



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Gauteng Department of Education

VACANCY CIRCULAR 01 OF 2020

EDUCATOR (PROMOTION) PL 2- 4 AND CHIEF/ EDUCATION THERAPIST POSTS

At public ordinary and public special schools

JANUARY 2020

Published on: 27 January 2020
Closing Date: 14 February 2020

1. INTRODUCTION

- 1.1 The **Educator (Promotion) PL 2-4 and Chief/Education Therapist posts** advertised in this Vacancy Circular are as a result of attrition and promotions in Public Ordinary and Public Special Schools.
- 1.2 Approval to advertise and to fill these vacant posts has been granted by the HOD.

2. LEGISLATIVE FRAMEWORK

- 2.1 National Education Policy Act (Act No. 27 of 1996), as amended;
- 2.2 South African Schools Act (Act No. 84 of 1996), as amended;
- 2.3 Labour Relations Act (Act No. 66 of 1995), as amended;
- 2.4 Employment of Educators Act (Act No. 76 of 1998), as amended;
- 2.5 Circular 1/2018: Implementation of Employment Equity Plan
- 2.6 Employment Equity Act (Act No. 55 of 1998);
- 2.7 ELRC Collective Agreement 2 of 2005.
- 2.8 PAM as amended, 2016

3. ADVERTISEMENT AND APPOINTMENT PRINCIPLES

- 3.1 These vacant posts are advertised in terms of the Gauteng Provincial Chamber: Collective Agreement 2 of 2005 (based on ELRC Resolution 5 of 1998).
- 3.2 The Department reserves the right not to fill vacant posts advertised on this list of vacancies should it be discovered that incorrect information was submitted or published.
- 3.3 In advertising and filling of these vacant posts, the Department will be guided by policy guidelines, i.e.:
 - Employment Equity measures for designated groups, namely black people in general (which include Indians, Coloureds and Africans), women and people with disabilities; and
 - Representivity.
- 3.4 Applicants must note that if no invitation to an interview is received within three (3) months of the closing date, they must accept that their application/s have been unsuccessful.

4. GENERAL INFORMATION

4.1. DATE OF ASSUMPTION OF DUTY

The preferred date of assumption of duty is 01 July 2020; unless another date of assumption is mutually agreed upon by all relevant parties.

4.2. CLOSING DATE FOR APPLICATIONS

All applications must be Hand Delivered by Friday, 14 February 2020, not later than 16:00. No applications will be accepted after the aforementioned date and time. Posted applications will only be accepted if they reach the District Office by Wednesday, 19 February 2020 (NO EXCEPTION). The post stamp must indicate that the application was posted on or before the closing date of 14 February 2020.

4.3. IMPORTANT INFORMATION TO NOTE

4.3.1. Application Form

- Complete and submit separate GDE 2R (Employment Profile Form) for each post applied for.
- The prescribed EMPLOYMENT PROFILE FORM (GDE 2R) replaces the Curriculum Vitae (CV).
- This form (GDE 2R) will be the only form that will be recognised when applying for school educator promotion and Therapist posts – NO CV MUST BE ATTACHED.
- Headings and numbering must not be changed (i.e. 11 headings)
- A unique post number shall be allocated to each advertised post. The post number shall begin with the abbreviation for the relevant district and contains a unique number **e.g. TW10ED1001**.
- The unique number shall always be 10 characters and must be completed in full.
- Please ensure that the signature on the application form is original – photocopied signatures will be disqualified.
- No faxed or e-mailed applications will be accepted.
- **NB!** GDE cannot be held liable or responsible for incomplete/incorrect applications and/or applications which are sent to the wrong address (e.g. the incorrect district office) and/or reach their destination after the closing date.

4.3.2. Certification of Documents:

- Original certified copies of all qualifications, registration/provisional registration certificate with professional bodies and ID may be attached to applications; if not attached, a candidate who is shortlisted will be requested to bring to the interview originally certified documents.
- Applicants must ensure that ALL documents are available on request.
- In the absence of a SACE certificate, a salary advice on which a SACE membership number is printed will be accepted for membership verification.
- Certified salary advice must be included by applicants from other provinces so as to enable GDE to determine the correct salary notch **in the event** of an offer.

4.3.3. The only two prescribed methods of submission:

- HAND DELIVERY
Relevant District Office
Refer to Annexure C for the physical address
- VIA THE POST
Relevant District Office
Refer to Annexure C for the postal address

No application forms submitted to schools OR to Registry Office OR Department of Finance (GDF) & its nodal points will be accepted.

