

Gauteng Department of Education

VACANCY CIRCULAR 07 OF 2022

EDUCATOR (PROMOTION) PL 2 – 4, CHIEF/ EDUCATION THERAPIST AND LEARNER SUPPORT EDUCATOR (LSE) PL1 POSTS

At public ordinary and special schools

JULY 2022

Published on: 25 July 2022

Closing Date: 05 August 2022

1. INTRODUCTION

- 1.1 The **Educator (Promotion) PL 2-4, Chief / Education Therapist and Learner Support Educator (LSE) PL1 posts** advertised in this Vacancy Circular are due to 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 Head of Department (HOD) and Member of the Executive Council (MEC).

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 of 2020: Implementation of Employment Equity Plan
2.6 Employment Equity Act (Act No. 55 of 1998).
2.7 ELRC Collective Agreement 1 of 2021.
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 01 of 2021.
- 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 of appointment 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 November 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 Friday, 05 August 2022, 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 05 August 2022. **(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).
- This form will be the only form that will be recognised when applying for school educator promotion, Therapist and LSE post - **NO CV MUST BE ATTACHED**.
- Headings and numbering must not be changed (i.e., **11 headings only**)
- 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., JE72ED1001**
- 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 should not **be** attached to applications, **a candidate who is shortlisted will be requested to bring along** the certified documents. The ID copy must be attached.
- 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
Deputy Principal	5 years
Departmental Head	3 years
Chief Education Therapist	<ul style="list-style-type: none"> ▪ A 4-year bachelor's degree in Speech Therapy or dual registration in Speech Therapy and Audiology. ▪ Current Registration with HPCSA in independent practice ▪ Registration with SACE. A minimum of three years' experience in LSEN school ▪ Must have completed Community Service. ▪ Five years' appropriate experience after registration with the Health Profession Council of South Africa (HPCSA) in the relevant profession (where applicable).
Education Therapist	<ul style="list-style-type: none"> ▪ A 4-year bachelor's degree in Speech Therapy or dual registration in Speech Therapy and Audiology or a four year bachelor's degree in Occupational Therapy ▪ Current HPCSA registration in independent practice ▪ Must have completed Community Service. ▪ None after registration with the HPCSA in respect of RSA qualified therapists who performed Community Service, as required in South Africa. ▪ 1-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.
Learner Support Educator (LSE) – PL1	<ul style="list-style-type: none"> ▪ Qualification in remedial education, learning support and inclusive education

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 2 and higher. **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 353 979.00	R 755 061.00
Principal P2	244 - 392	R 421 473.00	R 876 609.00
Principal P3	280 - 420	R 504 147.00	R 1 007 610.00
Principal P4	308 - 426	R 579 756.00	R 1 038 126.00
Principal P5	350 - 432	R 711 294.00	R 1 066 416.00
Deputy Principal	244 - 408	R 421 473.00	R 949 221.00
Head of Department	210 - 392	R 353 979.00	R 876 609.00
Chief Education Therapist	070 - 077	R 473 112.00	R 525 087.00
Education Therapist	044 - 053	R 322 746.00	R 367 299.00
Learner Support Educator	164 - 261	R 284 238.00	R 631 236.00

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) or the Health Professions Council of South Africa (HPCSA).

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-citizens who meet 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** (Departmental Head), **only on 36 months fixed term contract, provided it can be proven that no 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.

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

- certified qualifications
- approved work permits and the passport
- appropriate SAQA evaluation
- provisional SACE registration

The Gauteng Department of Education will send qualifications of foreign nationals to the Department of Basic Education for evaluation.

9. 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).
- Signed GDE 2R
- Original signature
- Correct post number (10 characters e.g., **JE72ED1001**)
- Minimum Years of Experience (Including SGB, Independent school and TVET college experience) (**PL2 - 4 only**)

10. SHORTLISTING AND INTERVIEWING

These processes will be done in terms of GAUTENG PROVINCIAL CHAMBER Collective Agreement 1 of 2021 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 deciding 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
- (d) Qualifications/Study verification
- (e) Listing on the Child protection register (Section 126 of the children’s Act 38/2005)
- (f) 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 forms 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 (MIE, Form 8 and Form 29)** and attachments (ID, qualifications and listing on the Child protection register with Social Development and Department of Justice) 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 PROMOTION OF SCHOOL BASED EDUCATORS (PL 2-4), CHIEF / EDUCATION THERAPIST AND LEARNER SUPPORT EDUCATOR 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	
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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.
3.

