



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

**ADDENDUM AND ERRATA TO OPEN POST BULLETIN  
FOR PRINCIPALS  
VOLUME 3 OF 2023**

**VACANT: PRINCIPAL POSTS AT SCHOOLS**

**DATE: 01 SEPTEMBER 2023**

**TEL: 040 608 4064/ 040 608 4548/4513  
FAX: 040 608 4433**

**PRIVATE BAG X 0032  
BHISHO  
5605**

**NOTE: CLOSING DATE FOR RECEIPT OF APPLICATIONS FOR POSTS  
ADVERTISED IN THE BULLETIN:**

**CLOSING DATE: 15 SEPTEMBER 2023**

**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 and a detailed CV
  - Certified copy of the South African Identity Document
  - Certified copies of all academic qualifications, which must include appropriate training as educator
  - Certified copy of membership certificate with SACE (OR proof of application for registration)
- C. Requirements for a principal
- A recognised three- or four-year qualification in Education, which includes professional teacher education.
  - Certificate in Management and Leadership will be an advantage.
  - Registration with SACE as professional educator.
  - Good knowledge of teaching as provided for in the professional qualification.
  - Good management skills. Good leadership skills. Good co-curricular skills.
  - Good people management. skills. Good administrative skills. Good communication skills. Good knowledge of applicable educator legislation, regulations, and policies.
  - 7 years of actual teaching experience.

## CORE DUTIES AND RESPONSIBILITIES OF THE JOB

The duties and responsibilities of the job are individual and varied, depending on the approaches and needs of the particular school, and include, but are not limited to, the following:

### General/administrative

- To be responsible for the professional management of a public school as contemplated in section 16A (3) of SASA, and to carry out duties which include, but are not limited to –
  - The implementation of all the educational programmes and curriculum activities.
  - The management of all educators and support staff;
  - The management of the use of learning support material and other equipment.
  - The performance of functions delegated to him or her by the HoD in terms of SASA; The safekeeping of all school records; and the implementation of policy and legislation. (SASA, section 16A(2)(a)(i) – (vi))
- To give proper instructions and guidelines for timetabling, admission and placement of learners.

- To have various kinds of school accounts and records properly kept and to make the best use of funds for the benefit of the learners in consultation with the appropriate structures.
- To ensure a school journal containing a record of all-important events connected with the school is kept.
- To make regular inspections of the school to ensure that the school premises and equipment are being used properly and that good discipline is being maintained.
- To be responsible for the hostel and all related activities including the staff and learners, if one is attached to the school.
- To ensure that departmental circulars and other information received which affect members of the staff are brought to their attention as soon as possible and are stored in an accessible manner.
- To handle all correspondence received at the school.

### Personnel

- a. To provide professional leadership within the school.
- b. To guide, supervise and offer professional advice on the work and performance of all staff in the school and, where necessary, to discuss and write or countersign reports on teaching, support, non-teaching and other staff.
- c. To ensure that workloads are equitably distributed among the staff.
- d. To be responsible for the development of staff training programmes, both schoolbased, school-focused and externally directed, and to assist educators, particularly new and inexperienced educators, in developing and achieving educational objectives in accordance with the needs of the school.
- e. To participate in agreed school/educator appraisal processes in order to regularly review their professional practice with the aim of improving teaching, learning and management.
- f. To ensure that all evaluation/forms of assessment conducted in the school are
- g. properly and efficiently organised.
- h. To assist the HoD in handling disciplinary matters pertaining to educators and support staff employed by the HoD. (SASA, section 16A(2)(e)).

### Academic performance of the school (SASA, section 16A(1) (b)(i) – (iv))

To prepare and submit to the HoD an annual report in respect of –

- a. The academic performance of that school in relation to minimum outcomes and standards and procedures for assessment determined by the Minister in terms of section 6A of SASA; and the effective use of available resources.
- b. The principal of a public school identified by the HoD in terms of section 58B of SASA must annually, at the beginning of the year, prepare a plan setting out how academic performance at the school will be improved. The academic performance improvement plan must be – Presented to the HoD on a date determined by him/her; and Tabled at an SGB meeting.
- c. The HoD may approve the academic performance improvement plan or return it to the principal with such recommendations as may be necessary in the circumstances.
- d. If the HoD approves the academic performance improvement plan the principal must, by 30 June, report to the HoD and the governing body on progress made in implementing the plan. The HoD may extend the date on good cause shown.

