



PROVINCE OF THE EASTERN CAPE DEPARTMENT OF EDUCATION

OPEN POST BULLETIN FOR DEPUTY PRINCIPALS AND HODs VOLUME 2 OF 2022

VACANT: PROMOTIONAL POSTS AT SCHOOLS

DATE: 08 AUGUST 2022

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

**PRIVATE BAG X 0032
BHISHO
5605**

**CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR
POSTS ADVERTISED IN THIS BULLETIN:**

CLOSING DATE: 31 AUGUST 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 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 delegated authority.
- 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 EASTERN CAPE DEPARTMENT OF EDUCATION IS PROMOTING EQUITY IN THE WORKPLACE AND AS SUCH SELECTION PROCESSES IN THIS BULLETIN SHOULD BE SENSITIVE TO EQUITY REDRESS.**
- L. The Department reserves the right not to make appointment(s) to the advertised post(s) in this Bulletin. Employment Equity grid must be upheld by SGB's.
- M. **POST NOT FILLED BY 01 DECEMBER 2022 WILL BE RE-ADVERTISED IN THE NEXT BULLETIN. ALL STAKEHOLDERS INVOLVED SHOULD ENSURE THAT TIMEFRAMES ARE ADHERED TO**
- N. 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.

O. CORE DUTIES AND RESPONSIBILITIES OF THE DEPARTMENTAL HEAD

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:

Teaching

- To engage in class teaching as per workload of the relevant post level and the needs of the school.
- To be a class teacher if required.
- To assess and to record the attainment of learners taught.

Extra- & co-curricular

- To be in charge of a subject, learning area or phase.
- To jointly develop the policy for that department.
- To co-ordinate evaluation/assessment, homework, written assignments, etc. of all the subjects in that department.

To provide and co-ordinate guidance:

- On the latest ideas on approaches to the subject, method, techniques, evaluation, aids, etc. in their field, and effectively conveying these to the staff members concerned.
- On syllabi, schemes of work, homework, practical work, remedial work, etc.
- To inexperienced staff members.
- On the educational welfare of learners in the department

To control:

- The work of educators and learners in the department.
- Reports submitted to the principal as require.

Mark sheet.

- Test and examination papers as well as memoranda.
- The administrative responsibilities of staff members.
- To share in the responsibilities of organising and conducting extra and cocurricular activities.

Personnel

- To advise the principal regarding the division of work among the staff in that department.
- To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.

General/administrative

- To assist with the planning and management of:
 - School stock, text books and equipment for the department.
 - The budget for the department.
 - Subject work schemes.

To perform or assist with one or more non-teaching administrative duties, such as:

- Secretary to general staff meeting and/or others.
- Fire drill and first aid.
- Timetabling.
- Collection of fees and other monies.
- Staff welfare.
- Accidents.

- To act on behalf of the principal during her/his absence from school if the school
- does not qualify for a deputy principal or in the event both of them are absent

Communication

- To co-operate with colleagues in order to maintain a good teaching standard and progress among the learners and to foster administrative efficiency within the department and the school.
- To collaborate with educators of other schools in developing the department and conducting extra-curricular activities.
- To meet parents and discuss with them the progress and conduct of their children.
- To participate in departmental and professional committees, seminars and courses in order to contribute to and/or update one's professional views/standards.
- To co-operate with further and higher education institutions in relation to learners' records and performance and career opportunities.
- To maintain contact with sporting, social, cultural and community organisations.
- To have contacts with the public on behalf of the principal.

P. CORE DUTIES AND RESPONSIBILITIES OF A DEPUTY PRINCIPAL

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:

General/administrative

- To assist the principal in his/her duties and to deputise for the principal during
- his/her absence from school.
- To assist the principal, or, if instructed to be responsible for:
- School administration e.g. duty roster, arrangements to cover absent staff, internal and external evaluation and assessment, school calendar, admission of new learners, class streaming, school functions; and/or
- School finance and maintenance of services and buildings e.g. planning and control of expenditure, allocation of funds/resources, the general cleanliness and state of repairs of the school and its furniture and equipment, supervising annual stock-taking exercises.

Teaching

- To engage in class teaching as per workload of the relevant post level and needs of the school.
- To assess and to record the attainment of learners taught.

