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## General Notice

TRANSVAAL EDUCATION DEPARTMENT.

NOTICE 508 OF 1981.

### ADVERTISING OF VACANT TEACHING POSTS.

#### 1. Date of Filling of Vacant Posts

- (a) Appended is a list of vacant posts attached to the educational ancillary services, and at provincial education institutions for which teachers will unless otherwise stated, be required on the opening day of the second school or college term 1982.

#### 2. Closing date for Applications

The applications close on 19 August, 1981 and must reach the person concerned, as mentioned in paragraph 4(2) not later than 16h00 on that date.

#### 3.(a) Information by Prospective Applicants for Promotion Posts

Note.—Prospective applicants for posts of rector, vice-rector, principal, deputy principal and head of department at schools must please complete form T.E.D. 486 (Information about prospective applicants for Promotion Posts) and forward it to reach the Chairman, Selection Board, Private Bag X76, Pretoria 0001 not later than 12 August, 1981.

#### 3.(b) Information by prospective applicants for posts at colleges of education

The necessary form on which information is required from applicants for posts of lecturer/senior lecturer/head of department at colleges of education is obtainable from the Registrar of the college of education.

#### 4. Applications and Lists of Applications: Procedure

##### (1) Manner of applying

- (a) Separate applications must be submitted in duplicate for each vacancy on form T.E.D. 487, which is provided specially for this purpose and is obtainable at school board offices, schools and colleges of education.
- (b) The post number of the vacancy for which application is made, must be inserted in the suitable space. The reference number appears opposite the requirements for each post. In view of the increasing use of the computer in connection with this matter, it is essential that this number be furnished fully and accurately.
- (c) All documents regarding each application must be attached to forms T.E.D. 487 before being forwarded.
- (d) Copies of testimonials must be attached to each separate application (Originals of testimonials cannot be returned).
- (e) Applicants must furnish their private addresses and telephone numbers (if any) on forms T.E.D. 487.

## Algemene Kennisgewing

TRANSVAALSE ONDERWYSDEPARTEMENT.

KENNISGEWING 508 VAN 1981.

### ADVERTERING VAN VAKANTE ONDERWYSPOSTE.

#### 1. Datum van Vulling van Vakante Poste

- (a) Hier volg 'n lys van vakante poste verbonde aan die onderwys-hulpdienste en aan provinsiale onderwysinrigtings waarvoor onderwysers, tensy anders aangedui, op die openingsdag van die tweede skool- of kollegotermyn, 1982 nodig sal wees.

#### 2. Sluitingsdatum van Aansoeke

Die aansoeke sluit op 19 Augustus 1981 en moet die betrokke persoon, soos in paragraaf 4(2) genoem, nie later nie as 16h00 op hierdie datum bereik.

#### 3.(a) Inligting deur Voornemende Applikante om Bevorderingsposte

Let Wel.—Voornemende applikante om poste van rektor, vise-rector, hoof, adjunk-hoof en departementshoof by skole moet asseblief vorm T.O.D. 486 (Inligting oor voornemende applikante om bevorderingsposte) voltooi en aan die Voorsitter, Keuraad, Privaatsak X76, Pretoria, 0001, stuur om hom nie later nie as 12 Augustus 1981 te bereik.

#### 3.(b) Voornemende applikante wat vir poste verbonde aan onderwyskollege aansoek doen

Die beskikbare vorm waarop inligting verlang word van applikante om poste van dosent/senior dosent/departementshoof by onderwyskolleges, is by die Registrateur van die onderwyskollege verkrygbaar.

#### 4. Aansoeke en Lyste van Aansoeke: Prosedure

##### (1) Wyse waarop aansoek gedoen moet word

- (a) Afsonderlike aansoeke moet in tweevoud vir elke vakature op vorm T.O.D. 487 ingedien word wat spesiaal vir dié doel beskikbaar is en by skoolraadskantore, skole en onderwyskolleges verkrygbaar is.
- (b) Die posnommer van die vakature waarom aansoek gedoen word, moet in die toepaslike ruimte ingevul word. Die verwysingsnommer verskyn teenoor die vereistes vir elke pos. As gevolg van die toenemende gebruik van die rekenoutomaat in verband met die saak is dit noodsaaklik dat hierdie nommer volledig en akkuraat aangedui word.
- (c) Alle dokumente ten opsigte van elke aansoek moet aan vorms T.O.D. 487 geheg word alvorens dit aangestuur word.
- (d) Afskrifte van getuigskrifte moet by elke afsonderlike aansoek aangeheg word. (Oorspronklike getuigskrifte kan nie terugbesorg word nie.)
- (e) Applikante moet hul privaatadresse en telefoonnommers (indien enige) op vorms T.O.D. 487 verstrek.

- (f) The envelope in which applications are forwarded must be marked "Applications".
- (g) Applications must bear the necessary postage. (It is suggested that applications be forwarded by registered post.)
- (h) Applicants may include a franked addressed envelope with each application in order that unsuccessful candidates may be notified by the principal of the outcome as soon as he has been informed by the Department.

(2) To whom applications should be directed

- (a) The applications must (as the case may be) be directed to one of the following:—
- (i) In the case of posts not attached to provincial educational institutions (the educational ancillary services), to the Director of Education, Private Bag X76, Pretoria, 0001.
- (ii) In the case of posts of rector, vice-rector, principal, deputy principal and Heads of Department at schools, to the Chairman, Selection Board, Private Bag X76, Pretoria, 0001.
- (iii) In the case of posts of head of Department at teachers training colleges and lecturer posts to the rector of the institution concerned.
- (iv) In the case of posts of teacher to the principal of the institution concerned.