5. MINIMUM REQUIREMENTS FOR APPOINTMENT

5.1 The requirements for educators, as stated in the Revised Personnel Administration Measures (PAM), are applicable.

5.2 Experience requirements for educators:

Post e.g.	Minimum Experience (Years)
Principal	7 years
Deputy Principal	5 years
HOD	3 years
Chief Education Therapist	3 years appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable).
Education Therapist	None after registration with the HPCSA in respect of RSA qualified therapists who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in respect of foreign qualified therapists of whom it is not required to perform Community Service, as required in South Africa.

E.g. 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.

5.3 The educator’s qualification as well as appropriate experience is taken into account for the purpose of appointment. Six notches are only awarded when there is an improved post level and the applicant is already on the salary level applicable to the post, (OSD 2008).

5.4 Salary levels & scales (**GUIDE ONLY** – HR to assess individual appointment):

SALARY LEVEL (PER SCHOOL GRADING)	OSD Notches Min Max	Salary (Minimum)	Salary (Maximum)
Principal P1	210 - 362	R 348 747.00	R 743901.00
Principal P2	244 - 392	R 415 245.00	R 863 655.00
Principal P3	280 - 420	R 496 698.00	R 992 718.00
Principal P4	308 - 426	R 571 188.00	R 1 022 784.00
Principal P5	350 - 432	R 700 782.00	R 1 050 657.00
Deputy Principal	244 - 408	R 415 245.00	R 935 193.00
Head of Department	210 - 392	R 348 747.00	R 863 655.00
Chief Education Therapist	070 - 077	R 466 119.00	R 517 326.00
Education Therapist	044 - 053	R 317 976.00	R 361 872.00

IMPORTANT: *Current Principals applying for Principal posts must verify their school grading i.e. you cannot apply for a lower grading school unless you wish to downgrade which will have an effect on your salary e.g. a P5 cannot apply for a P3 school and expect to earn the P5 salary. Refer to PAM B8.5.3.1 c (iii)*

6. REGISTRATION WITH PROFESSIONAL BODIES

It is compulsory for all applicants to be registered with the South African Council for Educators (SACE), and in the case of therapists, the Health Professions Council of South Africa (HPCSA) and SACE.

NB: Applications without proof of registration with SACE/HPCSA would be provisionally accepted on condition that definite proof of registration would be provided prior to appointment.

7. STATUS OF NON-SA CITIZENS

Non-SA citizens who meets the minimum requirements of the post and who hold permanent residence permits, accompanied by a SA Identity Document, can be considered for permanent appointment (DPSA ref.2/2/1/1).

The onus rests upon such applicants to verify the status of their foreign qualifications (DBE) before seeking employment and must be requested to supply proof of this during possible interviews.

8. STATUS OF FOREIGN NATIONALS

Foreign Nationals offering Mathematics, Physical Science and Technical Subjects who meets the minimum requirements may apply for promotion into Post Level 2 (HOD) posts only.

Before a consideration for appointment is made, the SGB must submit, together with Form C, the following documents:

- certified copy of qualifications
- approved work permits
- appropriate SAQA evaluation
- provisional SACE registration
- **Evaluation of Qualifications from the Department of Basic Education**

Foreign Nationals may only be considered for promotion for a three-year contract in Mathematics, Physical Science and Technical Subjects posts provided that no suitable SA citizen is available.

The post must be re-advertised when the three-year contract expires.

NB! Foreign Nationals are not eligible for promotion into Deputy Principal and Principal post.

9. SIFTING

Sifting will be done by the advertising District: THRS: HRP Unit.

Applications which do not meet the following criteria will be disqualified:

- Latest application form published in vacancy list 3 of 2019 (**Revised** GDE 2R – The form must have 11 headings).
- Signed GDE 2R
- Original signature
- Correct post number (10 characters e.g. **TW10ED1001**);
- Minimum Years of Experience (Including proven SGB, Independent school and TVET college experience)
- Late submission

10. SHORTLISTING AND INTERVIEWING

These processes will be done in terms of GAUTENG PROVINCIAL CHAMBER Collective Agreement 2 of 2005 together with relevant guidelines, as agreed by all parties.

Appointments are subject to confirmation by the Department, therefore no assumption of duty before receipt of an official appointment letter.

