



**PROVINCE OF THE EASTERN CAPE
DEPARTMENT OF EDUCATION**

**ADDENDA TO OPEN POST BULLETIN FOR
PRINCIPALS
VOLUME 5 OF 21/22**

VACANT: PRINCIPAL POSTS AT SCHOOLS

DATE OF ISSUE: 24 JANUARY 2022

**TEL: 040 608 4064/ 040 608 4548/4513
FAX: 040 608 4433**

**PRIVATE BAG X 0032
BHISHO
5605**

**NOTE: CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR POSTS
ADVERTISED IN THE BULLETIN IS**

31 JANUARY 2022

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. This form combines the information in the standard application form and the standard CV information into one Employment Profile Form.
- B. Application Forms are to be accompanied by all relevant documentation. (Recommended list)
- Completed (EDP 01) application form and 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 (OR proof of application for registration)
- C. **Forms without all the relevant documentation will be discarded.**
- D. 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.
- E. 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.
- F. The post, post number and the name of the educational institution for which an application is made should be clearly stated.
- G. **NO LATE APPLICATIONS WILL BE ACCEPTED.**
- H. Successful candidates are only to assume duty on receipt of an official letter of appointment signed by the relevant DISTRICT DIRECTOR.
- I. **All applications must be directed to the relevant District Offices only.**
- J. The Eastern Cape Department of Education is an affirmative action employer.
- K. The Department reserves the right not to fill the advertised posts in this Bulletin.
- L. **POST NOT FILLED BY THE PRESCRIBED DATE AS PER THE MANAGEMENT PLAN WILL BE RE-ADVERTISED.**
- M. 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.

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

nonkosiyazi.sipahlanga@edu.ecprov.gov.za

a) **SUMMARY OF POSTS**

DISTRICT	NO OF POSTS
ALFRED NZO WEST	3
AMATHOLE EAST	63
AMATHOLE WEST	9
BCM	7
CHRIS HANI EAST	5
CHRIS HANI WEST	23
OR TAMBO INLAND	9
ORTCD	5
SARAH BAARTMAN	1
Grand Total	125

b) **SALARY NOTCH PER SCHOOL GRADING**

SCHOOL GRADING	SALARY NOTCH
S1	R125085
P1	R353979
P2	R421473
P3	R504147
P4	R541470
P5	R664152

2. **ENQUIRIES** should be directed to the relevant District Office. Contact details are provided below.



DR ND MBUDE
HEAD OF DEPARTMENT

26/01/2022

DATE

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**EASTERN CAPE DEPARTMENT OF EDUCATION
EDUCATOR EMPLOYMENT PROFILE FORM**

(EDP 01 Form)

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									
1. POST NUMBER:									
2. NAME OF INSTITUTION							3. DISTRICT		
4. POST DESCRIPTION							5. POST LEVEL		

SECTION B. PERSONAL PARTICULARS OF APPLICANT										
6.1.	SURNAME				6.2. NAMES					
7.	PERSONAL NO:							8.	I.D. No.	
9.	NATIONALITY				10.		MARITAL STATUS			
11.	GENDER		F	M	DISABILITY		Y	N	12. PREVIOUS RACIAL GROUPING(EE)	
13.	POSTAL ADDRESS				14.		CONTACT DETAILS		W	
									H	
									C	
15.	E-MAIL								FAX No.	

SECTION C: COMPETENCIES								
16.	LANGUAGE PROFICIENCY		State whether "Established (Est)" or "Developing(Dev)" or "Not Established" (NE)					
			1:ISIXHOSA	2:ENGLISH	3:ISIZULU	4:AFRIKAANS	5:	6:
	SPEAK							
	READ							
	WRITE							
17.	FORMAL QUALIFICATIONS (Copies to be attached to this application)							
	TYPE OF QUALIFICATION		INSTITUTION	EXEMPTION (YES/NO)	YEAR OBTAINED	DURATION	EXAMING AUTHORITY e.g. EX-DEPARTMENT	
17.1.	MATRIC/ STD 10/ GRADE 12							
			ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	SPECIALISATION SUBJECTS/AREA/FIELD	
17.2.	PROFESSIONAL e.g. PTD; HDE; FDE/ACE; BEd							
17.3.	ACADEMIC DEGREE e.g. BA; BComm							
17.4.	SENIOR RESEARCH DEGREE e.g. MEd; MPhil; DEd		ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	RESEARCH TOPIC	
17.4.	OTHER FORMAL DIPLOMAS		ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	AREA OF SPECIALISATION	

