



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

**ADDENDA/ERRATUM TO OPEN POST BULLETIN
FOR PRINCIPALS - VOLUME 1 OF 2021**

VACANT: PRINCIPAL POSTS AT SCHOOLS

DATE: 8 JUNE 2021

**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 THESE POSTS
ADVERTISED:**

CLOSING DATE: 30 JUNE 2021

***NB Please take note that the closing date has been extended only for this
addenda and not the bulletin issued**

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
 - Certified copy of the South African Identity document
 - Certified copies of all academic qualifications, which must include appropriate training as educator
 - 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.**
- 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.

nonkosiyazi.sipahlanga@edu.ecprov.gov.za

2. SUMMARY OF POSTS

Districts	No of Principals
OR TAMBO INLAND	01
Grand Total	01

3. SALARY NOTCHES PER ANNUM

POST CLASS DESCRIPTION	NOTCH
PRINCIPAL P5	R 664 152
PRINCIPAL P4	R 571 188
PRINCIPAL P3	R 496 698
PRINCIPAL P2	R 415 245
PRINCIPAL P1	R 348 747
PRINCIPAL S1	R 116 043

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



DR. N MBUDE
SUPERINTENDENT-GENERAL

23/06/2021
DATE

**EASTERN CAPE DEPARTMENT OF EDUCATION: ADDENDA/ERRATUM TO OPEN POST BULLETIN:
PRINCIPALS - VOLUME 1 OF 2021**



**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					
15.	E-MAIL							W				
								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			

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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.	

[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>	
<p>_____ SIGNATURE OF APPLICANT</p>	
<p>_____ DATE</p>	
<p>-+</p>	

ADDRESSES OF DISTRICT OFFICES:

Forward all applications to the District Director of the respective District as listed below
(no application forms must be submitted to schools)

East London: Ms N Fikeni Tel: 043-7086229 Address: P/B X 9007 E.L 5200	Fort Beaufort Ms P. Futshane Tel: 046- 6451179 Address: P/B X 2041 F.B.T 5720	King Willam's Town Ms N Fikeni Tel: 043- 6043200 Address: P/B X 0055 K.W.T 5600
Ngcobo Mr. Mshotana(Acting) Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050	Qumbu Ms. L.M. Dyodo Tel: 047- 5420210 / 12 Address: P/B X 466 Qumbu 5180	Mthatha Ms L.M. Dyodo Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100
Libode Mr. V. Joseph Tel: 047- 5027401 Address: P/B 518 Libode 5160	Dutywa Mr. Mkentane Tel: 047- 4891438 / 147 Address: P/B X 1203 Dutywa 5000	Butterworth Mr. VV Mkentane Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960
hnyCofimvaba Mr Mshotana(Acting) Tel: 047 -4880024 Address: P/B X 1229 Cofimvaba 5380	Cradock Mr. NRW De Bruyn Tel: 048 -8813103 / 5 Address: P/B X 82 Cradock 5880	Sterkspruit Mr. VN Mabece Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762
Queenstown Mr. NRW De Bruyn Tel: 045 – 8588900 Address: P/B X 7053 Queenstown 5320	Lady Frere Mr. NRW De Bruyn Tel: 047 -8780009 Address: P/B X 1152 Lady Frere 5410	Mbhizana Mr. A. Mpupu Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800
Mount Fletcher Mr. V.N. Mabece Tel: 039- 2570963 Address: P/B X 1133 Mount Fletcher	Maluti Mr. L. Mtatyana Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730	Lusikisiki Mr. V. Joseph Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820
Graaff-Reinet Mr. HN Godlo Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280	Mount Frere Mr. L. Mtatyana Tel: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	Grahamstown Mr. HN Godlo Tel: 046- 6229310 Address: P/B X 1001 Grahamstown 6140
Uitenhage Mr. E. Gorgonzola Tel: 041- 9954000 Address: P/B X 64 Uitenhage 6200	Port Elizabeth Mr. E. Gorgonzola Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056	

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ADDENDUM TO VOLUME 1 OF 2021										
NO	DISTRICT	LOCATION	NAME OF SCHOOL	COMPONENT	EMIS	MEDIUM OF INSTRUCTION	GRADE	SUBJECTS	SCHOOL GRADE	POST NAME
ADD 1 OF 2021 58	ORTI	TSOLO	NTIBANE SPS	204273	200400857	ENGLISH	R TO 7	MANAGEMENT	P3	PRINCIPAL P4
ERRATUM TO VOLUME 1 OF 2021										
Withdrawal of post										
NO	DISTRICT	LOCATION	NAME OF SCHOOL	COMPONENT	EMIS	MEDIUM OF INSTRUCTION	GRADE	SUBJECTS	SCHOOL GRADE	POST NAME
ADD 1 OF 2021 10	NMB	PORT ELIZABETH	LAERSKOOOL SETLAARS PARK	184337	200100440	ENGLISH	1-7	MANAGEMENT & ADMINISTRATION	P3	PRINCIPAL PL4

B.M.