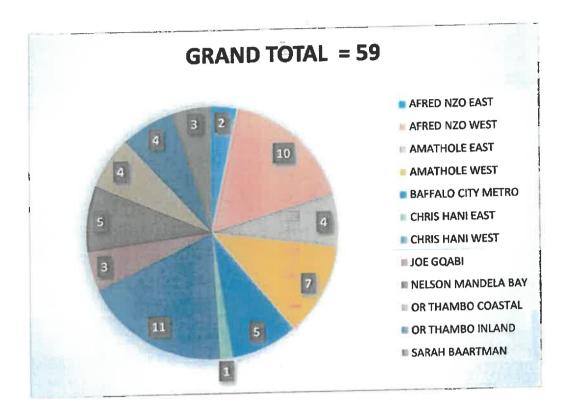
- I. Successful candidates are only to assume duty on receipt of an official letter of appointment signed by the relevant Delegated Authority.
- J. All applications must be directed to the relevant District Offices only.
- K. The Eastern Cape Department of Education is an affirmative action employer.
- L. The Department reserves the right not to make appointment(s) to the advertised post(s) in this Bulletin. Employment Equity grid must be upheld by SGB's.

M. POST NOT FILLED BY 01 December 2025 WILL BE RE-ADVERTISED IN THE NEXT BULLETIN.

- N. Kindly note that all shortlisted candidates will be required to submit completed fingerprints on the day of the interview in aid of pre-employment screening.
- NB.You can regard your application as unsuccessful if you have not heard from the Department within three months of the closing date.

Only shortlisted candidates will be contacted. Shortlisted candidates will be expected to pay for their own travelling costs.

2. SUMMARY OF POSTS



| DISTRICT | # | TOTAL |
|--------------------|------|-------|
| AFRED NZO EAST | | 2 |
| AFRED NZO WEST | | 10 |
| AMATHOLE EAST | | 4 |
| AMATHOLE WEST | | 7 |
| BAFFALO CITY METRO | | 5 |
| CHRIS HANI EAST | | 1 |
| CHRIS HANI WEST | - 10 | 11 |
| JOE GQABI | | 3 |
| NELSON MANDELA BAY | | 5 |
| OR THAMBO COASTAL | | 4 |
| OR THAMBO INLAND | | 4 |
| SARAH BAARTMAN | | 3 |
| GRAND TOTAL | | 59 |

3. SALARY NOTCH PER SCHOOL GRADING

| SCHOOL GRADING | SALARY NOTCH |
|----------------|--------------|
| P1 | R435240 |
| P2 | R514563 |
| P3 | R614244 |
| P4 | R703107 |
| P5 | R858426 |

- 4. ENQUIRIES should be directed to the relevant District Office. Contact details are provided below.
- 5. Please see attached management plan and posts advertised.

HOD: EDUCATION

26/09/2025

DATE

MANAGEMENT PLAN FOR FILLING OF PRINCIPALS - BULLETIN VOLUME 04 OF 2025

| NO | ACTION | RESPONSIBILITY | DATE |
|----|---|---|--------------------------|
| 1 | Release date of Bulletin to District Office | HRA- Head Office | 05 September 2025 |
| 2 | Closing date of bulletin | District HRA | 10 October 2025 |
| 3 | Developing of Project Plan | Circuit Manager | 01 October 2025 |
| 4 | Final date of masterlisting applications | District HR Officials | 06 – 10 November 2025 |
| 5 | Final date of workshopping with SGBs with HRA at schools on | Circuit mangers with the assistance from HRA to ensure compliance of | 13 November 2025 |
| | advertised posts | documentation | r= |
| 6 | Final date of releasing applications to schools | Circuit Managers (Circuit Managers to ensure that applications are collected) | 14 November 2025 |
| 7 | Final date for shortlisting, interviewing and ratification processes at schools | SGB's and Circuit Managers | 15 – 17 November 2025 |
| 8 | Final date for submitting of recommendations to the District Office | SGB's | 20 November 2025 |
| 9 | Final date for District to validate | District HRA&P | 21 – 22 November 2025 |
| 10 | recommendations Final date of submitting recommendation to appointing Authority (Head Office) | Deputy Directors HRA&P District Director Cluster Chief Directors | 23 November 2025 |
| 11 | Final date of approval of appointment by Appointing Authority | HOD | 24 November 2025 |
| 12 | Final date of issuing letters of | HRA Districts | 27 November 2025 |
| 13 | appointment Successful candidate assumes duties | Appointees | 01 December 2025 |

