

Welcome Verwelkoming



- Prosedures en administrasie – Mnr Wouter Wessels
Procedures and Administration
- CV's en Onderhoude – Dr Joel De Lange
CV's and Interviews
- Opsomming - Mnr Reniël Lodewyk
Summary

Prosedures Procedures



Vakature Lys / Vacancy List

Z83 vorm / form + CV

Sifting Distrikskantoor / Sifting District Office

Kortlysvergadering / Shortlisting Meeting

Onderhoude / Interviews

Aanstelling / Appointment

Vakature Lys / Vacancy List



1. INSTRUCTIONS REGARDING POSTS ADVERTISED IN THE VACANCY LIST

1.1 DATE OF COMMENCEMENT OF DUTY

01 April 2021, or as soon as possible thereafter.

1.2 CLOSING DATE FOR APPLICATIONS

23 December 2020 at 16h00

Vakature Lys / Vacancy List



2.4 A CV and originally and recently certified (not older than 6 months) copies of the following documents must be attached to each application form (Z83):


- ❖ All educational qualifications (including GR. 12 Certificate and Informal qualifications)
- ❖ ID document (to be permanently appointed, you must be a South African citizen) or Permanent resident holder)
- ❖ SACE membership document
- ❖ The CV must indicate the candidate's qualifications and subjects obtained as well as the subjects / GR's that can be taught by him / her. The CV should also indicate, if applicable, all previous periods of service as an educator (state period / rank and school / employer).

2.5 The complete post number (indicated on the left of each vacant post) of the vacancy for which application is made, and the applicant's PERSAL NUMBER (if the applicant is employed / has been previously employed) are to be inserted on the application form.

Onthou: U mag nie afskifte van gesertifiseerde afskrifte maak nie.

Z83

Page 1

 REPUBLIC OF SOUTH AFRICA APPLICATION FOR EMPLOYMENT				
<p>WHAT IS THE PURPOSE OF THIS FORM</p> <p>To assist a government department in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p>WHO SHOULD COMPLETE THIS FORM</p> <p>Only persons wishing to apply for an advertised position in a government department.</p> <p>ADDITIONAL INFORMATION</p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p>SPECIAL NOTES</p> <p>1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV.</p>	A. THE ADVERTISED POST			
	Position for which you are applying (as advertised)		Department where the position was advertised	
	Reference number (as stated in the advert)		If you are offered the position, when can you start OR how much notice must you serve with your current employer?	
	B. PERSONAL INFORMATION			
	Surname			
	First Names			
	Date of Birth			
	ID number ¹			
	Race ²	Africa	White	Coloured
Gender ³		FEMALE		MALE
Do you have a disability? ³		YES		NO
Are you a South African Citizen?		YES		NO
If no, what is your Nationality				
And do you have a valid work Permit?		YES		NO
Have you ever been convicted of a criminal offence or been dismissed from employment? ⁴		YES		NO
If your profession or occupation requires State or official registration, provide date and particulars of registration.				
C. HOW DO WE CONTACT YOU				
Preferred language for correspondence?				
Telephone number during office hours				
Preferred method for correspondence	Post	E-mail	Fax	
Correspondence contact details (in terms of above)				



Make sure of the following:

Latest Z83

Correct Post Reference Number
According to Vacancy List

Correct Contact Details

Z83
Page 2

D. LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'							
Languages (specified)							
E. QUALIFICATIONS ¹ (please ignore if you have attached a CV with these details)							
Name of School / Technical College		Highest qualification obtained			Year Obtained		
Tertiary education (complete for each qualification you obtained)							
Name of Institution		Name of Qualification			Year Obtained		
F. WORK EXPERIENCE ¹ (please ignore if you have attached a CV with these details)							
Employer (including current employer)	Post held	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment.						YES	NO
If yes, provide the name of the previous employing department.							
Current employment.							
G. REFERENCES (please ignore if you have attached a CV with these details)							
Name		Relationship to you			Tel. No. (office hours)		
DECLARATION							
I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.							
Signature:				Date:			



Make sure of the following:

Work Experience – CV

Signature at bottom of page

Z83

Aangeheg aan CV Attached to CV



Make sure that you receive a checklist form district office on submission.

Dit is baie belangrik om die SAOU in kennis te stel dat u aansoek gedoen het. (Nicola Smit)

vvo@sou.co.za

Sifting – Distrikskantoor

Sifting – District Office



Aansoeke en dokumentasie word nagegaan vir korrektheid. Dit word deur die amptenare van die distrik sowel as unie verteenwoordigers behartig.