## Teaching

- a. To engage in class teaching as per the workload of the relevant post level and the needs of the school.
- b. To be a class teacher if required.
- c. To assess and to record the attainment of learners taught.
- d. Extra- & co-curricular
- e. To serve on recruitment, promotion, advisory and other committees as required.
- f. To play an active role in promoting extra and co-curricular activities in the school and to plan major school functions and to encourage learners' voluntary participation in sports, educational and cultural activities organised by community bodies.
- g. Interaction with stakeholders

## School governing body

- To serve on the governing body of the school and render all necessary assistance to the SGB in the performance of their functions in terms of SASA.
- To represent the HoD in the governing body when acting in an official capacity. (SASA, section 16A(1)(a)).
- The principal must – (SASA, section 16A(2)(b, c, d, f and (3))
  1. Attend and participate in all meetings of the governing body.
  2. Provide the governing body with a report about the professional management relating to the public school.
  3. Assist the governing body in handling disciplinary matters pertaining to learners; and Inform the governing body about policy and legislation.
  4. Assist the governing body in the performance of its functions and responsibilities, but such assistance or participation may not be in conflict with – Instructions of the HoD; (ii) Legislation or policy; (iii) An obligation that he/she has towards the HoD, the MEC or the Minister; and (iv) Provisions of the EEA and the PAM, determined in terms of the EEA.
  5. To participate in community activities in connection with educational matters and community building.

## Communication

1. To co-operate with members of the school staff and the school governing body in maintaining an efficient and smooth running school.
2. To liaise with the circuit/regional office, supplies section, personnel section, finance section, etc. concerning administration, staffing, accounting, purchase of equipment, research and updating of statistics in respect of educators and learners.
3. To liaise with relevant structures regarding school curricula and curriculum development.
4. To meet parents concerning learners' progress and conduct.
5. To co-operate with the school governing body with regard to all aspects as specified in SASA.
6. To liaise with other relevant government departments, eg. Department of Health, Public Works, etc., as required.
7. To co-operate with universities, colleges and other agencies in relation to learners' records and performance as well as INSET and management development programmes.
8. To participate in departmental and professional committees, seminars and courses in order to contribute to and/or update professional views/standards.

9. To maintain contacts with sports, social, cultural and community organisations.

**D. Forms without all the relevant documentation will be discarded.**

E. 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.

F. 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.

G. The post, post number and the name of the educational institution for which an application is made should be clearly stated.

**H. NO LATE APPLICATIONS WILL BE ACCEPTED.**

I. Successful candidates are only to assume duty on receipt of an official letter of appointment signed by the relevant delegated authority.

**J. All applications must be directed to the relevant District Offices only.**

K. The Eastern Cape Department of Education is an affirmative action employer.

L. The Department reserves the right not to make appointment(s) to the advertised post(s) in this Bulletin. Employment Equity grid must be upheld by SGB's.

**M. POST NOT FILLED BY 01 JULY 2023 WILL BE RE-ADVERTISED IN THE NEXT BULLETIN.**

N. Kindly note that all appointees on this bulletin will be subjected to the process of vetting and costs will be borne by the employer.

**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](mailto:nonkosiyazi.sipahlanga@edu.ecprov.gov.za)

## 2. SUMMARY OF POSTS

DISTRICT	NO OF PRINCIPALS
Chris Hanu West (Quenstown, Cradock, Lady Freret)	08
Amathole west(Fort Beaufort)	02
Alfred Nzo West(Mt Frere, Maluti)	03
OR Tambo Coastal (Libode, Lusikisiki)	03
Grand Total	16

## 2. SALARY NOTCH PER SCHOOL GRADING

SCHOOL GRADING	SALARY NOTCH
P1	R394 032
P2	R465 843
P3	R556 086
P4	R636 537
P5	R777 150

2. **ENQUIRIES** should be directed to the relevant District Office. Contact details are provided below.

