



**EASTERN CAPE DEPARTMENT OF EDUCATION: OPEN BULLETIN:  
PRINCIPALS' POSTS AT SCHOOLS – VOLUME 2/2012**

		University of Pretoria	FURTHER DIPLOMA IN EDUCATION	2001	1 YEAR	CURRICULUM FIRST YEAR OF STUDY Computer Use in Teaching SECOND YEAR OF STUDY Theoretical Principles Computer Assisted Test New Technologies (Networking + Webpage designing)
17.3.	ACADEMIC DEGREE e.g. BA; BComm	NMMU	Baccalaureus Educationis Honores	2012		First year 2011: Semester 1 Teaching-Learning Strategies 404 Educ Problems Within Soc Context Semester 2 Research In Education 408 Effective Schools 401 Child Development 401  Second Year: 2012 Semester 1 Curriculum Development 403 School Management 402 Semester 2 Helping Skills And Techniques 405 Teaching/Learning In Multilingual Contexts School Improvement Programmes 403
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. HRM; LABOUR LAW	ACADEMIC INSTITUTION	QUALIFICATION	YEAR OBTAINED	DURATION	AREA OF SPECIALISATION
		Centre for the improvement of Mathematics, Science and Technology: Java Programming	UNISA	July 2002	1 year	Java Programming Language
18.	SHORT COURSES (attach attendance certificate where available)	NAME OF COURSE	INSTITUTION / SERVICE PROVIDER	YEAR OBTAINED	DURATION OF COURSE	AREA OF TRAINING
		Bilingualism Certificate	RHODES UNIVERSITY	1994	1 year	Afrikaans and English
		Futurekids Teacher Training Certificate		1994	1 year	Education of Computer skills in MS Office
		Futurekids Certificate of Acknowledgement (in recognition of branding and marketing and community awareness)	Futurekids South Africa	July 1999	1 year	Marketing
		PC Repairs and Robotics Certificate	Futurekids	1999	1 year	Repairing of computers: Technical

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	A+ Core Hardware Certificate	CompTIA	April 2001	1 year	Repairing of computers: Technical
	Pastel 5 Accounting Certificate	EMC College	July 2001	3 Months	Accounting using Software on a Computer
	ICDL (International Computer Driver's License) Certificate	ICDL South Africa	November 2001	1 year	Advance Computer skills in 7 Modules

19.	HIGHEST REQV LEVEL	16	HIGHEST NQF LEVEL (short courses and certificates)	16
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20.	<b>SECTION D: GENERIC SKILLS</b> (Evidence of these skills may be tested in the Interviewing Process)			
	(Mark appropriate box with an X)	Established (Est)	Developing (Dev)	Not Yet Established (NYE)
20.1.	COMPUTER LITERACY	Est		
20.2.	COMMUNICATION	Est		
20.3.	REPORT WRITING	Est		
20.4.	BASIC PROJECT MANAGEMENT	Est		
20.5.	LEADERSHIP	Est		
20.6.	BASIC FINANCIAL MANAGEMENT	Est		
20.7.	HUMAN RELATIONS	Est		
20.8.	INNOVATION AND CREATIVITY	Est		
20.9.	OTHER:			
20.10.	OTHER:			

21.	<b>EMPLOYMENT HISTORY</b>				
		POST LEVEL	INSTITUTION	PROVINCE	SUBJECT/S TAUGHT/FUNCTIONS
21.1.	CURRENT POST	1	HS PJ OLIVIER	EASTERN CAPE: GRAHAMSTOWN	<b>CAT: GR 10 -12 MATHEMATICS GR 9 SMT MEMBER</b>
21.2.	PREVIOUS POSTS IN EDUCATION	1	KINGSWOOD COLLEGE: PRIVATE SCHOOL IN GRAHAMSTOWN	PRIVATE SCHOOL EASTERN CAPE IN GRAHAMSTOWN	Afrikaans Eerste Addisionele Taal Gr 11-12
		1	HOËRSKOOL PJ OLIVIER IN GRAHAMSTOWN	EASTERN CAPE: GRAHAMSTOWN	LSEN LEARNERS FROM 6 YEARS UP TO 14 YEARS
		1	TEMPLETON SCHOOL IN BEDFORD	EASTERN CAPE: BEDFORD	LSEN LEARNERS FROM 6 YEARS UP TO 14 YEARS
		1	HOËRSKOOL PJ OLIVIER IN GRAHAMSTOWN	EASTERN CAPE: GRAHAMSTOWN	Afrikaans Eerste Addisionele Taal Gr 11-12
		1	ST MARY'S PRIMARY CATHOLIC SCHOOL	EASTERN CAPE: GRAHAMSTOWN	Gr 3 and Gr 5 Sustition
21.2.	OTHER WORKING EXPERIENCE	EMPLOYER		NATURE OF WORK	DURATION
21.3.	Tourist Guide	Seaview Lion Park in Port Elizabeth		Looking, feeding and taking care of animals with Tourist visits	2 weeks voluntary

