



**GAUTENG PROVINCE**  
EDUCATION  
REPUBLIC OF SOUTH AFRICA

# **Gauteng Department of Education**

## **OFFICE BASED EDUCATOR VACANCY CIRCULAR 02 OF 2023**

### **SENIOR EDUCATION SPECIALIST AND DEPUTY CHIEF EDUCATION SPECIALIST POSTS**

**At Head Office & District Offices**

**FEBRUARY 2023**

**Published on: 15 February 2023 Closing Date: 03 March 2023**

## 1. INTRODUCTION

1.1 The **Senior Education Specialist, Cluster Leader 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 FRAMEWORKS

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 9/2020: Implementation of Employment Equity Plan

2.5 Employment Equity Act (Act No. 55 of 1998); 2.6 Collective Agreement 1 of 2021.

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 Representativity.

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 9 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 application/s 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 July 2023;** 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, 03 March 2023, 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 **03 March 2023. (NO EXCEPTION)**

#### 4.3. IMPORTANT INFORMATION TO NOTE

##### 4.3.1. Application Form

- ✦ Complete and submit separate **FORM (Z83)** obtainable from any Public Service Department.
- ✦ Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process.
- ✦ A comprehensive, updated Curriculum Vitae **must** be attached.
- ✦ Section A, B, C and D of the new Z83 form must be fully completed (compulsory) and Section E, F and G ignore if CV 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 contains a unique number **e.g. EN000102**.
- ✦ The unique number shall always contain 08 characters and must be completed in full.
- ✦ Please ensure that the signature on the application form is original – photocopied signatures will be disqualified.
- ✦ Please ensure that application form is initialled on each page.
- ✦ 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. Note to applicants:

- ✦ Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

##### 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:

<b>Post e.g.</b>	<b>Minimum Experience (Years)</b>
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 tangible 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
- ✦ Completed Z83 (Part A, B, C and D completed in full)
- ✦ Detailed CV must be attached (Part E, F, G)
- ✦ Original signature on Z83
- ✦ Initial on all pages of Z83
- ✦ Correct reference number
- ✦ Application received on or before the closing date
- ✦ Minimum years of experience (5 years for SES and 8 years for DCES/cluster leader)

## 9. SHORTLISTING AND INTERVIEWING

These processes will be done in terms of relevant guidelines, as agreed by PELRC 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)”

## 11. PROCESS TO FOLLOW:

1. All the shortlisted candidates will be issued with relevant documents for invite to the interviews. The candidate MUST complete ALL 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. 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.

**Please utilize the attached Z83 form to apply**



## APPLICATION FOR EMPLOYMENT

## 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. You need to fill in all sections of 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- The Executive Authority shall consider the criminal record (s) against the nature of the job functions in line with internal information security and disciplinary code.

6- The applicant may submit additional information separately where the space provided is not sufficient.

7- Departments must accept certified documents that accompany the application(s) with certification that is up to 6 months, unless the advert prescribes a longer period.

## A. THE ADVERTISED POST (All sections of this form are compulsory)

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<sup>1</sup>

Surname and Full names																								
Date of Birth	DD/MM/YY	Identity Number												Passport <sup>2</sup> number										
		Race <sup>3</sup>	<input type="checkbox"/> African	<input type="checkbox"/> White	<input type="checkbox"/> Coloured	<input type="checkbox"/> Indian	<input type="checkbox"/> Other																	
Gender <sup>3</sup>		<input type="checkbox"/> Female		<input type="checkbox"/> Male																				
Do you have a disability?		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Are you a South African citizen?		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
If no, what is your nationality?																								
Do you have a valid work permit? (only if non-South African)		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Have you been convicted or found guilty of a criminal offence (including an admission of guilt)? <sup>3</sup> If yes (provide the details)		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Do you have any pending criminal case against you? If yes, (provide the details) <sup>5</sup>		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Have you ever been dismissed for misconduct from the Public Service? <sup>4</sup> If yes (provide the details) <sup>6</sup>		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Do you have any pending disciplinary case against you? If yes, (provide the details)		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Have you resigned from a recent job pending any disciplinary proceeding against you? <sup>4</sup> If yes, (please note that the provisions of the Public Service Act shall apply).		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Have you been discharged or retired from the Public Service on grounds of ill-health or on condition that you cannot be re-employed? <sup>4</sup>		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? <sup>6</sup> If yes, (provide the details) <sup>6</sup>		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
In the event that you are employed in the Public Service, will you immediately relinquish such business interests?		<input type="checkbox"/> Yes		<input type="checkbox"/> No																				
Please specify the total number of years of experience you have		Private Sector		Public Sector																				
If your profession or occupation requires official registration, provide date and particulars of registration		Date		Reg. No																				

Initial.....

8- Each application for employment form must be duly signed and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process.	<b>C. CONTACT DETAILS AND MEDIUM OF COMMUNICATIONS</b>			
	Preferred language for correspondence			
	Method of correspondence for	Post <input type="checkbox"/>	E-mail <input type="checkbox"/>	Fax <input type="checkbox"/> Tel <input type="checkbox"/>
	Contact details (in terms of the above)			

<b>D. SOUTH AFRICAN OFFICIAL LANGUAGE PROFICIENCY – state 'good', 'fair', or 'poor'</b>					
	Languages (specify)				
Speak					
Write or read					

<b>E. FORMAL QUALIFICATION<sup>7</sup> (from highest to the lowest)</b>		
Name of School/Technical College	Name of qualification obtained	Year obtained
Current study (institution and qualification):		

<b>F. WORK EXPERIENCE (Also attach a detailed CV)<sup>8</sup></b>						
Employer (including current employer)	Post held	From		To		Reason for leaving
		MM	YY	MM	YY	
If you were previously employed in the Public Service, is there any condition that prevents your re-appointment						Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, Provide the name of the previous employing department and indicate the nature of the condition.						

