



## education

Lefapha la Thuto la Bokone Bophirima  
Noord-Wes Departement van Onderwys  
North West Department of Education  
**NORTH WEST PROVINCE**

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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 37 of 2021

**Date :** 20 October 2021

**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. 37 of 2021: VACANCY LIST FOR SCHOOLS PROMOTIONAL POSTS

The Department hereby publishes a list of vacancies of Principals, Deputy Principals and Departmental Heads on the establishment of the North West Department of Education.

#### **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 and Sport Development 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.



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## **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

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



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**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.

**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 their 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.



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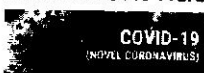
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- 7.11 The School Governing Body is responsible for the convening of the interview Committee and they must ensure that all relevant persons/ organisations are informed at least five working days prior to the date, time and venue of the short-listing, 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;
- 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.



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8.5 The following documentation must be sent to the Division: HR Administration at the respective District Office not later than **26 November 2021** 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;

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.



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**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

**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	Mr JT Mogatusi	Private Bag X82 110, Rustenburg, 0300 Palladium House Rustenburg	(014)597 8665 Cell: 076 930 5891
Ngaka Modiri Molema	Mr S Ramong	Private Bag X 10, Mahikeng, 2745 No 10 Nelson Mandela Drive, Mafikeng	(018)388 1964 Cell: 082 475 2639
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)

**13. Closing date: 12 November 2021**

Your support and co-operation is counted upon



JNT Mohlala  
Administrator

28/10/2021



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# VACANCY LIST: SCHOOLS PROMOTIONAL POSTS

REFERENCE NO.	INSTITUTION NAME	DISTRICT	SUB-DISTRICT	TYPE	POST LEVEL	CONFIRMED	PRINCIPALSHIP GRADING	PHASE	MOI	POST REQUIREMENTS
BP/PRINC01/2110	Baphalane Primary	BOJANALA	MOSES KOTANE	PRINCIPAL	PL4	P3	Principal P3	GET	English	Management and Administration
BOJ/DH23/2110	Kloofwaters Primary	BOJANALA	RUSTENBURG	DH	PL2	N/A	N/A	Gr-4-7	English & Setswana	Maths & NS
BP/PRINC02/2110	Ramotse Primary	BOJANALA	RUSTENBURG	PRINCIPAL	PL4	P3	PRINCIPAL P3	Gr.7	Setswana	Management & Administration
BP/PRINC03/2110	RANTLAKA INTERMEDIATE SCHOOL	Bojanala	MOSES KOTANE WEST	PRINCIPAL	PL4	P2	PRINCIPAL P2	GET	English & Setswana	Management & Administration
BOJ/DH24/2110	Sekete IV Secondary	BOJANALA	RUSTENBURG	DH	PL2	N/A	N/A	FET	English	Natural Science, Life Sciences & Technology
BOJ/DH25/2110	TSHENOLO PRIMARY SCHOOL (BRITS)	BOJANALA	LETLHABILE	DH	PL2	N/A	N/A	FET	English and Setswana	English, Life Skills and Social Science
KK/PRINC04/2110	KEDIEMETSE PRIMARY SCHOOL	DR KK	MATLOSANA	PRINCIPAL	PL4	P3	PRINCIPAL P3	GET	English and Sesotho	School Management And Administration Experience. Proven Leadership Skills, Financial Planning & Management, Curriculum Management Experience, Knowledge Of Strategic Planning And Transformation. Policy Development, Staff Development Experience.
KK/PRINC05/2110	NALEDI PRIMARY SCHOOL	DR KK	MAGUASSI HILLS	PRINCIPAL	PL4	P4	PRINCIPAL P4	GET	English and Setswana	School Management And Administration Experience. Proven Leadership Skills, Financial Planning & Management, Curriculum Management Experience, Knowledge Of Strategic Planning And Transformation. Policy Development, Staff Development Experience.
KK/PRINC06/2110	POTCHEFSTROOM GIMNASIUM	Dr KK	J.B MARKS	PRINCIPAL	PL4	P4	PRINCIPAL P4	GET & FET S	AFRIKAANS	Management and Organizational Skills, proven Leadership Skills. Financial Planning and Management, Curriculum Management experience. Knowledge of Strategic Planning and Transformation, Policy Development, Staff Development Experience
RSM/PRINC07/2110	SETLHABETSI PRIMARY SCHOOL	DR RSM	KAGISANO MOLOPO	PRINCIPAL	PL4	P2	PRINCIPAL P2	GET	English and Setswana	School Management And Administration Experience. Proven Leadership Skills, Financial Planning & Management, Curriculum Management Experience, Knowledge Of Strategic Planning And Transformation. Policy Development, Staff Development Experience.
RSM/DH26/2110	THAKUNG INTERMEDIATE SCHOOL	DR RSM	NALEDI	DH	PL2	N/A	N/A	Intersern	English	Mathematics and Physical Science