PRINCIPALS BULLETIN VOL4 OF 2025

| PRINCIPAL | 2 | LEADERSHIP, MANAGEMENT, | | | | | | | | |
|---------------------------------------|---------|--|----------|-----------------|----------|-------------|---------------------------|--------------------|--------------------|------------------------|
| PRINCIPAL | | 0.4000 | 0,7 | LIACLES BY ICCO | 707014 | 700000014 | TITITOROGOGO | ZCIVIAIVI | CHAIN PAROL | AUD VOL 4 OF 2020 - 37 |
| 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | FE 93 | ISIXHOSA, ENGLISH FAL, MATHEMETICS, LIFE | | ENOTIFIED ON | 7000 | 200000074 | | | | |
| DDINOIDAL | P2 | SUBJECTS | GR R-7 | ENGLISH/XHOSA | 470165 | 200600612 | NONESI SPS | CACADU | CHRIS HANI WEST | ADD VOL 4 OF 2025 - 36 |
| PRINCIPAL | P2 | MANAGEMENT, ADMINISTRATION, MATHS, ENGLISH & SOCIAL SCIENCE | GR R-7 | ENGLISH/XHOSA | 124130 | 200600170 | EMAQWATHINI SPS | CACADU | CHRIS HANI WEST | ADD VOL 4 OF 2025 - 35 |
| PRINCIPAL | P2 | SCIENCE SCIENCE | GR R-7 | ENGLISH/XHOSA | 124142 | 200600226 | GREYSPAN SPS | CACADU | CHRIS HANI WEST | 4 OF 2025 - |
| PRINCIPAL | P2 | MATHEMATICS, PHYSICAL SCIENCE | GR 8-12 | ENGLISH/XHOSA | 470212 | 200601211 | NGQOKO SSS | CACADU | CHRIS HANI WEST | ADD VOL 4 OF 2025 - 32 |
| PRINCIPAL | P2 | ADMINISTRATION, MANAGEMENT & GOVERNANCE | GR 8-12 | ENGLISHXHOSA | 470276 | 200601105 | MANZEZIII II 666 | NOMANII . | CLID CHANKEN | 01 0000 |
| PRINCIPAL | P4 | ADMINISTRATION, MANAGEMENT & GOVERNANCE | GR 8-12 | ENGLISH/XHOSA | 470329 | 200600986 | NOMPUMELELO HS | KOMANI | CHRIS HANI WEST | |
| PRINCIPAL | 23 | ADMINISTRATION, MANAGEMENT & GOVERNANCE, AGRICULTURAL SCIENCE/ MANAGEMENT PRACTICE | GR 8-12 | ENGLISH/XHOSA | 470300 | 200600004 | ABAMBO AGRICULTURAL HS | KOMANI | CHRIS HANI WEST | ADD VOL 4 OF 2025 - 30 |
| PRINCIPAL | P4 | ADMINISTRATION & MANAGEMENT, INTERSEN SUBJECTS | GR 4-7 | ENGLISH | 350400 | 200600274 | NEW HORIZON PS | SAKHISIZWE CMC | CHRIS HANI EAST | |
| PRINCIPAL | P2 | MATHEMATICS, SOCIAL SCIENCE, NS, EMS, ENGLISH | GR 5-7 | ENGLISH | 460084 | 200200024 | ATHENKOSI PS | KING WILLIAMS TOWN | BUEFALO CITY METRO | |
| PRINCIPAL | P4 | LEADERSHIP PRIMARY SUBJECTS | GR 1-7 | ENGLISH/XHOSA | 460440 | 200200627 | NONTHUTUZELO PS | EAST LONDON | BUFFALO CITY METRO | |
| PRINCIPAL | P2 | LEADERSHIP SKILLS | GR 1-7 | ENGLISH/XHOSA | 460450 | 200101020 | AMASANGO CAREER | EAST LONDON | BUFFALO CITY METRO | 4 OF 2025 - |
| PRINCIPAL | P2 | ADMINISTRATION | GR 8-12 | ENGLISH | 460190 | 200100320 | BERLIN HS | BERLIN | BUFFALO CITY METRO | 4 OF 2025 |
| PRINCIPAL | 23 | ADMINISTRATION, MANAGEMENT AND LEADERSHIP STYLES, MATHEMATICS & PHYSICAL SCIENCE | GR 8-12 | ENGLISH | 460454 | 200200990 | GOOD HOPE HS | 2 | BUFFALO CITY METRO | |
| TRINCITAL | P2 | MANAGEMENT & ADMINISTRATION | R-7 | | 391565 | 200300496 | NOZIZWE PS | | AMATHOLE EAST | ADD VOL 4 OF 2025 - 23 |
| PRINCIPAL | P3 | MANAGEMENT & ADMINISTRATION | 8-12 | | 391473 | | NOABARA SS | WILLOWVALE | AMATHOLE EAST | |