11. VERIFICATION

According to the Public Service Regulation (PSR), Part VII, Paragraph D.8 (a):

“Before making a decision on an appointment or the filling of a post, an executing authority shall:

- Satisfy herself or himself that the candidate qualifies in all respects for the post and that her or his claims in her or his application for the post have been verified and according to the Implementation of the National Vetting Strategy in the Public Service: Circular 14/1/1/P dated 23/11/07.”

The verification prescribed under PART VII, D.8 (a) of the PSR, 2001 as amended, shall with effect from 1/1/2008 cover at least the following:

- (a) Criminal check
- (b) Citizenship verifications
- (c) Financial/asset record checks
- (d) Qualifications/Study verification; and
- (e) Previous employment verification (Reference checks)”

11.1 PROCESS TO FOLLOW:

1. All the shortlisted candidates will be issued with relevant documents for completion upon invite to the interviews. The candidate **MUST** complete ALL the forms including the consent form to give consent for verification as indicated above.
2. The INTERVIEWED candidates **MUST** visit the nearest GDE district office within 48 hours after the interviews with their South African ID and the information on the specific post to have their fingerprints scanned using a biometrics scanner.

3. All relevant consent forms and attachments (ID, qualifications will be verified and results will be attached in the appointment package to the delegated authority)
4. HR will also check on availability, the Sexual Offender register from Social Development department
5. **IMPORTANT:** In the case of “positive” outcomes of criminal checks, HR will inform the HOD or delegated authority of the outcomes and he/she, based on the crime and period thereof, he/she will then apply his mind to approve or decline the recommendation.

12. LANGUAGE REQUIREMENTS

Due consideration should be given to the advertised requirements of each post in respect of language of a specific school.

13. RE-APPOINTMENT OF FORMER EMPLOYEES

Educators who retired in terms of Resolution 3 of 1996 (Voluntary Severance Package), and those who retired on pension prematurely will be considered in line with PAM Chapter B paragraph 2.



APPLICATION FOR PROMOTION (POST LEVEL 2-4) AND EDUCATION THERAPIST POSTS

1. NOTES

WHAT IS THE EMPLOYMENT PROFILE (GDE2R) FORM?

It is a form to be used by an applicant when applying for an advertised educator promotional and education therapist post.

WHO SHOULD COMPLETE THIS EMPLOYMENT PROFILE (GDE 2R) FORM?

Only suitably qualified persons wishing to apply for an advertised position in the GDE Institutions.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to bring along certified qualifications, ID, SACE and payslip (if from another province).

- ✓ This form will be the only form that will be recognised when applying for school educator promotion and therapist post - **NO CV MUST BE ATTACHED**
- ✓ Headings and numbering must not be changed (i.e. 11 headings)

2. PARTICULARS OF ADVERTISED POST

Post Number: (as stated in the advert)	
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3. PERSONAL PARTICULARS

SURNAME					
NAME(S)					
PERSAL NO					
I.D. NO.					
GENDER (Male/Female/Other)	Male		Female		
RACIAL GROUP (For Employment Equity and Statistical Purposes)	African	Coloured	Indian	White	
Do you have a disability?	Yes		No		
Are you a South African citizen?	Yes		No		
Do you have a WORK/PERMANENT residence permit?	Yes	No	If yes, Permit Number/ID		
Are you professionally registered? - PLEASE STATE COUNCIL AND NUMBER (e.g. SACE) Yes/ No	Yes	No	Council name and registration number:		
Are you Additional to current Post Establishment? Yes/No (Attach evidence)	Yes	No	Name of the institution and Province:		Post level (in addition):

4. CONTACT DETAILS

Contact number: ()		Alternative contact number: ()	
Postal Address		Postal Code	
Physical Address		Fax Number	
Cell Number		E-Mail Address	
Name and Contact details for next of Kin		Relationship	

5. LANGUAGES

LANGUAGES (Specify)	(example) English					
Speak	x					
Write	x					
Read	x					
Teach	x					

6. QUALIFICATIONS

School/University/College	Qualification(s)	Subjects/Majors/ Specialisation

7. ADDITIONAL CERTIFICATES OF OTHER COURSES ATTENDED

Name of course	Service provider/Institution	Duration of course
1.		
2.		
3.		
4.		
5.		