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	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

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; Maanhaarand; 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; Tshepisoong; 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

DISTRICT HRP / TRANSVERSAL HRS ADDRESSES & CONTACT DETAILS
ANNEXURE C

DISTRICT EKURHULENI NORTH [EN] Enquiries: Emily Molefe Tel: (011) 746 8190 Physical Address: 78 Howard Avenue Munpen Building, BENONI Postal Address: Private Bag X059 Benoni, 1500	DISTRICT EKURHULENI SOUTH [ES] Enquiries: Xolani Kheswa Tel: (011) 389-6034 Physical Address: Infinity Office Park 2 Robin Close, Meyersdal, ALBERTON Postal Address: Private Bag X8001 Alberton 1450
DISTRICT GAUTENG EAST [GE] Enquiries: Mpho Leotlela Tel: (011) 736 0716 Physical & Postal Address: Cnr. 7 th Str. & 5 th Ave. 5 th Floor Telkom Towers Springs 1559	DISTRICT GAUTENG NORTH [GN] Enquiries: Matlodi Moloto Tel: (012) 846 3641 Physical Address: Yorkcor Park Building 86 Watermeyer Street VAL DE GRACE PRETORIA Postal Address: Private Bag X75 Pretoria 0001
DISTRICT GAUTENG WEST [GW] Enquiries: Louisa Dhlamini Tel: (011) 660 4581 Physical Address: Cnr. Boshoff and Human Strts KRUGERSDORP Postal Address: Private Bag X2020 Krugersdorp 1740	DISTRICT JOHANNESBURG CENTRAL [JC] Enquiries: Linda Mabutho Tel: (011) 983 2231 Physical Address: Cnr. Morola & Chris Hani Rd Soweto College PIMVILLE Postal Address: P. O. Box 900064 Bertsham 2013
DISTRICT JOHANNESBURG EAST [JE] Enquiries: Elizabeth Moloko Tel: (011) 666 9026 Physical Address: Sandown High School 1 North Road, Sandown SANDTON Postal Address Private Bag X9910 Sandton 2146	DISTRICT JOHANNESBURG NORTH [JN] Enquiries: Nelisiwe Mashazi Tel: (011) 694 9377 Physical Address: Cnr Biccard & Jorrison Str. FNB Building, BRAAMFONTEIN Postal Address: Private Bag X01 Braamfontein 2017
DISTRICT JOHANNESBURG SOUTH [JS] Enquiries: Lola Malimagoba Tel: (011) 247 5957 Physical Address: 100 Northern Parkway, Crownwood, Ormonde JOHANNESBURG Postal Address: Private Bag X13 Lenasia 1820	DISTRICT JOHANNESBURG WEST [JW] Enquiries: Lizwe Jafta Tel: (011) 831 5433 Physical Address: 20 Goldman Street FLORIDA 1710 Postal Address: P. O. Box 1995 Florida 1709
DISTRICT SEDIBENG EAST [SE] Enquiries: Nomathemba Xawuka Tel: (016) 440 1718 Physical Address: Sanlam Building Cnr. Joubert & Kruger Streets VEREENIGING Postal Address: Private Bag X05 Vereeniging 1930	DISTRICT SEDIBENG WEST [SW] Enquiries: Bertha Mlotshwa Tel: (016) 594 9193 Physical Address: Sebokeng College 6 Samuel Street Zone 18 SEBOKENG Postal Address: Private Bag X067 Vanderbijlpark 1900
DISTRICT TSHWANE NORTH [TN] Enquiries: Rejoice Manamela Tel: (012) 543 4313 Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X945 Pretoria 0001	DISTRICT TSHWANE SOUTH [TS] Enquiries: Thabiso Mphosi Tel: (012) 401 6363/5 Physical Address: President Towers Building 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria 0001
DISTRICT TSHWANE WEST [TW] Enquiries: Priscilla Ravele Tel: (012) 725 1451 Physical Address: Klipgat Road Old Hebron College Postal Address Private Bag X 38 Rosslyn 0200	HEAD OFFICE Enquiries: Tinyiko Hobyane Tel: (011) 843 – 6788 Mpho Mphloai Tel: (011) 843 – 6610 No applications will be received at Head Office.