



**GAUTENG PROVINCE**  
EDUCATION  
REPUBLIC OF SOUTH AFRICA

# **Gauteng Department of Education**

## **VACANCY CIRCULAR 11 OF 2022**

### **PRINCIPAL POSTS - PL 4**

**At public ordinary and public special schools**

**NOVEMBER 2022**

**Published on: 28 November 2022**

**Closing Date: 09 December 2022**

## 1. INTRODUCTION

- 1.1 The principal posts - PL4 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 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 1 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.
- 3.5 The underrepresented groups as per the GDE Employment Equity Targets as in **Circular 09 of 2020** will be given preference for appointment if they meet the requirements of the advertised post.
- 3.6 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 April 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, 09 December 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 09 December 2022. **(NO EXCEPTION)**

## 4.3. INFORMATION TO NOTE WHEN APPLYING

### 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., ES12ED1001**
- 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 on the day of the interviews
- 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.

### 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 Type	Minimum Experience (Years)
Principal	7 years

**Example:** 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):

<b>SALARY LEVEL (PER SCHOOL GRADING)</b>	<b>OSD Notches</b>		<b>Salary (Minimum)</b>	<b>Salary (Maximum)</b>
	<b>Min</b>	<b>Max</b>		
Principal P1	210	362	R 364 599.00	R 777 714.00
Principal P2	244	392	R 434 118.00	R 902 907.00
Principal P3	280	420	R 519 270.00	R 1 037 838.00
Principal P4	308	426	R 597 150.00	R 1 069 269.00
Principal P5	350	432	R 732 633.00	R 1 098 408.00

**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 graded school unless you wish to downgrade which will have an 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), 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 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., **ES12ED1001**):
- 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 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.**

## 10. **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
- (c) Financial/asset record checks
- (d) Qualifications/Study verification

### 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 verification **consent forms** 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.

## 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.


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**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 promotion 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, HPCSA certificate and payslip (if from another province).

- ✓ This form will be the only form that will be accepted. **NO CV MUST BE ATTACHED**
- ✓ Headings must not be changed (i.e., 11 headings excluding the declaration)

**2. PARTICULARS OF ADVERTISED POST**

Post Number: <b>(as stated in the advert)</b>	
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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 permit / PERMANENT residence permit?	Yes	No	If yes, Permit Number/ID		
Have you been convicted of a criminal offence? (x) (If yes, attach clearance letter)	Yes			No	
Have you been dismissed due to misconduct? (x) (If yes, attach clearance letter)	Yes			No	
Have you been convicted in line with the Sexual Offences and Related Act case?	Yes			No	
Were you previously employed in the public service sector?(x) <b>(N/A for current employees)</b>	Yes			No	
If yes, how was your service terminated? (x) Please indicate date: ____ / ____ / ____	VSP (voluntary severance package)	RESIGNED	ILL-HEALTH	MISCONDUCT	Other (specify)

Are you professionally registered? - <b>PLEASE STATE COUNCIL AND NUMBER (e.g. SACE) Yes/ No</b>	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 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		



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**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; 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

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## DISTRICT ADDRESSES TRANSVERSAL HRS / HRP CONTACT DETAILS

### ANNEXURE C

<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) 389-6062</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 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> Matlhodi Moloto TEL: (012) 846 3641</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, SANDTON  <b>Postal Address:</b> Private Bag X9910, Sandton 2146  <b>Enquiries:</b> Elizabeth Moloko TEL: (011) 666 9026</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 5957</p>	<p><b>DISTRICT JOHANNESBURG WEST [JW]:</b></p> <p><b>Physical Address:</b> 20 Goldman Street, FLORIDA, 1710  <b>Postal 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> Sanlam Building 14 Cnr. Joubert &amp; Kruger Street VEREENIGING  <b>Postal Address:</b> Private Bag X05, Vereeniging 1930  <b>Enquiries:</b> Nomathemba Xawuka TEL: (016) 440 1718</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  <b>Enquiries:</b> Bertha Mlotshwa TEL: (016) 594 9193</p>
<p><b>DISTRICT TSHWANE NORTH [TN]:</b></p> <p><b>Physical Address:</b> Wonderboom Junction 11 Lavender Street, PRETORIA  <b>Postal Address:</b> Private Bag X945, Pretoria 0001  <b>Enquiries :</b> Rejoice Manamela TEL: (012) 543 4313</p>	<p><b>DISTRICT TSHWANE SOUTH [TS]:</b></p> <p><b>Physical Address:</b> President Towers Building, 265 Pretorius Street PRETORIA  <b>Postal Address:</b> Private Bag X198 Pretoria 0001  <b>Enquiries:</b> Thabiso Mphosi TEL: (012) 401 6434/3</p>
<p><b>DISTRICT TSHWANE WEST [TW]</b></p> <p><b>Physical Address:</b> Klipgat Road Old Hebron College  <b>Postal Address:</b> Private Bag X 38, Rosslyn, 0200  <b>Enquiries:</b> Priscilla Ravele TEL: (012) 725 1451</p>	<p><b>HEAD OFFICE</b></p> <p><b>Enquiries:</b> Lesiba Kgobe TEL: (011) 843 - 6835  <b>Enquiries:</b> Mpho Mohloai TEL: (011) 843 – 6610  <b>Enquiries:</b> Nontobeko Zulu TEL: (011) 843 - 6917</p>