3. Please see attached management plan and posts advertised.



**DR A.S. NUKU**  
**ACTING HEAD OF DEPARTMENT**  
**EDUCATION**

01.09.2023  
**DATE**



**MANAGEMENT PLAN FOR FILLING OF PRINCIPALS - BULLETIN VOLUME 3 OF 2023**

<b>NO</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DATE</b>
1	Release date of Bulletins to District Office	HRA- Head Office	25 August 2023
2	Closing date of bulletins	District HRA	15 September 2023
3	Developing of Project Plan	Circuit Manager	18 September 2023
4	Final date of masterlisting applications submitted by DO	District HR Officials	19-22 September 2023
5	Final date of workshopping with SGBs with HRA at schools on advertised posts	Circuit managers with the assistance from HRA to ensure compliance of documentation	25-29 September 2023
6	Final date of releasing applications to schools	Circuit Managers (Circuit Managers to ensure that applications are collected)	2-6 October 2023
7	Final date for shortlisting, interviewing and ratification processes at schools	SGB's and Circuit Managers	9-13 October 2023
8	Final date for submitting of recommendations to the District Office	SGB's	16-19 October 2023
9	Final date for District to validate recommendations	District HRA&P	20-24 October 2023
10	Final date of submitting recommendation to appointing Authority (Head Office)	Deputy Directors HRA&P District Director Cluster Chief Directors	25 October 2023
11	Final date of approval of appointment by Appointing Authority	HOD	26 October 2023
12	Final date of issuing letters of appointment	HRA DISTRICTS	30 October 2023
13	Successful candidate assumes duties	Appointees	01 November 2023

**EASTERN CAPE DEPARTMENT OF EDUCATION: ADDENDUM FOR OPEN POST BULLETIN FOR  
PRINCIPAL AT SCHOOLS- VOLUME 3 OF 2023**



**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.**

<b>SECTION A: POST PARTICULARS</b>										
<b>1. POST NUMBER:</b>										
<b>2. NAME OF INSTITUTION</b>							<b>3. DISTRICT</b>		<b>4. POST DESCRIPTION</b>	<b>5. POST LEVEL</b>

<b>SECTION B. PERSONAL PARTICULARS OF APPLICANT</b>										
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.		

<b>SECTION C: COMPETENCIES</b>									
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.		ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	AREA OF SPECIALISATION		



**EASTERN CAPE DEPARTMENT OF EDUCATION: ADDENDUM FOR OPEN POST BULLETIN FOR  
PRINCIPAL AT SCHOOLS- VOLUME 3 OF 2023**

	<b>HRM; LABOUR LAW</b>					
18.	<b>SHORT COURSES</b> ( attach attendance certificate where available)	<b>NAME OF COURSE</b>	<b>INSTITUTION/ SERVICE PROVIDER</b>	<b>YEAR OBTAINED</b>	<b>DURATION OF COURSE</b>	<b>AREA OF TRAINING</b>

19.	<b>HIGHEST REQV LEVEL</b>		<b>HIGHEST NQF LEVEL (short courses and certificates)</b>	
-----	---------------------------	--	---	--

20.	<b>SECTION D: GENERIC SKILLS</b> (Evidence of these skills may be tested in the Interviewing Process)			
	(Mark appropriate box with an X)	<b>Established (Est)</b>	<b>Developing (Dev)</b>	<b>Not Yet Established (NYE)</b>
20.1.	<b>COMPUTER LITERACY</b>			
20.2.	<b>COMMUNICATION</b>			
20.3.	<b>REPORT WRITING</b>			
20.4.	<b>BASIC PROJECT MANAGEMENT</b>			
20.5.	<b>LEADERSHIP</b>			
20.6.	<b>BASIC FINANCIAL MANAGEMENT</b>			
20.7.	<b>HUMAN RELATIONS</b>			
20.8.	<b>INNOVATION AND CREATIVITY</b>			
20.9.	<b>OTHER:</b>			
20.10.	<b>OTHER:</b>			

21.	<b>EMPLOYMENT HISTORY</b>				
		<b>POST LEVEL</b>	<b>INSTITUTION</b>	<b>PROVINCE</b>	<b>SUBJECT/S TAUGHT/FUNCTIONS</b>
21.1.	<b>CURRENT POST</b>				
21.2.	<b>PREVIOUS POSTS IN EDUCATION</b>				
21.2.	<b>OTHER WORKING EXPERIENCE</b>	<b>EMPLOYER</b>	<b>NATURE OF WORK</b>	<b>DURATION</b>	
21.3.					
21.4.					
21.3.					
21.4.					