| PRINCIPAL | P1 | MANAGEMENT & ADMINISTRATION | 집 | | 391479 | | GUGULETHU PS | | AMATHOLE EAST | |
| PRINCIPAL | .7 P2 | MANAGEMENT & ADMINISTRATION, COMPUTER LITERACY, ALL SUBJECTS GR 1-7 P. MANAGEMENT & ADMINISTRATION | GR 4-7 | ENGLISH | 450132 | | ST MATTHEWS PS | KEISKAMMAHOEK | AMATHOLE WEST | |
| TRINCITAL | 73 | MANAGEMENT & ADMINISTRATION | GR 8-12 | ENGLISH | 450106 | 200200932 | ZANOVUYO SSS | STUTTERHEIM | AMATHOLE WEST | ADD VOL 4 OF 2025 - 18 |
| PRINCIPAL | 25 | PHYSICAL SCIENCE MANAGEMENT & | 3R 8-12 | | 450094 | | NANGAMSO SSS | KING WILLIAMS TOWN | AMATHOLE WEST | VOL 4 OF 2025 - 17 |
| PRINCIPAL | P2 | MANAGEMENT & ADMINISTRATION, ALL INTERSEN SUBJECTS, COMPUTER LITERATE | GR 4-7 | ENGLISH | 450311 | 200200323 | KNOX PS | XHUKWANE LOCATION | AMATHOLE WEST | ADD VOL 4 OF 2025 - 16 |
| PRINCIPAL | P2 | MANAGEMENT & ADMINISTRATION, ALL INTERMEDIATE PHASE SUBJECTS | ტ | | 450307 | | | LOCATION | VEST | 2025 - 15 |
| PRINCIPAL | 23 | MATHEMATICS & PHYSICAL SCIENCE | GR 10-12 | | 450450 | - | | PEDDIE | AMATHOLE WEST | ADD VOL 4 OF 2025 - 16 |
| PRINCIPAL | P2 | INTERSEN SUBJECTS, MANAGEMENT, ADMINISTRATION & LEADERSHIP | 1.7 | | 450442 | _ | KALANA PS | | VEST. | 0005 - 13 |
| PRINCIPAL | P2 | SCIENCES & LIFE SCIENCES | GR 8-12 | ENGLISH | 340676 | 200501321 | ZIBI MEYER SS | MATATIFIE | ALFRED NZO WEST | ADD VOL 4 OF 2025 - 12 |
| PRINCIPAL | P4 | MANAGEMENT, ADMINISTRATION & ECONOMICS | ` | | M0192 | | MBODI ENI SS | | | OF 2025 - 10 |
| PRINCIPAL | P2 | MANAGEMENT, ALL SHRIECTS | GR 4.7 | ENGLISH | 340212 | 200501431 | PHOMOLELE IHS | MATATIELE | ALFRED NZO WEST | ADD VOL 4 OF 2025 - 9 |
| DRINCIPAL | 3 | TECHNICAL MATHS, TECHNICAL SCIENCES, | 5 | | | | | | | JF 2020 - 0 |
| PRINCIPAL | P2 | ISIXHOSA & SOCIAL SCIENCES | GR 4-7 | ENGLISH C | | 200500424 | ON FRANTIMASI DS | MATATIEIE | ALFRED NZO WEGT | |
| PRINCIPAL | _ | ADMINISTRATION & MANAGEMENT, GEOGRAPHY, ENGLISH, LO, MATHS | 12 | | | - 4 | - 1 | | | 4 |
| PRINCIPAL | 끊 | ENGLISH, SOCIAL SCIENCE, MANAGEMENT & ADMINISTRATION | .7 | | 340377 | | NKULISA PS | RD Th | | Ď |
| PRINCIPAL | P2 | ADMINISTRATION & MANAGEMENT, WATER, SESOTHO! HISTORY | GR 8-12 | ENGLISH | 340083 | 200501091 3 | LA GRANGE SSS | | | 4 OF 2025 - 5 |
| PRINCIPAL | Р3 | ADMNISTRATION & MANAGEMEN, GEOGRAPHY, ENGLISH/ LO/ MATHS | 12 | ENGLISH | 340099 | | ST MARGARET SSS | | | 4 OF 2025 - 4 |
| PRINCIPAL | P2 | ADMINISTRATION | GR 4-7 | ENGLISH | 340417 | 200500149 3 | DUMSIPS | NTABANKULU | ALFRED NZO WEST | ADD VOL 4 OF 2025 - 3 |
| PRINCIPAL | P2 | MANAGEMENT & ALL SUBJECTS | GR R-7 | ENGLISH | 590357 | 200500905 5 | MKAMBATI PS | BIZANA | ALFRED NZO EAST | 4 OF 2025 - 2 |
| PRINCIPAL | P2 | MANAGEMENT & ALL SUBJECTS | R-7 | | | | | | - | 2025 - 1 |
| α. | GRADING | | 3508 | MSTSUCTION O | DMPDNEWT | DI DIN SING | NAME OF SCHOOL | ACIDARESS | DISTRICT. | BOST WINNESS |

