



education

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Noordwes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE

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**CHIEF DIRECTORATE:
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES**

Erratum

Kindly note that the Vacancy list for promotional posts of North West School for the Deaf advertised on Departmental Circular No. 05 of 2022 with a **closing date of 22 April 2022** is hereby corrected. Attached herein please find the corrected Vacancy list.

The closing date will still be 22 April 2022.

The inconvenience is regretted.



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CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

General Enquiry : OM Motang 018 388 3602
Enquiries : HR Districts Offices
Tel : As indicated in the Circular
Ref : Circular of 05 of 2022

Date : 25 March 2022

To : Deputy Director Generals
Chief Directors
District Directors
Deputy District HR Managers
Sub District Managers
Circuit Managers
Principals of Schools
Educators
School Governing Bodies
Employee Organisations

DEPARTMENTAL CIRCULAR NO. 05 of 2022: VACANCY LIST FOR PROMOTIONAL POSTS - NORTH WEST SECONDARY SCHOOL FOR THE DEAF

The Department hereby publishes a list of vacancies of Deputy Principal and Departmental Heads on the establishment of the North West Secondary School for the Deaf.

1. OBJECTIVES

- 1.1 To ensure that filling of posts is completed within the minimum time-frame possible and is perceived as objective, just and acceptable; and
- 1.2 To elicit the commitment of all parties to ensure the meaningful and democratic participation of relevant stakeholders.

2. PRINCIPLES

- 2.1 The processes, procedures and mechanism used should facilitate objectivity and the entire process must constitute fair labour practice;
- 2.2 The process must be congruent with agreements reached in the ELRC with specific reference to collective agreement 5 of 1998.
- 2.3 Any person who is an applicant for a post as advertised in the vacancy list must not participate in the short-listing, interview process or any other aspect with regard to the filling of the posts;



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- 2.4 The filling of these posts must as far as practically possible accommodate educators declared in excess matching the profile of the advertised post.
- 2.5 The filling of these posts must further be guided by:
 - 2.5.1 Affirmative action measures for designated groups, (namely Blacks which include Africans, Coloured and Indians), women and disabled persons.
 - 2.5.2 Representivity in line with the demographics.
 - 2.5.3 Chapter 3 of Employment of Educators Act 76 of 1998 will be observed when making Appointments
 - 2.5.4 North West Department of Education reserve the right not to make appointment and may withdraw a post/s advertised in this circular

3. SIFTING

- 3.1 The District Office shall handle the initial sifting process to eliminate applications of those candidates who do not comply with the requirements of the post(s) as stated in the advertisement;
- 3.2 All applicants that meet the minimum requirements as advertised must be handed over to the School Governing Body (SGB) responsible for the specific school;
- 3.3 Those applicants which do not meet the minimum requirements as advertised should also be forwarded to the School Governing Body (SGB); and
- 3.4 Employee Organisations which are parties to the Council will be given a report on candidates who meet the minimum requirements for the post/s in terms of the advertisement and candidates who do not meet requirements and other relevant information that is reasonably incidental thereto.
- 3.5 Applicants who do not receive a correspondence from the department two months after the closing date should consider their applications unsuccessful.

4. MINIMUM REQUIREMENTS FOR APPOINTMENT

4.1 QUALIFICATIONS

- 4.1.1 Grade 12 (Standard 10) certificate is compulsory and must be included in the application form
- 4.1.2 All applicants must have at least a recognised three-year qualification (REQV 13) which must include appropriate training as an educator.

4.2 EXPERIENCE

- 4.2.1 Candidates applying for the different [post levels (post level 2 to 4) are required to satisfy the following minimum years of experience.

Post level	Minimum years of experience
2	3 years
3	5 years
4	7 years



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4.2.2 Actual teaching experience as well as other appropriate experience will be considered only if it is traceable and can be accounted for.

5. REGISTRATION

5.1 Registration with the South African Council of Educators (SACE) is compulsory and certified copy of an applicant's SACE registration certificate must accompany his or her application.

5.2 Where the applicant is not in possession of certified copy of applicant's SACE Certificate, any other proof obtained from SACE/employer that the applicant has registered is acceptable.

6. GENERAL PRINCIPLES/ CRITERIA FOR SHORT LISTING OF APPLICANTS

6.1 Short-listing must be manageable and should not consist of fewer than 3 candidates and should not exceeds five candidates per post.

6.2 The School Governing Body must establish the Short-listing Committee to short-list applicants for interviews; if not possible a District official (Sub-District Manager) should assist the SGB;

6.3 The Short-listing Committee must formulate additional criteria for short-listing and the relevant employee organisations who are recognised members of the ELRC must observe the process;

6.4 A list of appropriately weighted indicators should be arrived at using information provided in the advertisement (as well as duties, skills and qualities that are relevant to the post as a basis).