22.	<b>TOTAL YEARS OF EXPERIENCE IN EDUCATION</b>		<b>TOTAL WORKING YEARS</b>	
-----	---	--	----------------------------	--

23.	<b>EXTRA CURRICULAR ACTIVITIES</b>			
23.1.	<b>SPORTS</b> e.g. athletics, netball (state sport code/s)			
23.2.	<b>MUSICAL INSTRUMENT</b> e.g. piano, flute (state instrument/s)			
23.3.	(Mark appropriate box with an X)			
	<b>DRAMA</b>		<b>CHOIR</b>	
	<b>ART</b>		<b>DRUM MAJORETTES</b>	
	<b>DEBATING</b>		<b>OTHER (state other):</b>	
	<b>CHESS</b>		<b>OTHER (state other):</b>	

24.	<b>PROFESSIONAL ACTIVITIES</b> ( e.g. educator union; sports body; board; council)		
	<b>ORGANISATION/BODY</b>	<b>POSITION HELD ( state provincial/national)</b>	<b>DURATION OF OFFICE</b>
24.1.			
24.2.			
24.3.			
24.4.			
25.4.			



**ADDRESSES OF DISTRICT OFFICES:**

Forward all applications to the District Director of the respective District as listed below  
(no application forms submitted to schools will be accepted. All applicants must  
submit at District Offices)

<p><b>Alfred Nzo East District Director</b> Tel: 039 - 2510975 Address: P/B X 504 Bizana 4800</p>	<p><b>Alfred Nzo West District Director</b> Tel: 039 - 2560111 Address: P/B X 9003 Matatiele 4730</p>	<p><b>Amathole East District Director</b> Tel: 047- 4910647 / 48 / 49 Address: P/B X 3019 Butterworth 4960</p>
<p><b>Amathole West District Director</b> Tel: 046- 6451179 Address: P/B X 2041 Fort Beaufort 5720</p>	<p><b>Buffalo City Metro: District Director</b> Tel: 043-7086229 Address: P/B X 9007 East London 5200</p>	<p><b>Chris Hani East District Director</b> Tel: 047-5481097 / 99 Address: P/B X 214 Engcobo 5050</p>
<p><b>Chris Hani West District Director</b> Tel: 045 – 8588900 Address: P/B X 7053 Queenstown 5320</p>	<p><b>Joe Qwabi District Director</b> Tel: 051- 6110052 / 6342009 Address: P/B X 5026 Sterkspruit 9762</p>	<p><b>Nelson Mandela Bay District Director</b> Tel: 041- 4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056</p>
<p><b>OR Tambo Inland District Director</b> Tel: 047- 5024268 / 200 Address: P/B X 5003 Mthatha 5100</p>	<p><b>OR Tambo Coastal District Director</b> Tel: 039 - 2536620 Address: P/B X 1010 Lusikisiki 4820</p>	<p><b>Sarah Baartman District Director</b> Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280</p>