Call w

| PRINCIPAL | P4 | ALL SUBJECTS, MANAGEMENT & ADMINISTRATION | GR R-7 | ENGLISH/XHOSA | 490210 | 200100484 490210 | MAKHUKANYE PS | JEFFREYS BAY | SARAH BAARTMAN | ADD VOL 4 OF 2025 - 59 |
|-----------|---------|---|----------|-----------------------|-----------|------------------|------------------|----------------|---------------------|------------------------|
| PRINCIPAL | Р3 | STATE SUBJECTS, LEADERSHIP, MANAGEMENT & ADMINISTRATION | GR 8-12 | ENGLISHIXHOSA | 490271 | 200100529 | MOSES MABIDA SS | KIRKWOOD | SARAH BAARTMAN | ADD VOL 4 OF 2025 - 58 |
| PRINCIPAL | P2 | STATE SUBJECTS, LEADERSHIP & MANAGEMENT | GR 10-12 | AFRIKAANS | 490247 | 200100714 | LANGKLOOF SS | HUMANSDORP | SARAH BAARTMAN | ADD VOL 4 OF 2025 - 57 |
| PRINCIPAL | P2 | MANAGEMENT & ADMINISTRATION, ENG FAL | GR R-7 | ENGLISH | 380385 | 200401111 | UPPER XONGORA PS | МТНАТНА | OR TAMBO INLAND | ADD VOL 4 OF 2025 - 56 |
| PRINCIPAL | P2 | MANAGEMENT | GR R-7 | ENGLISH | 380063 | 200400430 | MABEHANA PS | MGANDULI | CK LAMBO INCAND | ADD VOL 4 OF 2025 - 55 |
| PRINCIPAL | P2 | MANAGEMENT, ALL SUBJECTS FOUNDATION PHASE | GR R-7 | ENGLISH | 380584 | 200501354 | MZIWOXOLO PS | QUMBU | OR TAMBO INLAND | ADD VOL 4 OF 2025 - 54 |
| PRINCIPAL | P1 | MANAGEMENT | GR R-7 | | 380559 | 200400497 | MAQANYENI PS | QUMBU | CX -AMBC INLAND | ADD VOL 4 OF 2025 - 53 |
| PRINCIPAL | P3 | LANGUAGES AND MANAGEMENT | GR 4-7 | ENGLISH | 370779 | 200400800 | NKUNZIMBINI JSS | NGOELENI | OR TAMBO COASTAL | |
| PRINCIPAL | P2 | MATHEMATICS | GR 7-9 | | 370744 | 200400431 | MABETSHE JSS | NGOELEN | OR LAMBO COASTAL | |
| PRINCIPAL | В | MANAGEMENT AND SOCIAL SCIENCES | GR 7-9 | | 370932 | 200400289 | JOKWANA JSS | PORT ST JOHNS | OR TAMBO COASTAL | ADD VOL 4 OF 2025 - 50 |
| PRINCIPAL | P2 | MANAGEMENT EMS AND ENGLISH FAL | GR 4-7 | ENGLISH | 370899 | 200400125 | DIKO JSS | PORT ST JOHNS | OR TAMBO COASTAL | ADD VOL 4 OF 2025 - 49 |
| PRINCIPAL | PL 4 | MANAGEMENT & ADMINISTRATION | GR 8-12 | AFRIKAANS/ENGLI GR 8. | 480351 | 200100816 | VERITE HS | INARA | NELSON MANDELA BAY | ADD VOL 4 OF 2025 - 48 |
| PRINCIPAL | PL 4 | MANAGEMENT & ADMINISTRATION | GR 1-7 | AFRIKAANS | 480237 | 200100817 | VERKENNER PS | CENTRAL | NELSON MANDELA BAY | |
| PRINCIPAL | PL4 | MANAGEMENT & ADMINISTRATION, STATE SUBJECTS OFFERED | GR R-7 | AFRIKAANS/ENGLI GR R | 480391 | 200100751 | STRELITZIA PS | TINARA | NELSON MANDELA BAY | |
| PRINCIPAL | PL4 | MANAGEMENT & ADMINISTRATION | GR 8-12 | ENGLISH/XHOSA | 480343 | 200100927 | KWAMAGXAKI HS | INAKA | INCLOUN MANUELA BAY | VPD 40F # 0F 2020 - 40 |
| PRINCIPAL | PL4 | MANAGEMENT & ADMINISTRATION, STATE SUBJECTS OFFERED | GR R-7 | - | 480284 | 200100078 | BOET JEGGELS PS | TINARA | NELSON MANDELA BAY | ADD VOL 4 OF 2025 - 44 |
| PRINCIPAL | P4 | STATE SUBJECTS AND MANAGEMENT | GR 8-12 | ENGLISH | 360358 | 200400282 | JAMANGILE SSS | MACLEAR | JOE GOABI | EKK VOL 4 OF 2023 - 43 |
| PRINCIPAL | P2 | ISIXHOSA ENGLISH | GR 4-5 | ENGLISH/XHOSA | 360177 | 200401108 | UPPER NXAXA PS | MOUNT FLETCHER | JOE GOAB | EBB VOL 4 OF 2025 - 42 |
| PRINCIPAL | P2 | ENGLISH NS TECH | GR 4-6 | | 360183 | 200500290 | HENRY VALTYN SPS | MCUNI FLEICHER | JOE GOAB! | |
| PRINCIPAL | P2 | MANAGEMENT, GOVERNANCE & ALL STATE SUBJECT | GR R-7 | ENGLISH/XHOSA | 470075 | 200600579 | NJOMBELA | CACADU | CHRIS HANI WEST | |
| PRINCIPAL | P2 | LEADERSHIP, MANAGEMENT, ADMINISTRATION & STATE SUBJECTS | GR R-7 | ENGLISH/XHOSA | 470446 | 200600839 | THORNVALE JPS | INXUBA | CHRIS HANI WEST | ADD VOL 4 OF 2025 - 39 |
| POST NAME | GRADING | LEARNING AREAS | GRADE | INSTRUCTION | COMPONENT | EMS NO | NAME OF SCHOOL | ADDRESS | DISTRICT | POST NUMBER |