8. EXPERIENCE

a. CURRENT POSITION OF EMPLOYMENT (IF EMPLOYED BY SGB OR INDEPENDENT SCHOOL OR TVET COLLEGE, PLEASE ATTACH EVIDENCE)

Department/ Employer	Institution	Learning Areas/Subjects & Grades	Post Level	EXACT DATES IN CURRENT POST		TOTAL	
				FROM (M / Y)	TO (M / Y)	YEARS	MONTHS

b. PREVIOUS EMPLOYMENT IN EDUCATION (IF EMPLOYED BY SGB ,HIGHER EDUCATION INDEPENDENT SCHOOL OR TVET COLLEGE, PLEASE ATTACH EVIDENCE)

Department/ Employer	Institution	Post Level	Learning Areas and Grades	EXACT DATES		TOTAL	
				FROM (M / Y)	TO (M / Y)	YEARS	MONTHS

9. EXTRA AND CO- CURRICULAR ACTIVITIES (e.g. Leadership, Administrative and management)

TYPE OF ACTIVITY	ORGANISATION	DURATION
1		
2		
3		

10. REFERENCES

NAME	CONTACT DETAILS	RELATIONSHIP
1		
2		
3		

11. DECLARATION: I declare that the above information provided (including any attachments) is true and correct. I understand that any false or incorrect information could lead to my application being eliminated and me being discharged on account of misconduct if appointed.

SIGNATURE OF APPLICANT

DATE

Please Note: Only original signature will be regarded as valid. Photocopied/faxed/e-mailed signatures will not be accepted.



GDE DISTRICTS

EKURHULENI NORTH EN (D17)

Edenvale; Tembisa; Kempton Park; Bedfordview; Wattville; Bapsfontein; Benoni; Daveyton; Petit; Putfontein.

EKURHULENI SOUTH ES (D18)

Alberton; Bedfordview; Boksburg; Edenvale; Germiston; Katlehong; Vosloorus; Tokoza

GAUTENG EAST GE (D16)

Brakpan; Daggafontein; Duduza; Daveyton; Kwa-Thema; Nigel; Springs; Tsakane; Welgedag; Devon; Wattville

GAUTENG NORTH GN (D1)

Bapsfontein; Baviaanspoort; Bronkhorstspuit; Clayville; Cullinan; Ekangala; Hammanskraal; Premier Mine; Rayton; Zonderwater

GAUTENG WEST GW (D2)

Bank; Bekkersdal; Brandvlei; Doringfontein; Glenharvie; Hekpoort; Krugersdorp; Libanon; Maanhaarrand; Magaliesberg; Mothlakeng; Muldersdrift; Oberholzer; Randfontein; Randfontein South; The Village; Toekomsrus; Venterspos; Western Areas; Westonaria, Azadville

JOHANNESBURG CENTRAL JC (D14)

Soweto; Eldorado Park; Johannesburg Southern Suburbs; Lenasia

JOHANNESBURG EAST JE (D9)

Halfway House; Hyde Park; Lyndhurst; Modderfontein; Parktown; Sandton, Alexandra Township, Ivory Park, Midrand

JOHANNESBURG NORTH JN (D10)

Johannesburg North, Parktown; Randburg, Soweto, Central, Far North; Cosmo City

JOHANNESBURG SOUTH JS (D11)

Grasmere; Jackson's Drift; Johannesburg; Lenasia; Lawley; Orange Farm; Vlakfontein

JOHANNESBURG WEST JW (D12)

Florida; Roodepoort; Soweto; Braamfischer; Tshepisong; Meadowlands, Dobsonville

SEDIBENG EAST SE (D7)

Daleside; Heidelberg Transvaal; Henley-On-Klip; Jameson Park; Meyerton; Rensburgdorp; Rotanda; Sharpeville; Vereeniging; Walkerville

SEDIBENG WEST SW (D8)

Everton; Loch Vaal; Vanderbijlpark; Sebokeng; Palm Springs; Bophelong; Boipatong; Evaton

TSHWANE NORTH TN (D3)

Hammanskraal; Pretoria; Sinoville; Soshanguve

TSHWANE SOUTH TS (D4)

Atteridgeville; Eldoraigne; Erasmia; Irene; Lyttelton; Mamelodi; Pretoria-West; Rissik; Silverton; Centurion

TSHWANE WEST TW (D15)

Akasia, Atteridgeville (in Tshwane South); Mabopane; Ga-Rankuwa; Hercules; Pretoria-Noord; Pretoria Soshanguve; Pretoria-West