(3) Submission of Lists of Applications

- (a) In all cases where application is made for advertised teaching posts, even if only one post is applied for, applicants must furnish the Director of Education, Private Bag X76, Pretoria, 0001, with a list of all the posts applied for.
- (b) The prescribed form T.E.D. 575 must be used for this purpose. The forms are obtainable from school board offices, schools and colleges of education.
- (c) The list must reach the Department not later than the prescribed closing date of the applications (paragraph 2).
- (d) Applicants who apply for posts are requested to submit form T.E.D. 575 for every vacancy list separately.

Note:—

- (i) The order of preference of only the first and second posts appearing on the list will, where possible be taken into account. If these posts have already been filled, applicants will be considered for appointment to any of the other posts for which they have been recommended. The Department reserves the right, however, to appoint an applicant to any of the posts applied for.
- (ii) No amendments of the list of applications will be accepted except where circumstances may have arisen which make it imperative that certain applications be cancelled. The Department will in such exceptional cases be prepared to consider fully motivated representations.
- (iii) Failure to submit the required list of applications not only causes delay in dealing with the selection and appointment of applicants, but could result in the applicants concerned not being considered for posts for which they have applied.

5. Utilising Services of Successful Applicants

The attention of teachers is directed to the fact that —

- (i) the Department may appoint a teacher in any vacancy for which he has applied and for which he holds suitable qualifications and that a principal of a school may make use of the services of a teacher in any capacity to be in the interest of education.
- (ii) any teacher, if so requested by the principal of the provincial educational institution to which such teacher is attached, must participate in the organisation and supervision of the library, sport, excursions, cadet corps and other extra-mural activities of such provincial educational institution, as the principal may require of him.

- (f) Die woord "Aansoek" moet op die koevert waarmee aansoek aangestuur word, aangebring word.
- (g) Aansoek moet van die vereiste posseëls voorsien wees. (Daar word aan die hand gedoen dat aansoek per geregistreerde pos versend word.)
- (h) Applikante mag 'n geadresseerde gefrankeerde koevert by elke aansoek insluit sodat die hoof onsuksesvolle applikante van die uitslag kan verwittig sodra hy deur die Departement daarvan in kennis gestel word.

(2) Aan wie aansoek gerig moet word

- (a) Die aansoek moet (na gelang van die geval) aan een van die volgende gepos word:—
- (i) In die geval van poste nie aan provinsiale onderwysinrigtings verbonde nie (die onderwys-hulpdienste), aan die Direkteur van Onderwys, Privaatsak X76, Pretoria, 0001.
- (ii) In die geval van rektor-, vise-rektor-, hoof-, adjunk-hoof- en Departementshoofde by skole, aan die Voorsitter, Keurraad, Privaatsak X76, Pretoria, 0001.
- (iii) In die geval van departementshoofposte by Onderwyskolleges en dosentposte aan die rektor van die betrokke inrigting.
- (iv) In die geval van onderwysersposte aan die hoof van die betrokke inrigting.

(3) Indiening van Lyste van Aansoek

- (a) In alle gevalle waar aansoek om geadverteerde onderwysposte gedoen word selfs al word daar om slegs een pos aansoek gedoen, moet applikante die Direkteur van Onderwys, Privaatsak X76, Pretoria, 0001, voorsien van 'n lys van al die poste waarvoor aansoek gedoen is.
- (b) Die voorgeskrewe vorm T.O.D. 575 moet vir dié doel gebruik word. Die vorms is by skoolraadskantore-, skole en onderwyskolleges verkrygbaar.
- (c) Die lys moet die Departement bereik nie later nie as die voorgeskrewe sluitingsdatum van die aansoek (paragraaf 2).
- (d) Applikante wat om poste aansoek doen, word versoek om vorm T.O.D. 575 vir elke vakaturelys afsonderlik in te dien.

Let Wel:—

- (i) Die voorkeurorde van slegs die eerste en tweede poste wat op die lys verskyn, sal, waar moontlik, in aanmerking geneem word. Indien die poste alreeds gevul is, sal applikante oorweeg word vir aanstelling in enige van die ander poste waarvoor hulle aanbeveel is. Die Departement behou egter die reg om 'n applikant in enige van die poste waarvoor aansoek gedoen is, aan te stel.
- (ii) Geen wysigings van die lys van aansoek sal aanvaar word nie, behalwe waar omstandighede mag ontstaan het wat dit noodsaaklik maak dat sekere appikasies gekanselleer word. In sodanige uitsonderlike gevalle sal die Departement bereid wees om ten volle gemotiveerde verzoek te oorweeg.
- (iii) Versuim om die vereiste lys van aansoek in te dien, veroorsaak nie slegs vertraging in die afhandeling van die keuring en aanstelling van applikante nie, maar mag ook tot gevolg hê dat die betrokke applikante nie oorweeg word vir poste waarvoor hulle aansoek gedoen het nie.

5. Aanwending van dienste van suksesvolle applikante

Die aandag van applikante word daarop gevestig dat —

- (i) die Departement 'n onderwyser kan aanstel in enige vakature waarom hy aansoek gedoen het en waarvoor sy kwalifikasies hom geskik maak en dat 'n skoolhoof van 'n onderwyser se dienste gebruik kan maak in enige hoedanigheid wat beskou word as in belang van die onderwys;
- (ii) iedere onderwyser, indien die hoof van die provinsiale onderwysinrigting waaraan sodanige onderwyser verbonde is hom daartoe versoek, sodanige aandeel moet neem aan die organisasie van en toesig hou oor die biblioteek, sport, uitstappies, kadetkorpse en ander buitemuurse bedrywighede van sodanige provinsiale onderwysinrigting, as wat die hoof van hom mag verlang.