Jedhuli

)

552

alet .

alut

EASTERN CAPE DEPARTMENT OF EDUCATION: ADDENDUM AND ERRATUM TO AN OPEN POST BULLETIN FOR PRINCIPALS AT SCHOOLS - VOLUME 4 OF 2025



EASTERN CAPE DEPARTMENT OF EDUCATION EDUCATOR EMPLOYMENT PROFILE FORM

(EDP 01 Form)

3.DISTRICT

5. POST LEVEL

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

2. NAME OF INSTITUTION

1. POST NUMBER:

| 4. PO | ST DESCRIPTION | | | | | | | | | | | | | _ | 5. | PU | 51 L | E V J | CL | _ | | _ | | _ | | | _ | |
|-------|---------------------|------|--------|--------|-------|-------|------|--------|--------|--------|---------------------|-------------|------------------|--------------|------|----------|----------------|-------|------------|-----------|------|-------|-----|----|-----|-----|---|---|
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | _ | 1 YO/T | TOT 11 | 4 730 | | 7 AT | DDI 14 | TA NIT | _ | _ | | _ | | - | _ | | | _ | | _ | | | _ | | | | |
| | ION B. PERSONAL | , P. | ARI | ICUL | AK | OI | ' AI | PPLIC | 6. | 2. ,NA | MES | | | | | Ī. | | | | | | | | | | | | |
| 6.1. | SURNAME | | | | | | | | | | | | | | | 1 | | | | | | | | | | | | |
| 7. | PERSAL NO: | Т | | | | T | T | | | T | | 8. | TT | T | T | | | | | | | | | | | | | |
| " | I BROID I TO | - 1 | | | | | | | | | | I.D. No. | 1 1 | | €0 | | | | | | | | | | | | | |
| 9. | NATIONALITY | _ | _ | | | - | 1 | | | | | 10. | | ITAL | | Τ | | | | | | | | | | | | |
| 9. | | | | | | | | | | N/ | N | 12. | STA | rus vious | | + | _ | _ | - | _ | _ | _ | | | | | | _ |
| 11. | GENDER 1 | F | M | DISA | BILI | TY | | | | Y | 14 | 12. | RAC | IAL | | | | | | | | | | | | | | |
| | | | | | | | | | | | | 14. | | UPIN | | | W | | _ | | | _ | | _ | _ | | | |
| 13. | POSTAL ADDRESS | | | | | | | | | | | 14. | | AILS | | 1 | | | | | | | | | | | | |
| | 1 | | | | | | | | | | | | | | | | Н | | | | | | | | | | | |
| | | | | | | | | | | | | | 1 | | | \vdash | С | - | - | - | _ | _ | _ | _ | _ | | | _ |
| | | | | | | | | | | | | 1 | | | | 1 | • | | | | | | | | | | | |
| 15. | E-MAIL | _ | | _ | _ | _ | _ | _ | | | | 1 | | | | | FAX | | | | | | | | | | | |
| 15. | E-MAIL | | | | | | | | | _ | | | | _ | _ | | No. | _ | | _ | _ | | _ | _ | | | | |
| | | | | | | | | | | | | | | | | | | | | | | _ | | _ | | | _ | |
| SECT | TION C: COMPETE | EN | CIES | ; | | | | | | | | | | | | - | | | 191 /2 | 177 | _ | | | _ | _ | _ | _ | |
| 16. | LANGUAGE | | Sta | te who | | r "E | Esta | blish | ed (Es | t) " o | τ "Dev | elopin | g(Dev) 4:AFRI | or or | "Not | Es | tablis | sned | ı" (I | NE) | | | 6. | _ | | | | |
| | PROFIENCY | | 1:15 | IXHOS. | A | | 2:E | ENGLI | SH | 3:1 | SIZULU | , | 4:AFKI | KAAN | 相 | | <i>5</i> : | | | | | | 0 | | | | | |
| | SPEAK | - | - | | | | _ | | | | | | | | 100 | | | | | | | | | | | | | |
| | READ | | | | | | | | | | | | | | | | | | | | | + | | _ | | | _ | |
