



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

*Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bhisho, 5605,
REPUBLIC OF SOUTH AFRICA *Website: www.ecdoe.gov.za

Reference: 8/2/4/1/1

HRM INSTRUCTION NO. 1 OF 2013

To: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS (HEAD OFFICE)
DISTRICT DIRECTORS
PRINCIPALS OF SCHOOLS
LABOUR UNIONS

FROM: SUPERINTENDENT-GENERAL: EDUCATION

DATE: 03 JUNE 2013

SUBJECT: TEACHER PROVISIONING: 2013

Approval is herewith granted for the following as part of the implementation of the decisions of the Department to provide sufficient human resources for effective and efficient teaching and learning:

1. Conversion of the employment status of 2354 and 570 temporary educators to permanent in accordance with the provisions of Section 6B of the Employment of Educators Act, 1998 as amended **not later than Friday, 7 June 2013** on the following conditions:

- a. The temporary educator must have been appointed in a substantive vacant Post Level 1 post;
- b. The temporary educator must be professionally qualified;
- c. The temporary educator must be registered with SACE;
- d. Temporary educators who have retired or have been retired prematurely (i.e. early retirement, Voluntary Severance Package (VSP), retirement due to ill-health [medical boarding] and discharge) are excluded in terms of Paragraph 2.3 of Chapter B of the Personnel Administration Measures (PAM).

Note:

Temporary educators who previously resigned may be re-appointed permanently in terms of Paragraph 2.2 of Chapter B of the PAM, if they meet the minimum qualifications and experience requirements for appointment in education.

- e. School Governing Bodies have been consulted. To assist district offices to comply with this decision, the following pro forma correspondence of which copies are attached hereto have been developed and are herewith distributed for use for this purpose:
 - Consultation Letter to School Governing Body (SGB);
 - Form for SGB to accept/decline conversion of temporary educator to permanent;
 - Letter for conversion from temporary to permanent.

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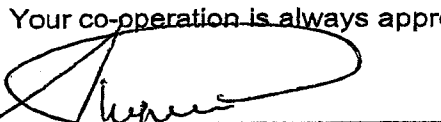
SUBJECT: TEACHER PROVISIONING

2. The filling of all substantive vacant Post Level 1 educator posts on the 2013 post establishments of schools with suitably qualified temporary educators whose service were terminated on 31 December 2011 and 31 December 2012.
3. Written submissions to the delegated official within the Department for the appointment of under- and unqualified temporary educators who have a tertiary qualification on REQV 13 level with the relevant learning area as one of the majors on his/her qualification.
4. The filling of all Post Level 2 (HOD) and Post Level 3 (Deputy Principal) posts that were advertised in Bulletin 4 of 2012 and still exist on the approved 2013 post establishments of schools with the recommended candidates of the School Governing Bodies (SGB's). Recommendations must be submitted to the relevant Deputy Director-General: I.O.M (DD-G: I.O.M) and Cluster Chief Directors **not later than Friday, 7 June 2013**.
5. Finalization of identification and movement of additional educators in terms of ELRC Collective Agreement No 2 of 2003 **by 28 June 2013**.
6. The moratorium on transfers has been lifted with immediate effect. Powers to approve transfers have been delegated as follow:
 - a. Intra-district (to a school within the same district) – District Directors.
 - b. Inter-district (to a school under another district, but within the same cluster) – Cluster Chief Directors.
 - c. Inter-cluster (to a school under another district and in another cluster) – Deputy Director-General: IOM.
 - d. Inter-provincial (to and from a school in another province) – Superintendent-General

A centralized project for the processing of appointments and payment of all outstanding benefits to educators/ employees has also been established at the Education Leadership Institute (ELI) and full and complete documents in this regard must be submitted **from Tuesday, 05 June 2013 but not later than Friday, 07 June 2013**.