The application documentation will be forwarded to schools for shortlisting if all documents and criteria is adhered to. (See experience required for promotion posts)

4.1

POST LEVEL	MINIMUM EXPERIENCE REQUIRED (YEARS)
2	3
3	5
4	7

Kortlysvergadering Shortlisting Meeting



The Panel responsible for appointments is appointed at a SGB meeting.
(5-7 Members)

It is recommended that the panel members for the shortlisting and interviews remain the same. A Chairperson and secretary must be appointed and minutes of the meeting must be kept. Notice of the shortlisting meeting must be sent to panel members and union representatives at least 5 working days before the shortlisting meeting can take place.

Die kriteria vir die kortlys proses moet vasgestel en goedgekeur word deur die paneel.

Dit is belangrik dat die Skoolhoof en “Resource Official” leiding moet verskaf.

Kortlysvergadering Shortlisting Meeting



Criteria / Kriteria:

The school profile as well as the post profile must be set and compiled by the SGB panel. Shortlisting criteria must be then be determined by the panel according to these profiles. All criteria must be met for a candidate to be shortlisted.

‘n Voorbeeld van ‘n kriteria van ‘n Departementshoof vir ‘n laerskool kan as volg wees.

Die kandidaat moet oor ten minstens 3 jaar ervaring as laerskool onderwyser beskik.

Vir posvlakke 1,2 en 3 kan vakke oor deel uitmaak van die kriteria. Dit sal natuurlik afhang van die spesifieke skool se behoeftes.

Kortlysvergadering Shortlisting Meeting



Criteria / Kriteria:

Dit is belangrik om te onthou dat die proses konfidensieel hanteer moet word. Wanneer die skool die aansoeke van die ge-sifte kandidate ontvang, moet dit in die kluis op 'n veilige plek geplaas word en met niemand bespreek word tot en met die kortlysvergadering nie. Oortreding hiervan kan lei tot dispute.

The panel should be careful not to decide on too many criteria or information that could not be obtained from the CV's of applicants. It is compulsory for union representatives to be invited to both shortlisting and interview meetings.

Kortlysvergadering Shortlisting Meeting



Criteria / Kriteria:

‘n Maksimum van 5 kandidate kan ge-kortlys word.

There is no minimum requirement regarding the number of candidates shortlisted. For example: The process will continue if there are only 3 candidates who met all the criteria. All 3 candidates in this example will then be invited to the interviews.

Kortlysvergadering Shortlisting Meeting



Criteria / Kriteria:

Indien meer as 5 kandidate aan die kortlys kriteria voldoen moet punte toegeken word volgens die volgende voorskrifte. Die beste 5 kandidate word dan bepaal en genooi vir 'n onderhoud.

A candidate who has been acting in the advertised post for 12 months or more and has applied for the post must be shortlisted. The rule of maximum 5 candidates still apply. It therefore implies that the candidate who acted as well as the 4 candidates with the top scores will be shortlisted.

Please take note that the scoring for shortlisting is only applied for shortlisting purposes. The shortlisted candidates will then all start with a clean slate when the interview process commences.

Scoring for more than 5 shortlisted candidates

B. SCORE SHEET: SHORTLISTING PROMOTIONAL POSTS

NAME	RELEVANT AND APPROPRIATE FORMAL QUALIFICATION	RELEVANT AND APPROPRIATE INFORMAL QUALIFICATION	RELEVANT AND APPROPRIATE EXPERIENCE	EMPLOYMENT EQUITY	TOTAL
	WEIGHTING				
	40	20	10	30	100
		10	20		

DETERMINING THE SCORE

- 2.1 Relevant and Appropriate Formal Qualification RQV 13 Required
 REQV 13 = 20
 REQV 14 = 30
 REQV 15 = 40
- 2.2 Relevant and Appropriate Informal Qualification
 1-2 Certificate = 2
 3-4 Certificate = 5
 5-6 Certificate = 7
 7+ Certificate = 10

- 2.3 Relevant and Appropriate Experience
 3-5 years = 5
 6-10 years = 10
 11-15 years = 15
 16+ years = 20

- 2.4 Employment Equity (For Short-listing)
 Depending on the target group
SCORING Promotional posts
 Target: Race = 15
 Gender = 10
 Disability = 5



Addendum to ELRC resolution 1 of 2019
 fixed in red on the table

Dit is baie belangrik vir kandidate om alle relevante sertifikate in te dien.

Onderhoude Interviews



Kandidate wat op die kortlys is, sowel as die unie verteenwoordigers word genooi na die onderhoude toe.

