



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Gauteng Department of Education

VACANCY CIRCULAR 11 OF 2021

PRINCIPAL POSTS - PL 4

At public ordinary and public special schools

OCTOBER 2021

Published on: 25 October 2021

Closing Date: 08 November 2021

1. INTRODUCTION

- 1.1 The Principal posts - PL 4 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 9/2020: 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 to not 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, viz:
 - 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 **Circular 09 of 2020** for the implementation of Employment Equity Plan.
- 3.5 Applicants must note that if no notification 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.

4. GENERAL INFORMATION

4.1. DATE OF ASSUMPTION OF DUTY

The preferred **date of assumption of duty is 01 February 2022**; unless another date of assumption is mutually agreed upon by all relevant parties.

4.2. CLOSING DATE FOR APPLICATIONS

All Hand Delivered applications must be received by **Monday, 08 November 2021, not later than 16:00**. No applications will be accepted after the date and time. Posted applications will only be accepted if they have a postal stamp indicating that the application was posted on or before the closing date of 08 November 2021. **(NO EXCEPTION)**

4.3. INFORMATION TO NOTE

4.3.1. Application Form

- Complete and submit separate GDE 2R (Employment Profile Form) for each post applied for.
- This EMPLOYMENT PROFILE FORM replaces the Curriculum Vitae (CV).
- The form will be the only form that will be recognised when applying for school Principal post – NO CV MUST BE ATTACHED.
- Headings and numbering must not be changed (**i.e. 11 headings excluding declaration**)
- A unique post number shall be allocated to all advertised post. The post number shall begin with the abbreviation for the relevant district and contains a unique number **e.g., ES11ED1001**
- 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 along the certified documents
- Applicants must ensure that ALL documents are available on request.
- In the absence of SACE certificate, a salary advice on which a SACE membership number is printed will be accepted for membership verification.
- Certified salary advice slips must be included by applicants from other provinces to enable GDE to determine the correct salary notch in the event of an appointment.

4.3.3. TWO 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

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 actual educator's experience, as well as other appropriate experience, is considered for the purpose of appointment on post level 4. In cases where there is no change in Post Level, there is no salary notches awarded. 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

IMPORTANT: Candidates applying for principal posts that is lower than their current salary notch must be aware that there will be a downgrade on their salary. 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 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).

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 FOREIGN NATIONALS

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

8. SIFTING

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

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

- Correct application form (**Revised GDE 2R – The form must have 11 headings excluding the declaration**).
- Signed GDE 2R
- Original signature

- Correct post number (10 characters e.g., **ES11ED1001**):
- Minimum Years of Experience (Including SGB, Independent school and TVET college experience)
- Late submission

9. **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.

10. **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)”

10.1 **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. (Shortlisted candidates will be requested to complete Form 29)
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.

11. LANGUAGE REQUIREMENTS

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

12. 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.



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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 must not be changed (i.e., 11 headings excluding the declaration)

2. PARTICULARS OF ADVERTISED POST

Post Number: (as stated in the advert)	
--	--

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. SKILLS: (e.g. MANAGEMENT OR LEADERSHIP AS AN EDUCATOR

1.
2.

9. 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)	YEARS

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

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

TYPE OF ACTIVITY	ORGANISATION	DURATION
1		
2		
3		

11. REFERENCES

NAME	CONTACT DETAILS	RELATIONSHIP
1		
2		
3		

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; Eldoraigue; 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-Wes



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DISTRICT ADDRESSES TRANSVERSAL HRS / HRP CONTACT DETAILS

ANNEXURE C

DISTRICT EKURHULENI NORTH [EN]: Physical Address: 78 Howard Avenue, Munpen Building, BENONI Postal Address: Private Bag X059 Benoni, 1500 Enquiries: Emily Molefe TEL: (011) 746 8190	DISTRICT EKURHULENI SOUTH [ES]: Physical Address: Infinity Office Park, Private Bag X8001 Alberton 2 Robin Close, Meyersdal, ALBERTON 1450 Enquiries: Xolani Kheswa TEL: (011) 389-6034
DISTRICT GAUTENG EAST [GE]: Physical Address: Corner 7 th Street and 5 th Avenue, 5 th Floor Telkom Towers Postal Address: Springs 1559 Enquiries: Mpho Leotlela TEL: (011) 736 0716	DISTRICT GAUTENG NORTH [GN]: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE PRETORIA Postal Address: Private Bag X75 Pretoria 0001 Enquiries: Patrick Landela TEL: (012) 846 3754
DISTRICT GAUTENG WEST [GW]: Physical Address: Cnr. Boshoff and Human Street, KRUGERSDORP Postal Address: Private Bag X2020 Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660 4581	DISTRICT JOHANNESBURG CENTRAL [JC]: 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
DISTRICT JOHANNESBURG EAST [JE]: Physical Address: Sandown High School, 1 North Road, Sandown, SANDTON Postal Address: Private Bag X9910, Sandton 2146 Enquiries: Elizabeth Moloko TEL: (011) 666 9026	DISTRICT JOHANNESBURG NORTH [JN]: Physical Address: Cnr Biccard and Jorrison Street FNB Building, BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein 2017 Enquiries: Nelisiwe Mashazi TEL:(011) 694 9377
DISTRICT JOHANNESBURG SOUTH [JS]: Physical Address: 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG Postal Address: Private Bag X13, Lenasia 1820 Enquiries: Lola Malimagovha TEL:(011) 247 5957	DISTRICT JOHANNESBURG WEST [JW]: Physical Address: 20 Goldman Street, FLORIDA, 1710 Postal Address: P. O. Box 1995, Florida 1709 Enquiries: Lizwe Jafta TEL: (011) 831 5433
DISTRICT SEDIBENG EAST [SE]: Physical Address: Sanlam Building 14 Cnr. Joubert & Kruger Street VEREENIGING Postal Address: Private Bag X05, Vereeniging 1930 Enquiries: Nomathemba Xawuka TEL: (016) 440 1718	DISTRICT SEDIBENG WEST [SW]: Physical Address: Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark 1900 Enquiries: Bertha Mlotshwa TEL: (016) 594 9193
DISTRICT TSHWANE NORTH [TN]: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X945, Pretoria 0001 Enquiries : Rejoice Manamela TEL: (012) 543 4313	DISTRICT TSHWANE SOUTH [TS]: Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria 0001 Enquiries: Thabiso Mphosi TEL: (012) 401 6434/3
DISTRICT TSHWANE WEST [TW] Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X 38, Rosslyn, 0200 Enquiries: Priscilla Ravele TEL: (012) 725 1451	HEAD OFFICE Enquiries: Sakhile Luvuno TEL: (011) 843 - 6682 Enquiries: Jakes Ndala TEL: (011) 843 – 6535 Enquiries: Tlaleng Ngubeni TEL: (011) 843 - 6544