Complete sets of appointment documents as well as documents in respect of the payment of other benefits, which have been listed in CHECKLISTS that were provided for that purpose, must be submitted to the centralized project to avoid any delay in the payment of outstanding salaries and benefits.

Your co-operation is always appreciated.



M.L. NGONZO
SUPERINTENDENT-GENERAL:
EDUCATION



Province of the
EASTERN CAPE
EDUCATION

Reference: SP/.....

Mr/ Ms.
.....
.....
.....
.....

Dear Sir/ Madam

RE: CONVERSION OF TEMPORARY EMPLOYMENT TO PERMANENT EMPLOYMENT; YOURSELF

1. Kindly note that approval has been granted for your nature of appointment from Temporary to Permanent in terms of Section 6B of the Employment of Educators Act, 1998 (as amended) with effect from 2013.
2. Please note that due to this conversion, the payment of your 37% allowance in lieu of benefits will be discontinued with effect from 1 June 2013. You are however encouraged to apply for benefits as provided for such as housing allowance and medical aid. The payment of your service bonus and admission to the Pension Fund will be implemented programmatically.
3. The Department would like to congratulate you on your permanent appointment and it is hoped that you will continue with your loyal and dedicated services.

Yours faithfully

DISTRICT DIRECTOR
..... DISTRICT OFFICE

DATE: _____





Province of the **EASTERN CAPE**
EDUCATION

Reference: SP/

I,, (full names and surname)

Chairperson of School herewith

confirm that the conversion to permanent of Ms. /Mr.

in terms of Section 6B of the Employment of Educators Act, 76 of 1998 has been considered

by the School Governing Body and it is ***agreed / disagreed** to.

***Circle the applicable choice and provide reason/s, if disagreed to.**

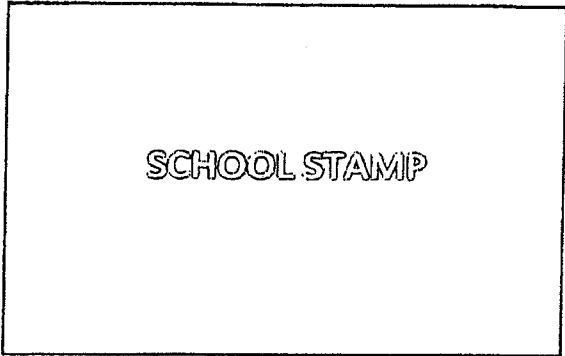
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Signed at on this day of 2013.

Chairperson of School Governing Body

Signature:

Print Name:



Principal

Signature:

Print Name:





Province of the
EASTERN CAPE
EDUCATION

Reference: SP/ _____

The Chairperson
School Governing Body

_____ School)

Dear Sir/ Madam

**SUBJECT: CONVERSION OF EMPLOYMENT STATUS OF TEMPORARY
EDUCATORS TO PERMANENT**

1. Kindly note that the Head of Department of the Eastern Cape Department of Education has approved that the nature of appointment of temporary educators who are part of the cohort whose service were terminated in 2011 and 2012 and whose services were extended from 01 January 2013 be converted to permanent in terms of Section 6B of the Employment of Educators Act, 1998 on the following conditions:
 - (a) That the temporary educator has been appointed in a substantive vacant Post Level 1 educator post on the approved 2013 post establishment of the school;
 - (b) That the relevant governing body has been consulted on the specific post and the requirements thereof;
 - (c) That the temporary educator to be converted matches the requirements of the post; and
 - (d) That the temporary educator has the prescribed educator qualifications.
1. Mr. /Ms. _____ whose is part of the cohort of temporary educators whose service were terminated in 2011 and 2012 and whose services were extended from 01 January 2013 at your school has been identified to have his/her nature of appointment be converted to permanent.
2. Kindly confirm your agreement to the conversion of Mr. /Ms. _____ on the attached letter and return it to this office at facsimile number _____ for the attention of _____.

Thanking you in anticipation

Yours faithfully

DISTRICT DIRECTOR

DATE: _____