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	(3mths+ and more) e.g. HRM; LABOUR LAW					
18.	SHORT COURSES (attach attendance certificate where available)	NAME OF COURSE	INSTITUTION/ SERVICE PROVIDER	YEAR OBTAINED	DURATION OF COURSE	AREA OF TRAINING

19.	HIGHEST REQV LEVEL		HIGHEST NQF LEVEL (short courses and certificates)	
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20.	SECTION D: GENERIC SKILLS (Evidence of these skills may be tested in the Interviewing Process)			
	(Mark appropriate box with an X)	Established (Est)	Developing (Dev)	Not Yet Established (NYE)
20.1.	COMPUTER LITERACY			
20.2.	COMMUNICATION			
20.3.	REPORT WRITING			
20.4.	BASIC PROJECT MANAGEMENT			
20.5.	LEADERSHIP			
20.6.	BASIC FINANCIAL MANAGEMENT			
20.7.	HUMAN RELATIONS			
20.8.	INNOVATION AND CREATIVITY			
20.9.	OTHER:			
20.10.	OTHER:			

21.	EMPLOYMENT HISTORY				
		POST LEVEL	INSTITUTION	PROVINCE	SUBJECT/S TAUGHT/FUNCTIONS
21.1.	CURRENT POST				
21.2.	PREVIOUS POSTS IN EDUCATION				
21.2.	OTHER WORKING EXPERIENCE	EMPLOYER		NATURE OF WORK	DURATION
21.3.					
21.4.					
21.3.					
21.4.					

22.	TOTAL YEARS OF EXPERIENCE IN EDUCATION		TOTAL WORKING YEARS	
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23.	EXTRA CURRICULAR ACTIVITIES			
23.1.	SPORTS e.g. athletics, netball (state sport code/s)			
23.2.	MUSICAL INSTRUMENT e.g. piano, flute (state instrument/s)			
23.3.	(Mark appropriate box with an X)			
	DRAMA			CHOIR
	ART			DRUM MAJORETTES
	DEBATING		OTHER (state other):	
	CHESS		OTHER (state other):	

24.	PROFESSIONAL ACTIVITIES (e.g. educator union; sports body; board; council)		
	ORGANISATION/BODY	POSITION HELD (state provincial/national)	DURATION OF OFFICE
24.1.			
24.2.			
24.3.			
24.4.			
25.4.			

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26.	SOCIAL RESPONSIBILITY ROLE (e.g. community based activities; SRC chairperson)	
	POSITION HELD	RESPONSIBILITIES
26.1.		
26.2.		
26.3.		
26.4.		
26.5.		

27.	PERSONAL QUALITY TRAITS (i.e. your strengths)
27.1.	
27.2.	
27.3.	
27.4.	
27.5.	

28.	OTHER RELEVANT INFORMATION (e.g. awards; scholarships; study tours)
28.1.	
28.2.	
28.3.	
28.4.	
28.5.	

29.	EMPLOYMENT CHECKS (* where you have answered “YES” certain restrictions <u>MAY</u> be placed on your employment/promotion)						
29.1	Have you ever been convicted of misconduct?	YES	NO	29.3.	Have you ever taken early retirement due to ill health?	YES	NO
29.2.	Have you ever been criminally charged?	YES	NO	29.4.	Have you opted for a Voluntary Severance Package (VSP)	YES	NO
	* Explanation:.....						

30.	REFERENCES		
	NAME	CONTACT DETAILS	RELATIONSHIP
30.1.			
30.2.			
30.3.			

31.	DECLARATION
I declare that the above information is true and correct. I understand that any false or incorrect statement can constitute misrepresentation and could render me liable to be discharged on account of misconduct. I declare that all required documents attached are a true copy of my original certificates and therefore are regarded as authentic.	
_____	_____
SIGNATURE OF APPLICANT	DATE

-+

ADDRESSES OF DISTRICT OFFICES:

Forward all applications to the District Director of the respective District as listed below
(Under no circumstances are application forms to be submitted at school level)

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