Extra- & co-curricular

- To be responsible for school curriculum and pedagogy eg. choice of textbooks, coordinating the work of subject committees and groups, timetabling, "INSET" and developmental programmes, and arranging teaching practice.
- To assist the principal in overseeing learner counselling and guidance, careers, discipline, compulsory attendance and the general welfare of all learners.
- To assist the principal to play an active role in promoting extra and co-curricular activities in school and in the participation in sports and cultural activities organised by community bodies.
- To participate in departmental and professional committees, seminars and courses in order to contribute to and/or update one's professional views/standards.

Personnel

- To guide and supervise the work and performance of staff and, where necessary, discuss and write or countersign reports.
- To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.

Interaction with stakeholders

- To supervise/advise the Representative Council of Learners.

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Communication

- To meet with parents concerning learners' progress and conduct.
- To liaise on behalf of the principal with relevant government departments.
- To maintain contact with sporting, social, cultural and community organisations.
- To assist the principal in liaison work with all organisations, structures, committees, groups, etc. crucial to the school.

NB. You can regard your application as unsuccessful if you have not heard from the Department within three months of the closing date.

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

2. SUMMARY OF POSTS

DISTRICT	DEPUTY PRINCIPAL	HOD	TOTAL
ALFRED NZO EAST	13	37	50
ALFRED NZO WEST	28	65	93
AMATHOLE EAST	14	62	76
AMATHOLE WEST	9	36	45
BUFFALO CITY METRO	23	66	89
CHRIS HANI EAST	10	50	60
CHRIS HANI WEST	18	46	64
JOE GQABI	11	41	52
NELSON MANDELA BAY	49	117	166
OR TAMBO COASTAL	22	85	107
OR TAMBO INLAND	16	74	90
SARAH BAARTMAN	12	57	69
TOTAL	225	736	961

2. SALARY NOTCH PER POST

POST TYPE	SALARY NOTCH
DEPARTMENTAL HEAD	R353 979
DEPUTY PRINCIPAL	R421 473

3. ENQUIRIES should be directed to the relevant District Office. Contact details are provided below.
4. Please see attached management plan and posts advertised.



MR M QWASE
ACTING HEAD OF DEPARTMENT
EDUCATION

10August2022
DATE

MANAGEMENT PLAN FOR FILLING OF HOD & DP - BULLETIN VOLUME 2 OF 2022

NO	ACTION	RESPONSIBILITY	DATE
1	Release date of Bulletins to District Office	HRA- HEAD OFFICE	08 August 2022
2	Closing date of bulletins	DISTRICT HRA	31 August 2022
3	Developing of Project Plan	Circuit Manager	10 August 2022
4	Final date of workshopping with SGBs with HRA at schools on advertised posts	Circuit managers with the assistance from HRA to ensure compliance of documentation	31 August 2022
5	Final date of masterlisting applications submitted by DO	District HR Officials	08 September 2022
6	Final date of releasing applications to schools	Circuit Managers (Circuit Managers to ensure that applications are collected)	15 September 2022
7	Final date for shortlisting, interviewing and ratification processes at schools	SGB's and Circuit Managers	30 September 2022
8	Final date for submitting of recommendations to the District Office	SGB's	10 October 2022
9	Final date for District to validate recommendations	District HRA&P	15 October 2022
10	Final date of submitting recommendation to appointing Authority (Head Office)	Deputy Directors HRA&P District Director Cluster Chief Directors	20 October 2022
11	Final date of approval of appointment by Appointing Authority	HOD	25 October 2022
12	Final date of issuing letters of appointment	HRA DISTRICTS	30 October 2022
13	Successful candidate assumes duties	Appointees	01 November 2022



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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

DECLARATION OF 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																								
15.	E-MAIL											H																													
												C																													
												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 (3mths+ and more) e.g. HRM; LABOUR LAW	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	AREA OF SPECIALISATION	
18.	SHORT COURSES (attach attendance certificate where available)	NAME OF COURSE	INSTITUTION/ SERVICE PROVIDER	YEAR OBTAINED	DURATION OF COURSE	AREA OF TRAINING	

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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.			

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

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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.	

[illegible]

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

31.	DECLARATION
<p>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.</p>	
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SIGNATURE OF APPLICANT	DATE
<p>-+</p>	

ADDRESSES OF DISTRICT OFFICES:

Forward all applications to the respective District Director in the respective District offices

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as listed below **(no application forms must be submitted at schools)**

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