| | WRITE | | | | | | | | | | | | | | | | | | | | _ | | | _ | _ | | _ | |
| 17. | FORMAL QUALI | FIC | CAT | IONS | | | | | | | | | | | | | | | | | | | | | | | | |
| */- | (Copies to be attac | he | d to | this a | pplie | catio | n) | | | | | | - | | _ | _ | | _ | _ | _ | _ | | _ | _ | | _ | _ | _ |
| TYPI | | | | TITUT | | | | EXE | MPTIO | N | YEA | AR | DU | RATIO | ON | EX | AMIN | G AU | JTH | ORI | TY e | .g. E | X-L | EP | ART | MEN | T | |
| QUA | LIFICATION | | 1149 | 11101 | ION | | | | (NO) | | OB' | TAINED |) | | | | | | | | | | | | | | | |
| | | _ | | | _ | - | | | - | _ | - | | +- | | | | | | | | | | | | | | | |
| 17.1. | MATRIC/ | ï | | | | | | | | | | | | | - 1 | | | | | | | | | | | | | |
| | STD 10/ GRADE 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _ | GRADE IE | | | ADEMI | | | | QUA | LIFICA | TION | YEA | | | RATIO | ON | SP | ECIAL BJECT | ISAT | ION REA | ! /F1F | 3LD | | | | | | | |
| | a country. | | INS | TITUT | ION | | | | | | ОВ | TAINEL | <u> </u> | | | n | DJE C. | | | , | | | | _ | | | | |
| 17.2. | PROFESSIONAL | . 1 | | | | _ | | | | | | | | | | | | | | | | | | | | | _ | |
| 17,2. | e.g. PTD; HDE; | h | | | | | | | | | | | | | | | _ | | _ | _ | _ | _ | _ | _ | _ | | | _ |
| | FDE/ACE; BEd | | | | | | | | | | | | | _ | | _ | _ | _ | | | _ | | | _ | _ | | _ | _ |
| | | | | | | | | | | | | | _ | | _ | _ | _ | _ | - | - | - | _ | _ | = | _ | | | _ |
| | | | | | | | | | | | - | | _ | | | _ | | _ | | _ | _ | _ | | _ | _ | | _ | |
| 17.3. | ACADEMIC | | | | | | | _ | | | - | | - | | - | | _ | _ | _ | _ | | | | | | | | |
| | DEGREE e.g. BA | ; | _ | | | _ | _ | | _ | _ | - | | | | | | | _ | _ | | | | | | | | | |
| | BComm | | | | _ | | - | _ | | | +- | | | | | | | | | | | | | | | | | |
| - | GENHOR | _ | | | - | - | | | | | YE | | | | | | | | | _ | | | | | | | | |
| 17.4. | SENIOR RESEARCH | | | ADEMI | | | | QUA | LIFICA | TION | OB | TAINEI | DU | JRATI | ON | RE | SEAR | CH T | TOPI | C | | | | | | | | |
| | DEGREE e.g. | | INS | TITUT | 10N | | - | | | | | | | | | | | | | | | | | | | | | |
| | MEd; MPhil; DEd | i | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11120, 112 11., | | _ | | | _ | - | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | _ | | | _ | | _ | _ | _ | _ | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17.4. | OTHER FORMA | L | | ADEM1 | | | | QUA | LIFICA | TION | YE. | | | JRATI | ON | AF | REA O | F SPI | ECLA | LISA | ATIC | ON | | | | | | |
| 17.4. | DIPLOMAS | | | STITUT | | | | | | | OB | TAINEI | , | | | | | _ | | | | | | | | | | |
| | (3mths+ and more | e) | - | | | _ | _ | | _ | | - | | _ | | | | | | | | | | | | | | | |
| | e.g. | • | - | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | _ | 1 | | | | | | - | | | f 13 | | | | | | | | | | | | | | | | |
| | | | | | | | | | | Una | α U α | T 1 4 | | | | | | | | | | | | | | | | |