DISTRICT ADDRESSES

ANNEXURE C

TRANSVERSAL HRS / HRP CONTACT DETAILS

<p>DISTRICT EKURHULENI NORTH [EN]:</p> <p>Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059 Benoni, 1500</p> <p>Enquiries: Emily Molefe TEL: (011) 746 8190</p>	<p>DISTRICT EKURHULENI SOUTH [ES]:</p> <p>Physical Address: Infinity Office Park, Private Bag X8001 Alberton 2 Robin Close, Meyersdal, ALBERTON 1450</p> <p>Enquiries: Xolani Kheswa TEL: (011) 389-6034</p>
<p>DISTRICT GAUTENG EAST [GE]:</p> <p>Physical Address: Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers Postal Address: Springs 1559</p> <p>Enquiries: Mpho Leotlela TEL: (011) 736 0716</p>	<p>DISTRICT GAUTENG NORTH [GN]:</p> <p>Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE PRETORIA</p> <p>Postal Address: Private Bag X75 Pretoria 0001</p> <p>Enquiries: Alfred Phaswana TEL: (012) 846 3641</p>
<p>DISTRICT GAUTENG WEST [GW]:</p> <p>Physical Address: Cnr. Boshoff and Human Street, KRUGERSDORP</p> <p>Postal Address: Private Bag X2020 Krugersdorp 1740</p> <p>Enquiries: Louisa Dhlamini TEL: (011) 660 4581</p>	<p>DISTRICT JOHANNESBURG CENTRAL [JC]:</p> <p>Physical Address: Cnr Morola and Chris Hani Road, Soweto College, PIMVILLE</p> <p>Postal Address: P. O. Box 900064 Bertsham 2013</p> <p>Enquiries: Linda Mabutho TEL : (011) 983 2231</p>
<p>DISTRICT JOHANNESBURG EAST [JE]:</p> <p>Physical Address: 142/144, Fourth and Elizabeth Street, Parkmore, SANDTON</p> <p>Postal Address: Private Bag X9910, Sandton 2146</p> <p>Enquiries: Elizabeth Moloko: TEL: (011) 666 9109</p>	<p>DISTRICT JOHANNESBURG NORTH [JN]:</p> <p>Physical Address: Cnr Biccard and Jorrison Street FNB Building, BRAAMFONTEIN</p> <p>Postal Address: Private Bag X01, Braamfontein 2017</p> <p>Enquiries: Nelisiwe Mashazi TEL:(011) 694 9378</p>
<p>DISTRICT JOHANNESBURG SOUTH [JS]:</p> <p>Physical Address: 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG</p> <p>Postal Address: Private Bag X13, Lenasia 1820</p> <p>Enquiries: Patrick Sesane: TEL:(011) 247 5957</p>	<p>DISTRICT JOHANNESBURG WEST [JW]:</p> <p>Physical Address: 20 Goldman Street, FLORIDA, 1710</p> <p>Postal Address: P. O. Box 1995, Florida 1709</p> <p>Enquiries: Lizwe Jafta TEL: (011) 831 5433</p>
<p>DISTRICT SEDIBENG EAST [SE]:</p> <p>Physical Address: SL and M Building Cnr. Joubert & Kruger Street, VEREENIGING</p> <p>Postal Address: Private Bag X05, Vereeniging 1930</p> <p>Enquiries: Nomathemba Xawuka TEL: (016) 440 1717</p>	<p>DISTRICT SEDIBENG WEST [SW]:</p> <p>Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG</p> <p>Postal Address: Private Bag X067, Vanderbijlpark 1900</p> <p>Enquiries: Bertha Mlotshwa TEL: (016) 594 9193</p>
<p>DISTRICT TSHWANE NORTH [TN]:</p> <p>Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA</p> <p>Postal Address: Private Bag X945, Pretoria 0001</p> <p>Enquiries : Rejoice Manamela TEL: (012) 543 4313</p>	<p>DISTRICT TSHWANE SOUTH [TS]:</p> <p>Physical Address: President Towers Building, 265 Pretorius Street PRETORIA</p> <p>Postal Address: Private Bag X198 Pretoria 0001</p> <p>Enquiries : Thabiso Mphosi TEL: (012) 401 6363/5</p>
<p>DISTRICT TSHWANE WEST [TW]</p> <p>Physical Address: Klipgat Road Old Hebron College</p> <p>Postal Address: Private Bag X 38, Rosslyn, 0200</p> <p>Enquiries: Priscilla Ravele TEL: (012) 725 1451</p>	<p>HEAD OFFICE</p> <p>Enquiries: Matlhodi Moloto TEL: (011) 843 - 6513</p> <p>Enquiries: Tiny Mahlare TEL: (011) 843 - 6786</p>