<b>G. REFERENCES</b>		
Name	Relationship to you	Tel. No. (office hours)

<b>DECLARATION</b>	
<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 provided will result in my application being disqualified or disciplinary action taken against me if I am appointed.</i>	
Signature:	Date:





**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; Bronkhorstspuit; Clayville; Cullinan; Ekangala; Hammanskraal; Premier Mine; Rayton; Zonderwater

**GAUTENG WEST GW (D2)**

Bank; Bekkersdal; Brandvlei; Doringfontein; Glenharvie; Hekpoort; Krugersdorp; Libanon; Maanhaarrand; Magaliesberg; Motlakeng; 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.



**ANNEXURE C**

**TRANSVERSAL HRS / HRP CONTACT DETAILS**

<p><b>DISTRICT EKURHULENI NORTH [EN]:</b></p> <p><b>Physical Address:</b> 78 Howard Avenue, Munpen Building, BENONI  <b>Postal Address:</b> Private Bag X059 Benoni, 1500  <b>Enquiries:</b> Emily Molefe TEL: (011) 746 8190</p>	<p><b>DISTRICT EKURHULENI SOUTH [ES]:</b></p> <p><b>Physical Address:</b> Infinity Office Park, Private Bag X8001 Alberton                  2 Robin Close, Meyersdal, ALBERTON 1450  <b>Enquiries:</b> Xolani Kheswa TEL: (011) 389-6034</p>
<p><b>DISTRICT GAUTENG EAST [GE]:</b></p> <p><b>Physical Address:</b> Corner 7<sup>th</sup> Street and 5<sup>th</sup> Avenue, 5<sup>th</sup> Floor Telkom Towers, SPRINGS  <b>Address:</b> Private Bag X9, Springs, 1559  <b>Enquiries:</b> Mpho Leotlela TEL: (011) 736 0716</p>	<p><b>DISTRICT GAUTENG NORTH [GN]:</b></p> <p><b>Physical Address:</b> Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE                  PRETORIA  <b>Postal Address:</b> Private Bag X75 Pretoria 0001  <b>Enquiries:</b> Patrick Landela TEL: (012) 846 3754</p>
<p><b>DISTRICT GAUTENG WEST [GW]:</b></p> <p><b>Physical Address:</b> Cnr. Boshoff and Human Street, KRUGERSDORP  <b>Postal Address:</b> Private Bag X2020 Krugersdorp 1740  <b>Enquiries:</b> Louisa Dhlamini TEL: (011) 660 4581</p>	<p><b>DISTRICT JOHANNESBURG CENTRAL [JC]:</b></p> <p><b>Physical Address:</b> Cnr Morola and Chris Hani Road, Soweto College, PIMVILLE  <b>Postal Address:</b> P. O. Box 900064 Bertsham 2013  <b>Enquiries:</b> Linda Mabutho TEL : (011) 983 2231</p>
<p><b>DISTRICT JOHANNESBURG EAST [JE]:</b></p> <p><b>Physical Address:</b> Sandown High School, 1 North Road, SANDOWN  <b>Postal Address:</b> Private Bag X9910, Sandton 2146  <b>Enquiries:</b> Elizabeth Moloko: TEL: (011) 666 9109</p>	<p><b>DISTRICT JOHANNESBURG NORTH [JN]:</b></p> <p><b>Physical Address:</b> Cnr Biccard and Jorrison Street FNB Building, BRAAMFONTEIN  <b>Postal Address:</b> Private Bag X01, Braamfontein 2017  <b>Enquiries:</b> Nelisiwe Mashazi TEL:(011) 694 9377</p>
<p><b>DISTRICT JOHANNESBURG SOUTH [JS]:</b></p> <p><b>Physical Address:</b> 100 Northern Parkway, Crownwood Ormonde JOHANNESBURG  <b>Postal Address:</b> Private Bag X13, Lenasia 1820  <b>Enquiries:</b> Lola Malimagovha TEL:(011) 247 5944/57</p>	<p><b>DISTRICT JOHANNESBURG WEST [JW]:</b></p> <p><b>Physical Address:</b> 20 Goldman Street, FLORIDA, 1710  <b>Address:</b> P. O. Box 1995, Florida 1709  <b>Enquiries:</b> Lizwe Jafta TEL: (011) 831 5433</p>
<p><b>DISTRICT SEDIBENG EAST [SE]:</b></p> <p><b>Physical Address:</b> SL and M Building Cnr. Joubert &amp; Kruger Street, VEREENIGING  <b>Postal Address:</b> Private Bag X05, Vereeniging 1930</p>	<p><b>DISTRICT SEDIBENG WEST [SW]:</b></p> <p><b>Physical Address:</b> Sebokeng College 6 Samuel Street; Zone 18, SEBOKENG  <b>Postal Address:</b> Private Bag X067, Vanderbijlpark 1900</p>