RSM/PRINC08/2110	THUSO-THEBE COMBINED SCHOOL	Dr RSM	KAGISANO MOLOPO	PRINCIPAL	PL4	P4	PRINCIPAL P4	FET	English	School Management And Administration Experience. Proven Leadership Skills, Financial Planning & Management, Curriculum Management Experience, Knowledge Of Strategic Planning And Transformation. Policy Development, Staff Development Experience.
NMM/DH27/2110	Blydeville Primary	NMM	DITSOBOTLA	DH	PL3	N/A	N/A	GET	Setswana, English and Afrikaans.	Administration and management skills, competent in caps, Setswana, English and Afrikaans.
NMM/DEP20/2110	BM MOKITIME PRIMARY SCHOOL	NMM	Mahikeng Sub District	DEPUTY PRINCIPAL	PL3	N/A	Deputy Principal	GET	English & Setswana	School Management And Administration Experience. Proven Leadership Skills, Financial Planning & Management, Curriculum Management Experience, Knowledge Of Strategic Planning And Transformation. Policy Development, Staff Development Experience.
NMM/PRINC09/2110	Boithaopo Secondary School	NMM	RATLOU	PRINCIPAL	PL4	P4	PRINCIPAL P4	GET/FET	English and Setswana	Management and Administration
NMM/PRINC10/2110	Coligny high school	NMM	DITSOBOTLA	PRINCIPAL	PL4	P3	PRINCIPAL P3	FET	English and Afrikaans	School Management and Administration. Curriculum Management and Policy development.
NMM/PRINC11/2110	DIKHUHU PRIMARY SCHOOL	NMM	RAMOTSHERE MOILOA	PRINCIPAL	PL4	P1	PRINCIPAL P1	GET	ENGLISH	MANAGEMENT AND ADMINISTRATION
NMM/DEP21/2110	KAMOGELO PRIMARY FARM SCHOOL	NMM	DITSOBOTLA	DEPUTY PRINCIPAL	PL3	N/A	N/A	FET		School Management And Administration Experience. Proven Leadership Skills, Financial Planning & Management, Curriculum Management Experience, Knowledge Of Strategic Planning And Transformation. Policy Development, Staff Development Experience.
NMM/DH28/2110	KEBONANG SECONDARY SCHOOL	NMM	Mahikeng	DH	PL2	N/A	N/A	FET	English & Setswana	LANGUAGES (ENGLISH AND SETSWANA)
NMM/PRINC12/2110	Kgoshope Secondary school	NMM	RATLOU	PRINCIPAL	PL4	P3	PRINCIPAL P3	FET	English and Setswana	Management and Administration
NMM/PRINC13/2110	KUTLWAND SECONDARY	NMM	RAMOTSHERE MOILOA	PRINCIPAL	PL4	P2	PRINCIPAL P2	FET	ENGLISH	MANAGEMENT AND ADMINISTRATION
NMM/PRINC14/2110	LEFOKO PRIMARY SCHOOL	NMM	RAMOTSHERE MOILOA	PRINCIPAL	PL4	P2	PRINCIPAL P2	GET	English & Setswana	MANAGEMENT AND ADMINISTRATION
NMM/DH29/2110	MARICO AKADEMIE COMBINED SCHOOL	NMM	RAMOTSHERE MOILOA	DH	PL2	N/A	N/A	FET	AFRIKAANS	FOUNDATION PHASE: AFRIKAANS
NMM/PRINC15/2110	MASHWELWA PRIMARY	NMM	RAMOTSHERE MOILOA	PRINCIPAL	PL4	P2	PRINCIPAL P2	GET	ENGLISH	MANAGEMENT AND ADMINISTRATION
NMM/DH30/2110	Matloding Primary School	NMM	RATLOU	DH	PL2	N/A	N/A	Intersen	English and Setswana	Social Science, Life orientation, Life skills, EMS, Creative Art
NMM/DEP22/2110	MENWE PRIMARY SCHOOL	NMM	RAMOTSHERE MOILOA	DEPUTY PRINCIPAL	PL3	N/A	N/A	GET	ENGLISH	MANAGERIAL SKILLS

NMM/PRINC16/2110	Mogwane Moshoeite	NMM	Tswaing	Principal	PL4	P2	PRINCIPAL P2	GET	English and Setswana	School Management and Administration
NMM/DH31/2110	MOKAILA INTERMEDIATE SCHOOL	NMM	MAHIKENG	DH	PL2	N/A	N/A	GET	English and Setswana	All foundation phase subjects, Managerial skills, three years teaching experience.
NMM/DH32/2110	MOKOPE PRIMARY SCHOOL	NMM	TSWAING	DH	PL2	N/A	N/A	FET	Setswana & English	All foundation phase subjects, Managerial skills, three years teaching experience.
NMM/PRINC17/2110	More Sesondary	NMM	DITSOBOTLA	PRINCIPAL	PL4	P4	PRINCIPAL P4	GET/FET	English and Setswana	School Management and Administration. Curriculum Management and Policy development. Computer Literacy and SA SAMS, (to be a Principal PL4)
NMM/PRINC18/2110	NYETSE PRIMARY SCHOOL	NMM	RAMOTSHERE MOILOA	PRINCIPAL	PL4	P2	PRINCIPAL P2	GET	ENGLISH	MANAGEMENT AND ADMINISTRATION
NMM/DH33/2110	Reatlegile	NMM	Tswaing	DH	PL 2	N/A	N/A	GET	English and Setswana	Languages
NMM/PRINC19/2110	SEKOLOPO PRIMARY SCHOOL	NMM	Mahikeng	Principal	PL4	P2	Principal PL 4	GET	Setswana	MANAGEMENT AND ADMINISTRATION.
NMM/DH34/2110	Sensako Primary	NMM	DITSOBOTLA	DH	PL2	N/A	N/A	GET	Setswana, English	All foundation phase subjects, Managerial skills, three years teaching experience.