



Western Cape
Government
Education

USER MANUAL

System:

WCED Online Markers System

Lesson:

Apply for Vacancies

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Section 1: View Vacancies

Prerequisites:

- Before an educator can apply for a vacancy the personal profile and declaration section must be completed. The system will inform the applicant of any outstanding information.
- **View All Vacancies**
- Click on **“View & Apply for Vacancies”** from the **“Vacancy”** menu option or click on the **“Apply for Vacancies”** hyperlink on the home page.

Western Cape Government Education

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Home

Personal Profile
All users must complete the following section:

- **Personal Details**

Vacancies Applications

- **Apply for Vacancies**
- Check Application status

- The list of **“Active Vacancies”** is shown.
 - Outstanding information will be shown as errors in red text. The applicant must fix the errors and return to the list of vacancies page

Western Cape Government Education

Home About Contact Us Vacancy Profile

You have not completed Grade 12 teaching experience details section.
You have not uploaded documents yet.

All Papers All Positions Search

Active Vacancies Total Records: 21

Vacancy Name	Subject	Paper	Position	Closing Date	Contract Period	Apply
UAT VAC HISTORY 2	History	Paper 2	Marker	31/Mar/2019	2015-2017	✔
UAT VAC HISTORY 2	History	Paper 2	Internal Moderator	31/Mar/2019	2015-2017	✔
UAT VAC HISTORY 2	History	Paper 2	Chief Marker	31/Mar/2019	2015-2017	✔
UAT VAC ACCOUNTING	Accounting	Paper 1	Chief Marker	31/Mar/2019	2015-2017	✔
UAT VAC ACCOUNTING	Accounting	Paper 1	Internal Moderator	30/Jun/2017	2015-2017	✔
UAT VAC ACCOUNTING	Accounting	Paper 1	Marker	30/Jun/2017	2015-2017	✔
DUMMY MATHS VACANCY	Mathematics	Paper 1	Senior Marker	31/Mar/2019	2015-2017	✔
17Jan17	English Home Language	Paper 3	Deputy Chief Marker	30/Jun/2017	2015-2017	✔
ssgsg	Afrikaans Second Additional Language	Paper 2	Senior Marker	12/Sep/2019	2015-2017	✔
test	Afrikaans Home Language	Paper 3	Internal Moderator	30/Jun/2017	2015-2017	✔

1 2 3 Next > Last >>

- **View Vacancies per Paper**

- To view vacancies for a particular subject and paper select the relevant paper from the “**Paper**” dropdown menu box.
- Click on the “**Search**” button. The selected papers will be shown.
- Click on the “**Refresh**” icon to view the default list.

The screenshot shows the Western Cape Government Education website. The navigation bar includes 'Home', 'About', and 'Contact Us'. The search interface has two dropdown menus: 'Mathematics - Paper 1' and 'All Positions'. A blue 'Search' button and a refresh icon are also visible. Below the search fields, a table titled 'Active Vacancies' shows one record: 'DUMMY MATHS VACANCY' for Mathematics, Paper 1, Senior Marker, closing on 31/Mar/2019.

Active Vacancies						Total Records:1
Vacancy Name	Subject	Paper	Position	Closing Date	Contract Period	Apply
DUMMY MATHS VACANCY	Mathematics	Paper 1	Senior Marker	31/Mar/2019	2015-2017	

- **View Vacancies per Position**

- To view the vacancies for a particular position and paper select the relevant paper from the “**Position**” dropdown menu box.
- Click on the “**Search**” button. Click on the “**Refresh**” button to view the default list.

The screenshot shows the Western Cape Government Education website. The search interface has two dropdown menus: 'All Papers' and 'Senior Marker'. A blue 'Search' button and a refresh icon are also visible. Below the search fields, a table titled 'Active Vacancies' shows four records.

Active Vacancies						Total Records:8
Vacancy Name	Subject	Paper	Position	Closing Date	Contract Period	Apply
DUMMY MATHS VACANCY	Mathematics	Paper 1	Senior Marker	31/Mar/2019	2015-2017	
ssgsg	Afrikaans Second Additional Language	Paper 2	Senior Marker	12/Sep/2019	2015-2017	
ExmVac 12 updated	Gujarati First Additional Language	Paper 3	Senior Marker	04/Oct/2018	2015-2017	
ExmVac 11	Gujarati First Additional Language	Paper 2	Senior Marker	03/Nov/2017	2015-2017	

Section 2: Apply for Vacancy

- Click on the “**Apply**” button for a selected vacancy to apply for the vacancy. The “**Application Form Wizard**” will be displayed (See screenshot below).
 - Check that all details are correct
 - Complete the sections shown in the red rectangle (additional instructions to follow).
 - Note that the form will indicate whether the paper requires a competency test

- **Application Form Wizard: Additional Instructions**
- Complete the “**Applicant Type**” (applicant works at a School, District Office or Head Office).
- Complete the “**Position**” section (position at the School, District Office or Head Office) section.

- Complete the hostel accommodation requirements, if any, by clicking on the “**Hostel Needed**” check box.
 - A tick will appear if the box is selected.
 - Leave the box unchecked if hostel; accommodation is not required.

The screenshot shows a form with the following fields:

- Applicant Type: School Employee
- Applicant Position: Educator
- Centre: MONDALE HS.
- Hostel Needed:

- Complete the **dietary requirements** (meal type) by checking only one option:
 - Only one option must be chosen. A tick box will be shown next to the meal option.
 - If no option is chosen it is assumed that the applicant will supply their own meals (e.g., special dietary requirements not catered for at the marking centre)

The screenshot shows the dietary requirements section with the title "Select only one meal type". The options are:

- Standard Meal (Non-Halaal)
- Vegetarian Meal
- Halaal Meal
- Hindu Meal

- **Submit Application**
- Click on the “**Submit**” button to submit the application

The screenshot shows the top navigation bar of the Western Cape Government Education website. Below it, the "Application Form Wizard" section is visible, with a "Back" button and a "Submit" button. The "Submit" button is highlighted with a red border.

- Click on the “**OK**” button on the message pop-up box to complete the application

The screenshot shows a green success modal box with the following content:

- Success Modal
- Application Submitted Successfully!
- OK button

Section 3: Check Application Status

- Click on “**Check Application Statuses**” on the home page to view the application statuses. The list of applications submitted as well as the application status for each application will be shown.

- The statuses are as follows:
 - **Pending for verification** -> application must be verified by Principal/District Director/Head Office Director
 - **Waiting for Recommendations** -> applicants must be recommended
 - **Waiting for Nomination** -> applicants must be nominated
 - **Appointable** -> nominated applicants that may be appointed for a particular examination

Application History						
Contract	Vacancy Name	Subject	Paper	Position	Status	
2015-2017	DUMMY MATHS VACANCY	Mathematics	Paper 1	Senior Marker	Pending for Verification	

Section 4: Delete Application

- Click on the **“Delete”** button to delete an application. This option must be chosen if the applicant is no longer interested in the position or have made a mistake in submitting the application.

Application History							Total Records
Contract	Vacancy Name	Subject	Paper	Position	Status	Delete	
2015-2017	DUMMY MATHS VACANCY	Mathematics	Paper 1	Senior Marker	Pending for Verification		

- Click on the **“Delete”** button on the **“Delete Job Application Confirmation”** to finalise the deletion.

Are you sure you want to delete this?
Delete Job Application Confirmation

Contract Period 2015-2017
Vacancy Name DUMMY MATHS VACANCY
Subject Mathematics
Paper Paper 1
Position Applied Senior Marker
Status Waiting for Recommendation

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