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22.	TOTAL YEARS OF EXPERIENCE IN EDUCATION	<b>25</b>	TOTAL WORKING YEARS	<b>25</b>
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23.	<b>EXTRA CURRICULAR ACTIVITIES</b>			
23.1.	SPORTS e.g. athletics, netball (state sport code/s)	<b>ATHLETICS</b> ATTENDED ATHLETICS EP COACHING CLINIC SPRINTS ALL AGES 1992 MEMBER ON EP ATHLETICS UNION FOR HIGH SCHOOLS 1994-1997 ORGANISER OF ALBANY ATHLETICS MEETINGS 1994-1999 TENNIS COACHING JUNIOR AND SENIOR BOYS AND GIRLS MINI CRICKET COACHING CLINIC 1995 HOCKEY JUNIOR AND SENIOR GIRLS		
	MUSICAL INSTRUMENT e.g. piano, flute (state instrument/s)	<b>NA</b>		
23.3.	(Mark appropriate box with an X)			
	DRAMA	<b>NA</b>	CHOIR	<b>NO</b>
	ART	<b>NA</b>	DRUM MAJORETTES	<b>YES</b>
	DEBATING	<b>NA</b>	OTHER (state other):	
	CHESS	<b>YES</b>	OTHER (state other):	

24.	<b>PROFESSIONAL ACTIVITIES ( e.g. educator union; sports body; board; council)</b>		
	ORGANISATION/BODY	POSITION HELD ( state provincial/national)	DURATION OF OFFICE
24.1	SCHOOL IMPROVEMENT PROJECTS (Please see attached for more details)	<b>CO-PROJECT MANAGER</b>	
24.2.	E-LEARNING PROJECTS: AWARENET	<b>CO-PROJECT MANAGER</b>	
24.3	SMT MEMBER	<b>FINANCIAL, BUDGETING AND IMPLEMENTING OF IT IN SCHOOL</b>	

26.	<b>SOCIAL RESPONSIBILITY ROLE ( e.g. community based activities; SRC chairperson)</b>	
	POSITION HELD	RESPONSIBILITIES
26.1.	ACTIVE INVOLVE IN ROTARY PROJECTS	PROJECT MANAGER
26.2.	ACTIVE INVOLVED IN CHURCH ACTIVITIES	DEACON IN 2009 AND 2010 AND ALSO HELPING WITH POWERPOINT PRESENTATIONS FOR CHURCH SERVICES
26.3.	SEAVIEW LION PARK	VOLUNTARY WORK DONE

27.	<b>PERSONAL QUALITY TRAITS ( i.e. your strengths)</b>
27.1.	INNOVATIVE AND ABILITY TO FIND ALTERNATIVE SOLUTIONS
27.2.	PASSIONATE ABOUT MY WORK
27.3.	GOOD SELF-DISCIPLINE AND KEEP STRICTLY TO DEADLINES
27.4.	ALWAYS DO TASK TO MY UTMOST BEST
27.5.	BEING FAIR AND RESPOND QUICKLY ON ENQUIRIES, TASK AND ACTIVITIES
27.6	DESIRE AND URGE TO IMPROVE KNOWLEDGE, QUALIFICATIONS AND SKILLS

28.	<b>OTHER RELEVANT INFORMATION (e.g. awards; scholarships; study tours)</b>
28.1.	THINKQUEST INTERNATIONAL WEBPAGE DESIGNER: SECOND IN South African international competition in 2007
28.2.	MICROSOFT INOVATIVE TEACHER AWARD finalist in 2010 and 2011

