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**HUMAN RESOURCE ADMINISTRATION**

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**INTERNAL MEMORANDUM**

**TO:           CLUSTER CHIEF DIRECTORS**  
**DISTRICT DIRECTORS**  
**DIRECTORS (SALARY PAYMENTS & HRA)**  
**DEPUTY DIRECTORS: HRP&PS (H/O & D/O)**  
**DEPUTY DIRECTORS: FINANCE (H/O& D/O)**  
**DEPUTY DIRECTORS: CLUSTER OFFICE(A&B)**  
**CMC HEADS**  
**CIRCUIT MANAGERS**  
**SCHOOL PRINCIPALS**  
**SGB'S**

**FROM:       A/CD: HRM&D**

**DATE:       06 SEPTEMBER 2023**

**SUBJECT:   DIRECTIVE ON RECRUITMENT AND SELECTION PROCESS FOR  
NON-TEACHING SUPPORT STAFF AS ADVERTISED IN DEPARTMENTAL  
ADVERT 01 OF 2023/2024**

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1. The Department obtained approval to fill 120 non-teaching staff positions in critical schools. See attached advert.
  2. Districts Offices and school principals are hereby instructed to circulated within communities and areas.
  3. All applications must be submitted to Schools only.
  4. School Principals are hereby requested to develop a register to receive applications. School Principals to appoint a resource person to accept applications and ensure completion of register. The resource person should be communicated with Circuit managers.



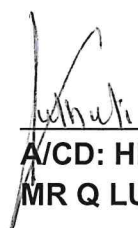
5. Circuit Managers are responsible to verify the applications received with the register on the 8<sup>th</sup> and 22<sup>nd</sup> of September 2023 respectively of which sign-off is required. A copy of each signed off register must be submitted to HR in Districts.
6. Upon closing date, a masterlist as per application received must be compiled.
7. Shortlisting and Interviewing to commence.
8. Please see below management plan for the filling of non-teaching staff in special school.

NO	ACTION	RESPONSIBILITY	DUE DATE
1	Release date of Advert to District Office	HRA- Head Office	06 September 2023
2	Closing date of adverts	All	22 September 2023
3	Developing of Project Plan for shortlisting and interviews	Circuit Manager	21 September 2023
4	Final date of masterlisting applications submitted to schools	School Principals	22 September 2023
5	Final date of workshoping with SGBs with HRA at schools on advertised posts	Circuit managers with the assistance from HRA to ensure compliance of documentation	22 September 2023
6	Final date for shortlisting, interviewing and ratification processes at schools	SGB's and Circuit Managers	6 October 2023
7	Final date for submitting of recommendations to the District Office	SGB's	10 October 2023
8	Pre-screening suitability check (Authentication of qualifications, Citizenship, Reference Check and fingerprints verification)	District HRA&P	12 October 2023
9	Final date for District to validate recommendations	District HRA&P	13 October 2023
10	Final date of submitting recommendation for approval to delegated Authority as per Departmental Delegations	Delegated Authority	16 October 2023
12	Final date of issuing letters of appointment	HRA DISTRICTS District HRA&P	27 October 2023
13	Successful candidate assumes duties	Appointees	01 November 2023

9. The CES Learner Development Support Services will be responsible to ensure in consultation with HR and Circuit manager that all processes in the district are fair and transparent.
10. Cluster Office HR Coordinators must monitor progress and management plan. Furthermore, must ensure that sufficient evidence is submitted that previous learners from special schools have applied and are appointed to the positions.



11. Cluster Office HR Coordinators are also required to submit reports to the office of Director: Human Resource Administration on a weekly basis.
12. These positions are designated for learners who attended special schools in the province.
13. Learners need to produce proof of years attending special schools and testimonial from principal.
14. Should you need any further information regarding this Internal Memo, please contact Mr Qaphela Luthuli at [gaphela.luthuli@ecdoe.gov.za](mailto:gaphela.luthuli@ecdoe.gov.za)

  
A/CD: HRM&D  
MR Q LUTHULI

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DATE