



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Gauteng Department of Education

OFFICE BASED EDUCATOR VACANCY CIRCULAR 02 OF 2020

SENIOR EDUCATION SPECIALIST AND DEPUTY CHIEF EDUCATION SPECIALIST POSTS

At Head Office & District Offices

OCTOBER 2020

Published on: 20 October 2020
Closing Date: 02 November 2020

1. INTRODUCTION

- 1.1 The **Senior Education Specialist, Cluster Leaders and Deputy Chief Education Specialist posts** advertised in this Vacancy Circular are as a result of attrition and promotions in Gauteng Department of Education.
- 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 Labour Relations Act (Act No. 66 of 1995), as amended;
- 2.3 Employment of Educators Act (Act No. 76 of 1998), as amended;
- 2.4 Circular 1/2018: Implementation of Employment Equity Plan
- 2.5 Employment Equity Act (Act No. 55 of 1998);
- 2.6 ELRC Collective Agreement 2 of 2005.
- 2.7 PAM as amended, 2016

3. ADVERTISEMENT AND APPOINTMENT PRINCIPLES

- 3.1 These vacant posts are advertised in terms of Employment of Educators Act (Act 76 of 1998), Personnel Administration Measures as amended (PAM), Chapter B and Public service Regulations, 2016.
- 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 Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets as in the Circular for the implementation of Employment Equity Plan No. 09 of 2020.
- 3.5 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 March 2021; 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 Monday, 02 November 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 GDE Offices by Monday, 02 November 2020 (NO EXCEPTION). The post stamp must indicate that the application was posted on or before the closing date of 02 November 2020.

4.3. IMPORTANT INFORMATION TO NOTE

4.3.1. Application Form

- Complete and submit separate **FORM (Z83)** obtainable from any Public Service Department which must be completed and originally signed.
- An updated Curriculum Vitae must be attached.
- A unique post number shall be allocated to each advertised post. The post number shall begin with the abbreviation for the relevant district or Head Office and contains a unique number **e.g. EN000102**.
- The unique number shall always be 08 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:

- Certified copies of all qualifications, SACE certificate and Identity Document must be attached to applications.
- Applicants must ensure that ALL documents are available on request.
- 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 and Head Office
Refer to Annexure C for the physical address
- VIA THE POST
Relevant District and Head 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)
Senior Education Specialist	5 years
Deputy Chief Education Specialist/Cluster Leader	8 years

E.g. An applicant with a (Relative Education Qualification Value) REQV 13 to 17 will need at least 5 years appropriate experience to be eligible to apply for a vacancy on a level of Senior Education Specialist and 8 years for Cluster Leader/Deputy Chief Education Specialist respectively.

6. REGISTRATION WITH PROFESSIONAL BODIES

It is compulsory for all applicants to be registered with the South African Council for Educators (SACE)

NB: Applications without proof of registration with SACE 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. SIFTING

Sifting will be done by the advertising District: HRP Unit and Recruitment and Selection Directorate in Head Office.

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

- Correct application form (Z83)
- CV not attached
- Signed Z83
- Original signature
- Correct post number (08 characters e.g. EN000156)
- Minimum years of experience where applicable
- Late submission

9. SHORTLISTING AND INTERVIEWING

These processes will be done in terms of 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.

10. VERIFICATION

All the recommended candidate will be subjected to the verification of the following as prescribed under PART 4, section 57(c) of the PSR, 2016 as amended

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

11. 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. **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

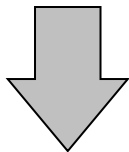
Due consideration should be given to the advertised requirements of each post in respect of language of a specific school.

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 Employment Z83 (81/97143)



WHAT IS THE PURPOSE OF THIS FORM

To assist a government department in selecting a person for an advertised post.

This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.

WHO SHOULD COMPLETE THIS FORM

Only persons wishing to apply for an advertised position in a government department.

ADDITIONAL INFORMATION

This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.

SPECIAL NOTES

1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.

2 - Passport number in the case of non-South Africans.

3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.

4 - This information will only be taken into account if it directly relates to the requirements of the position.

5 - Applicants with substantial qualifications or work experience must attach a CV.