Province of the  
**EASTERN CAPE**  
EDUCATION

NO	DISTRICT	ADDRESS	NAME OF SCHOOL	EMIS NO	COMPONENT	MEDIUM OF INSTRUCTION	GRADES	LEARNING AREAS	SCHOOL GRADING	POST NAME
ADD VOL 3 OF 2023 1	CHW	INXUBA YETHEMBA	CRADOCK HIGH SCHOOL	200600117	44115	ENGLISH & AFRIKAANS	GR 8-12	LEADERSHIP, MANAGEMENT & GOVERNANCE	P3	PRINCIPAL P4
ADD VOL 3 OF 2023 2	CHW	CACADU	LADY FRERE FSS	200600361	124160	ENGLISH & ISIXHOSA	GR R-7	MANAGEMENT, LEADERSHIP, ADMINISTRATION AND ALL STATE SUBJECTS	P3	PRINCIPAL P4
ADD VOL 3 OF 2023 3	CHW	CACADU	NGANGAMANZI PS	200600567	124187	ENGLISH & ISIXHOSA	GR R-7	MANAGEMENT, LEADERSHIP, ADMINISTRATION AND ALL STATE SUBJECTS	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 4	CHW	CACADU	MAQASHU SPS	200600436	124167	ENGLISH & ISIXHOSA	GR R-7	MANAGEMENT, LEADERSHIP, ADMINISTRATION AND ALL STATE SUBJECTS	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 5	CHW	CACADU	RODANA SPS	200601106	124318	ENGLISH & ISIXHOSA	GR R-7	MANAGEMENT, LEADERSHIP, ADMINISTRATION AND ALL STATE SUBJECTS	P1	PRINCIPAL P4
ADD VOL 3 OF 2023 6	CHW	CACADU	SOSEBENZA SSS	200600777	124233	ENGLISH & ISIXHOSA	GR 8-12	MANAGEMENT, LEADERSHIP, ADMINISTRATION AND ALL STATE SUBJECTS	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 7	CHW	INXUBA YETHEMBA	THE WILLOWS PS	200600830	44203	AFRIKAANS	GR 1-4	LEADERSHIP, MANAGEMENT & GOVERNANCE	P1	PRINCIPAL P4
ADD VOL 3 OF 2023 8	CHW	INXUBA YETHEMBA	ZANABANTU SS	200600939	44211	ENGLISH & ISIXHOSA	GR 8-12	LEADERSHIP, MANAGEMENT & GOVERNANCE	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 9	ANW	NTABANKULU	SOLOMON GAGAN	200501139	174943	ENGLISH	Gr 1-7	MANAGEMENT AND ADMINISTRATION	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 10	ANW	NTABANKULU	MABUDU SPS	200500497	174469	ENGLISH	Gr 1-7	MANAGEMENT AND ADMINISTRATION	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 11	ANW	MT FRERE	EMPLENDLA PS	200200192	174138	ENGLISH	Gr 4-7	MANAGEMENT AND ADMINISTRATION	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 12	AW	ALICE	MASIVUYISWE	200200436	74241	ENGLISH	Gr 8-10	MANAGEMENT AND ADMINISTRATION	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 13	AW	FORT BEAUFORT	NOJOLI PS	200200597	45022	ENGLISH	Gr 1-7	MANAGEMENT AND ADMINISTRATION	P1	PRINCIPAL P4
ADD VOL 3 OF 2023 14	ORTC	LUSIKISIKI	FIHLAMI SPS	200500231	371001	ENGLISH	Gr 5-6	MANAGEMENT, MATHEMATICS & SOCIAL SCIENCES	P2	PRINCIPAL P4
ADD VOL 3 OF 2023 15	ORTC	FLAGSTAFF	VELLEM JSS	200501272	370684	ENGLISH	Gr 4-9	MANAGEMENT	P3	PRINCIPAL P4
ADD VOL 3 OF 2023 16	ORTC	FLAGSTAFF	MAIUBA SS	200501615	371030	ENGLISH	Gr 8-9	MANAGEMENT	P2	PRINCIPAL P4



Province of the  
**EASTERN CAPE**  
 EDUCATION

ERRATA PRINCIPAL  
 BULLETIN VOLUME 3 OF 2023

NO	DISTRICT	ADDRESS	NAME OF SCHOOL	EMIS NO	COMPONENT	MEDIUM OF INSTRUCTION	GRADES	LEARNING AREAS	SCHOOL GRADING	POST NAME
VOL 3 OF 2023 14	AW	PEDDIE	TYENI PRIMARY	200200865 200200715	114560	ENGLISH/XHOSA	Gr 4-7	MANAGEMENT AND ADMINISTRATION (INTERSEN LEARNING AREAS)	P1	PRINCIPAL PL4
VOL 3 OF 2023 17	AW	PEDDIE	QAYIYA SENIOR SECONDARY	200200277	114479	ENGLISH/XHOSA	Gr 8-12	MANAGEMENT AND ADMINISTRATION ( LIFE SCIENCES, LIFE ORIENTATION)	P2	PRINCIPAL PL4
VOL 3 OF 2023 28	AW	ALICE	ISIBANE PRIMARY	200600117	74196	ENGLISH	Gr 1-7	MANAGEMENT AND ADMINISTRATION	P1	PRINCIPAL PL4
VOL 3 OF 2023 152	CHW	CRADOCK	CRADOCK HIGH		44115	AFRIKAANS & ENGLISH	Gr 8-12	MANAGEMENT AND ADMINISTRATION	P3	PRINCIPAL PL4