EASTERN CAPE DEPARTMENT OF EDUCATION: ADDENDUM AND ERRATUM TO AN OPEN POST BULLETIN FOR PRINCIPALS AT SCHOOLS - VOLUME 4 OF 2025

| | HRM; LABOUR LAW | | | | | ADDI ON CONTINUE |
|-----|---------------------------------|----------------|-------------------------------------|------------------|--------------------------|------------------|
| 18. | SHORT COURSES | NAME OF COURSE | INSTITUTION/ SERVICE PROVIDER | YEAR OBTAINED | DURATION OF COURSE | AREA OF TRAINING |
| | (attach | | | | | |
| T | attendance certificate where | | | | | |
| | available) | | | - | | |
| | avanaorej | | | + | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| 19. | HIGHEST REQV LEVEL | HIGHEST NO | F LEVEL (short courses and | certificates) |
|-----|----------------------------------|-------------------|-------------------------------------|----------------------------|
| | | 6.1 . 1.11 | e tested in the Interviewing Proces | 25) |
| 20. | SECTION SECTION | | | Not Yet Established (NYE) |
| | (Mark appropriate box with an X) | Established (Est) | Developing (Dev) | Not Tel Established (IVIE) |
| | T | | | |

| 20. | SECTION D. GENTLE | | Developing (Dev) | Not Yet Established (NYE) |
|--------|----------------------------------|-------------------|------------------|---|
| | (Mark appropriate box with an X) | Established (Est) | Developing (Dev) | 1100 100 200000000000000000000000000000 |
| 20.1. | COMPUTER LITERACY | | | |
| 20.2. | COMMUNICATION | | | |
| 20.3. | REPORT WRITING | | 2 | |
| 20.4. | BASIC PROJECT MANAGEMENT | | | |
| 20.5. | LEADERSHIP | | w ma pr. | |
| 20.6. | BASIC FINANCIAL | | | |
| | MANAGEMENT | | 1 | |
| 20.7. | HUMAN RELATIONS | | | |
| 20.8. | INNOVATION AND CREATIVITY | | | |
| 20.9. | OTHER: | | | |
| 20.10. | OTHER: | | | |

| 21. | EMPLOYMENT HISTORY | | | | OVERVE OF A | LICHT THINCTIONS |
|-------|-----------------------------|---------------|-------------|----------|---------------|------------------|
| | | POST LEVEL | INSTITUTION | PROVINCE | SUBJECT/S TAI | UGHT/FUNCTIONS |
| 21.1. | CURRENT POST | | | | | |
| 21.2. | PREVIOUS POSTS IN | | | | | |
| | EDUCATION | | | 27 | | |
| | | | | | | |
| | | | | | | DIDATION |
| 21.2. | OTHER WORKING EXPERIENCE | EM | IPLOYER | NATUI | RE OF WORK | DURATION |
| 21.3. | | | | | | |
| 21.4. | | | | | | |
| 21.3. | | | | | | |
| 21.4 | | | | | | |

| nation | | The same | |
|--------|------------------------------|---------------------|--|
| 22 | TOTAL YEARS OF EXPERIENCE IN | TOTAL WORKING YEARS | |
| 22. | EDUCATION | | |