The date, time and place of the interviews must be included in the invitation, and all the relevant persons must be informed at least 5 working days before the interviews can take place.

A probity check of each shortlisted candidate's credentials must be done by the resource person before the interviews start. The resource person will provide a report of the probity check before the interviews start.

The appointed secretary must keep minutes of the interview process.

Onderhoude Interviews



Dit is belangrik dat die paneel tyd sal hê voor die onderhoude om op die volgende te besluit.

Wat is die KPA's (Key Performance Areas) wat getoets moet word.

Wat is die vrae wat gevra word vir elke KPA. (Die profiel van die pos moet ingedagte gehou word)

Wat is die moontlike korrekte antwoorde vir elke vraag.

Hoeveel punte tel elke vraag.

Wie gaan die vrae stel.

Please take note that this can be a time consuming exercise and I recommend that the panel should set aside at least an hour and a half in order to prepare for the process. Score sheets must be provided to all panel members involved in scoring and the score sheets must be handed in for filing at the end of the process.

The next slides is taken form the ELRC collective agreement 1 of 2019

Onderhoude Interviews



C. SCORESHEET: INTERVIEW (ALL POSTS)

NAME	Key Performance Area 1	Key Performance Area 2	Key Performance Area 3	Key Performance Area 4	Key Performance Area 5	TOTAL
	WEIGHTING					
	20	20	20	20	20	100

Key Performance Area (KPA)

The KPA as mentioned in the interview score could be used to test skills and knowledge such as, but not limited to the following:

- Management/ Leadership
- Work performance/ potential
- Knowledge of curriculum matters
- Knowledge of the relevant post/field/subjects learning area as per the advertisement
- Extracurricular matters
- The committee could refer to the various performance standards as contained in the IQMS to form a basis for the KPA's.

Onderhoude Interviews



5 GUIDELINES FOR INTERVIEWS

- 5.1 The chairperson should thank the candidate for applying for the post and congratulate the candidate on his/her being deemed suitable for being short-listed;
- 5.2 The particular interviewers should ensure that the candidate understands questions and show interest and attention when the candidate is responding to questions;
- 5.3 The value of the candidate to the community i.e. involvement in the community projects is considered;
- 5.4 An interview is not an opportunity for members of the panel to exhibit their superior knowledge and experience;
- 5.5 The panel member's reaction to the candidate's response should be neutral and the candidate should be allowed ample opportunity to explain viewpoints;
- 5.6 The interviewing process should be fair, non-discriminatory and in line with all applicable prescripts as well as the Constitution of the RSA;
- 5.7 All interviewed candidates should receive similar treatment during the interviewing process;
- 5.8 Be reminded of paragraph 4.4.1, bullets 3 and 4;
- 5.9 If the first choice of the school governing body is not appointed; the Superintendent General should provide reason(s). The SGB will be requested to make another recommendation in accordance with Section 6 of the Employment of Educators' Act, 1998;

Onderhoude Interviews



Onthou dat vrae slegs tydens die onderhoud vergadering opgestel kan word deur die paneel. Die paneel kan egter tydens die kortlys vergadering besluit dat elke kandidaat 'n voorlegging (bv Powerpoint Presentation) moet doen.

Tydens die onderhoudvergadering kan die paneel dan besluit watter KPA aangespreek moet word met die kandidaat se voorlegging en hoeveel punte dit sal tel.

It is recommended that the candidate will be informed if a presentation is required when given notice of the interview.

All candidates should be given the same amount of time to prepare for and to present the presentation.

Onderhoude Interviews



At the end of the interviews scoring is done by the panel.

A candidate should have at least 50/100 to be appointable.

The panel should rank the candidates in order of preference and submit the ranked list of appointable candidates to the SGB for approval.

The SGB must submit at least 3 names of recommended candidates to the department. (HOD)

If there are less than three candidates, (for example in the case of scarce subjects for an HOD post) a motivation must be submitted to the department for approval.

Onderhoude Interviews



Moontlike probleme:

Hopelik sal daar duidelik 'n nommer een, twee en drie kandidaat wees.

Indien daar nie is nie en daar is byvoorbeeld 'n gelykop uitslag tussen kandidate sou wees, moet die paneel dan die profiel van die pos asook die kandidaat se ervaring in ag neem om te bepaal wie die voorkeur kandidaat sal wees. Dit moet so in die motivering aangedui word.

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Dokumentasie
Documentation
(Submitted to District)

Onderwys Poste Education Posts



The End.
5 May 2021

Aanbieder / Presenter Mnr Wouter Wessels