6.5 Data contained in the application submitted (the curriculum vitae and prescribed forms as per advertisement) should serve as the source of information for each applicant;

6.6 A detailed schedule of all applicants is prepared as per each advertised posts.

6.6 Relevant employee organisations must be granted the opportunity to observe this process to satisfy themselves that the above-mentioned criteria were applied properly, provided that should any such employee organisation be unable to utilise this opportunity, such inability shall not negatively affect this process. They must be given at least five working days' notice in this regard; and

6.7 The Interview Committee must conduct short listing subject to the following guidelines:

6.7.1 The criteria used must be fair, non-discriminatory and in keeping with the constitution of the country;

6.7.2 The curricular needs of the school; and

6.7.3 The subject or post requirements

6.7.4 All candidates who have been short-listed must be called for an interview.



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7. INTERVIEWS

- 7.1 The SGB must establish an Interviewing Committee which must include a departmental representative as a resource person whose role will be to advise them on Departmental policies.
- 7.2 The resource person must share the equity status with the panel before the interview may proceed.
- 7.3 The panel must be made of at least three members (two experts and a person who may not be an expert but experienced, have appropriate knowledge and /or expertise and / or involvement in the domain covered by the post). Any deviation from the norm must be thoroughly motivated and approved by the Head of Department or delegate.
- 7.4 Other members of the committee should, excluding educator members who are applicants to the advertised post/s, one union representative per union that is a party to the provincial chamber of the ELRC.
- 7.5 The union representatives shall be observers to the process of interviews and the drawing up of a preference list.
- 7.6 Each interview Committee shall appoint from amongst its members a chairperson and a secretary;
- 7.7 The school Governing Body must receive, consider and ratify the recommendation of the interview committee
- 7.8 Each short-listed candidate must be given seven (7) working days' notification of the time, date and venue of the interview (unless a shorter period is mutually agreed upon);
- 7.9 Questions must be set in the morning of the interview and must respect the 60:40(60% *actual work knowledge and 40% policies, circulars and legislation*) rule of the composition of questions.
- 7.10 Candidates must be contacted on the basis of information supplied in them applications. Various modes of communication are acceptable (in writing, by fax, phone, telegram, personal contact, etc.). The School Governing Body must keep proper records (per candidate) of the modes of communication utilised. Every reasonable attempt must be made to contact candidates;
- 7.11 All interviewees must receive the same treatment during interviews.
- 7.11 The School Governing Body is responsible for the convening of the interview Committee and they must ensure that all relevant persons/ organisations are informed at least five working days prior to the date, time and venue of the short-listing, interviews and the drawing up of the preference list. The non-attendance of duly notified employee organisations as observers should not retard the process;
- 7.12 The interview should be structured to address salient indicators attached to the post under consideration;



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- 7.13 The interviewing panel must rank the candidates in order of their preference, giving a brief motivation for their choice. During this process the relevant employee organisation can send observers to sit in.
- 7.14 Signatures must be attached on the relevant forms after the final decision on the rankings of candidates have been made;
- 7.15 The SGB must ensure that accurate records/ comprehensive minutes are kept of proceedings dealing with the interviewing of candidates short-listed, as well as decisions relating to the nomination of suitable candidates. These records must be stored by the School Governing Body for reference purpose for a period of three years;
- 7.17 A distinction should be drawn between educators in their capacity as members of the SGB and teachers in their capacity as representatives of the employee organisation.
- 7.18 The interviewing committee at the institution should remain unaltered until all interviews are completed;
- 7.19 Each and every committee member and observer should append his/her signature on the score sheet;
- 7.20 Changing the interviewing committee may render the process unlawful
- 7.21 The resource person must ensure that the committee is not altered at all costs should that happen, then the interview must be stopped immediately.

8. GENERAL INFORMATION

- 8.1 The School Governing Body must inform the relevant district manager of any problems with regard to the arrangements for acceptable short-listing and /or interviewing mechanisms
- 8.2 Successful candidates should only assume duty in their new posts after their appointments have been approved and they have received a formal letter of appointment issued by the Department.
- 8.3 The SGB should not inform the successful candidate of its recommendation before the appointment has been approved by the Department.
- 8.4 The School Governing Body must notify the unsuccessful shortlisted candidates after the incumbent has assumed duty.
- 8.5 The following documentation must be sent to the Division: HR Administration at the respective District Office not later than **20 May 2022** for processing:
- 8.5.1 The list of applicants (schedule hereby per post) with the final selection in order of preference for appointment, duly completed and signed by interviewing panel, Chairperson of the Institution's Governing Body, the Area Manager, the Review Panel, the District Manager;