| 23. | EXTRA CURRICULAR ACTIVITI | ES | | |
|-------|---|----------------------|--|--|
| 23.1. | SPORTS e.g. athletics, netball (state sport code/s) | | | |
| 23.2 | MUSICAL INSTRUMENT e.g. piano, flute (state instrument/s) | | | |
| 22.2 | (Mark appropriate box with an X) | | | |
| 23.3. | | CHOIR | | |
| 40.0. | | | | |
| 20.0. | DRAMA | DRIM MAJORETTES | | |
| 23.3. | DRAMA ART | DRUM MAJORETTES | | |
| 23.3. | | OTHER (state other): | | |

| 24. | PROFESSIONAL ACTIVITIES | DURATION OF OFFICE | |
|-------|-------------------------|--|--------------------|
| | ORGANISATION/BODY | POSITION HELD (state provincial/national) | DURATION OF OFFICE |
| 24.1. | | | |
| 24.2. | | | |
| 24.3. | | | |
| 24.4. | | | |
| 25.4. | | | |

EASTERN CAPE DEPARTMENT OF EDUCATION: ADDENDUM AND ERRATUM TO AN OPEN POST BULLETIN FOR PRINCIPALS AT SCHOOLS - VOLUME 4 OF 2025

| 26. | SOCIAL RESPONSIBILTY R | OLE (e.g. com | nunity based a | ctivities; SI | RC chairperson) | | |
|----------------|---|-------------------|------------------|--------------------------------|---|-------------------------------|----------------------------|
| 20. | POSITION HELD | | | | RESPONSIBILITIES | | |
| 26.1. | | | 7.0 | | | | |
| 26.2. | | | | | | | 10 |
| 26.3. | | | W* | | | | - Anties |
| 26.4. | | | | | | | |
| 26.5. | | | | | | | |
| | PERSONAL QUALITY TRAI | TC / i a mour etr | engths) | | | | |
| 27. | PERSONAL QUALITY TRAI | 13 (i.e. your su | ciiguioj | | | | |
| 27.1. 27.2. | | | | | | | |
| 27.3. | | | | | | | |
| 27.4. | | | | | | | |
| 27.5. | | | | | | | |
| | | | 5% | | | | |
| | OTHER RELEVANT INFO | DMATION (e.g. | awards: schola | rships; stud | ly tours) | | |
| 28. | OTHER RELEVANT INFO | MWATION (c.g. | awards, school | Tolling of | , | | |
| 28.1. 28.2. | | | | | | | |
| 28.2. | | | | | | | |
| 28.4. | | | p.F | | | | - 1 |
| 28.5. | | | | | | | 192 |
| | | | | | | | |
| 29. | EMPLOYMENT CHECKS (* | where you have | answered "YE | S" certain | restrictions MAY be placed on your e | mployment/ | promotion) |
| 29.1 | Have you ever been | YES | NO | 29.3. | Trave you ever taken early | YES | NO |
| 27.1 | convicted of misconduct? | | | | retirement due to ill health? | 7770 | NO |
| 29.2. | Have you ever been criminally charged? | YES | NO | 29.4. | Have you opted for a Voluntary Severance Package (VSP) | YES | NO |
| | | | | | | | |
| | | | | | | | |
| 30. | REFERENCES | | 0.2 | | | TION ICTUR | |
| 31, | NAME | | CONTA | CT DETA | ILS RELA | TIONSHIP | |
| 30.1. | | | | | | | |
| 30.2. | | | | | | | * 3. pt 20 |
| 30.3. | | | 78 | | | | - 17 |
| I decla | ARATION re that the above information is tender me liable to be discharged ates and therefore are regarded a | on account of m | I understand the | nat any false eclare that a | e or incorrect statement can constitut all required documents attached are a | e misrepreser true copy of | ntation and my original |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | DATE | | |

ADDRESSES OF DISTRICT OFFICES:

Forward all applications to the District Director of the respective District as listed below (no application forms submitted to schools will be accepted. All applicants must submit at District Offices)

| Alfred Nzo East District Director Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800 | Alfred Nzo West District Director Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730 | Amathole East District Director Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960 |
|--|--|--|
| Amathole West District Director Tel: 046- 6451179 Address: P/B X 2041 Fort Beaufort 5720 | Buffalo City Metro: District Director Tel: 043-7086229 Address: P/B X 9007 East London 5200 | Chris Hani East District Director Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050 |
| Chris Hani West District Director Tel: 045 – 8588900 Address: P/B X 7053 Queenstown 5320 | Joe Qwabi Dsitrict Director Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762 | Nelson Mandela Bay District Director Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056 |
| OR Tambo Inland District Director Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100 | OR Tambo Coastal District Director Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820 | Sarah Baartman District Director Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280 |