A. THE ADVERTISED POST

Position for which you are applying (as advertised)	Department where the position was advertised
Reference number (as stated in the advert)	If you are offered the position, when can you start OR how much notice must you serve with your current employer?

B. PERSONAL INFORMATION

Surname				
First Names				
Date of Birth				
ID number ²				
Race ³	African	White	Coloured	Indian
Gender ³			FEMALE	MALE
Do you have a disability? ³			YES	NO
Are you a South African Citizen?			YES	NO
If no, what is your Nationality				
And do you have a valid work Permit?			YES	NO
Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴			YES	NO
If your profession or occupation requires State or official registration, provide date and particulars of registration.				

C. HOW DO WE CONTACT YOU

Preferred language for correspondence?			
Telephone number during office hours			
Preferred method for correspondence	Post	E-mail	Fax
Correspondence contact details (in terms of above)			

D. LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'						
	Languages (specified)					
Speak						
Read						
Write						

E. QUALIFICATIONS ⁵ (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained

F. WORK EXPERIENCE ⁵ (please ignore if you have attached a CV with these details)							
Employer (including current employer)	Post held	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

G. REFERENCES (please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

DECLARATION	
<p><i>I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.</i></p>	
Signature:	

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; Bavianspoort; Bronkhorstspruit; 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

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 Enquiries: Emily Molefe TEL: (011) 746 8190</p>	<p>DISTRICT EKURHULENI SOUTH [ES]:</p> <p>Physical Address: Infinity Office Park, Private Bag X8001 Alberton 1450 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, SPRINGS Postal Address: Private Bag X9, Springs, 1559 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 Postal Address: Private Bag X75 Pretoria 0001 Enquiries: Alfred Phaswana TEL: (012) 846 3641</p>
<p>DISTRICT GAUTENG WEST [GW]:</p> <p>Physical Address: Cnr. Boshoff and Human Street, KRUGERSDORP Postal Address: Private Bag X2020 Krugersdorp 1740 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 Postal Address: P. O. Box 900064 Bertsham 2013 Enquiries: Linda Mabutho TEL : (011) 983 2231</p>
<p>DISTRICT JOHANNESBURG EAST [JE]:</p> <p>Physical Address: Sandown High School, 1 North Road, SANDOWN Postal Address: Private Bag X9910, Sandton 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666 9109</p>	<p>DISTRICT JOHANNESBURG NORTH [JN]:</p> <p>Physical Address: Cnr Biccand and Jorrison Street FNB Building, BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein 2017 Enquiries: Nelisiwe Mashazi TEL:(011) 694 9378</p>
<p>DISTRICT JOHANNESBURG SOUTH [JS]:</p> <p>Physical Address: 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG Postal Address: Private Bag X13, Lenasia 1820 Enquiries: Patrick Sesane: TEL:(011) 247 5957</p>	<p>DISTRICT JOHANNESBURG WEST [JW]:</p> <p>Physical Address: 20 Goldman Street, FLORIDA, 1710 Postal Address: P. O. Box 1995, Florida 1709 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 Postal Address: Private Bag X05, Vereeniging 1930 Enquiries: Nomathemba Xawuka TEL: (016) 440 1718</p>	<p>DISTRICT SEDIBENG WEST [SW]:</p> <p>Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark 1900 Enquiries: Bertha Mlotshwa TEL: (016) 594 9193</p>
<p>DISTRICT TSHWANE NORTH [TN]:</p> <p>Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X945, Pretoria 0001 Enquiries : Rejoice Manamela TEL: (012) 543 4313</p>	<p>DISTRICT TSHWANE SOUTH [TS]:</p> <p>Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria 0001 Enquiries : Thabiso Mphosi TEL: (012) 401 6363/5</p>
<p>DISTRICT TSHWANE WEST [TW]</p> <p>Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X 38, Rosslyn, 0200 Enquiries: Priscilla Ravele TEL: (012) 725 1451</p>	<p>HEAD OFFICE</p> <p>Physical Address: 26 Loveday Street Johannesburg Postal Address: Private Bag X 7710, Johannesburg, 2000 Enquiries: Winny Radzilani TEL: (011) 843 - 6540</p>