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- 8.5.2 The complete application form and curriculum vitae of the recommended candidate; and
- 8.5.2 The interview schedules (indicators determined by the School Governing Body) with a brief motivation of their choice.
- 8.6 School Principal/Circuit Manager must ensure that their staff and School Governing Body are fully informed about the advertisements and all steps necessary for the filling of the vacant posts.
- 8.7 All the advertisements are subject to amendment by the Department.
- 8.7 *The Department therefore reserves the right to issue offers of appointment in terms of the valid grading of the school as applicable on the offer date and the applicant may accept or decline the offer.*
- 8.8 Furthermore, if a post has been advertised and the learning institution does not qualify for such a post according to the post establishment for 2020, the Department will regard the post as cancelled.
- 8.9 The Department in consultation with the School Governing Body may withdraw the advertised post as the result of Rationalisation of schools as well as for the purpose of ELRC Collective Agreement 4 of 2016 and 1 of 2014 (PELRC).
- 8.11 An applicant who applied for more than one post and the offer letters are issued simultaneously would be granted the opportunity to choose the preferred post by the appointing Authority where **practically possible**.
- 8.12 The choice made by the applicant referred to above will be final and such an Opportunity and or failure to make a choice must not delay the recruitment process.

9. PROCEDURE FOR APPLYING

- 9.1 A separate application form (EDNW 2), must be completed, signed and submitted for each application for a post. **The relevant EDNW 2 form is attached to the vacancy list and is the only acceptable form.**
- 9.2 Applications without a completed EDNW 2 will not be considered.
- 9.2 Curriculum Vitae must be submitted with each application form.
- 9.3 Certified copies of the following documentation are compulsory and must be submitted with each application:**
- 9.3.1** Matriculation Certificate
 - 9.3.2** Professional Qualification (Diploma, Degree, etc.),
 - 9.3.3** A copy of the identity document
 - 9.3.4** SACE Certificate



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10. Incomplete applications which are not accompanied by all the required documents or sent to the wrong address or reaching their destinations after the closing date will not be considered.

11. The envelope containing the applications must be marked "Application for an advertised post" and forwarded to the District Manager of the respective district for the attention of the appropriate official as listed below:

DISTRICT	RESPONSIBLE OFFICIAL	POSTAL ADDRESS AND PHYSICAL ADDRESS	TELEPHONE NUMBER
Bojanala	Advocate LF Ditsele	Private Bag X82 110, Rustenburg, 0300 Palladium House Rustenburg	(014)597 8665 Cell: 083 630 0290
Ngaka Modiri Molema	Mr D Phango	Private Bag X 10, Mahikeng, 2745 No 10 Nelson Mandela Drive, Mafikeng	(018)388 1964 Cell: 076 825 0534
Dr Kenneth Kaunda	Mr B. Masooa	Private Bag XI 256, Potchefstroom, 2520 8 Greyling Street Potchefstroom	(018)299 8296 Cell: 071 687 2121
Dr Ruth Segomotsi Mompoti	Mr F Makhado	Private Bag X21, Vryburg, 8600 17 Van Niekerk Street Vryburg	(053) 928 7500 Cell: 072 736 0501

12. DOCUMENTATION ATTACHED


12.1 Vacancy List

12.2 Application Form (EDNW)

NB: Z83 must be used for those who are applying for the post of the Interpreter, as it is a Service Act (PSA) post.

13. Closing date: 22 April 2022

Your support and co-operation is counted upon


MR M. MATTHEWS
ACTING ADMINISTRATOR



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VACANCY LIST FOR PROMOTIONAL POSTS: NORTH WEST SCHOOL FOR THE DEAF

POST ID	INSTITUTION NAME	DISTRICT	SUB-DISTRICT	TYPE	POST LEVEL	PHASE	MOI	MEDIUM OF INSTRUCTION REQUIREMENTS	NOTCH CODE	NOTCH
DP/NWSSD/2101	North West School for the Deaf	Dr Kenneth Kaunda	Maquassi Hills	Deputy Principal	PL3	GET & FET	English and Setswana, Sign Language will be an added advantage	School Management and Administration	244	R421 473,00
DH/NWSSD/2102	North West School for the Deaf	Dr Kenneth Kaunda	Maquassi Hills	Departmental Head	PL2	GET & FET	Sign Language	Lauges (SASL) & English	210	R353 979,00
DH/NWSSD/2103	North West School for the Deaf	Dr Kenneth Kaunda	Maquassi Hills	Departmental Head	PL2	GET & FET	Sign Language	Maths and BCM	210	R353 979,00
DH/NWSSD/2104	North West School for the Deaf	Dr Kenneth Kaunda	Maquassi Hills	Departmental Head	PL2	GET & FET	Sign Language	CAT & Hospitality	210	R353 979,00
SLI/NWSSD/05	North West School for the Deaf	Dr Kenneth Kaunda	Maquassi Hills	Interpreter	SL7	GET & FET	Sign Language	Degree/Diploma in Language Practice, Sign Language, English and Setswana	1	R261 372,00