



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT-GENERAL

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Reference: 8/1/3/1 & 8/2/3/1

HRM INSTRUCTION 5 OF 2014

To: DEPUTY DIRECTOR-GENERAL: I.O.M.
CLUSTER CHIEF DIRECTORS
DIRECTOR: HRP & PS
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA & P
PRINCIPALS OF SCHOOLS
LABOUR UNIONS

FROM: SUPERINTENDENT-GENERAL

DATE : 09 APRIL 2014

SUBJECT: APPOINTMENT OF SUBSTITUTE EDUCATORS 2014 -2015: FINANCIAL YEAR

As you are aware all the delegations to appoint educators have been withdrawn by the Head of the Department from the delegated officials. In order to expedite the appointment and payment of substitute educators, the Head of the Department has agreed to delegate to the District Directors on condition that the following stipulations are adhered to.

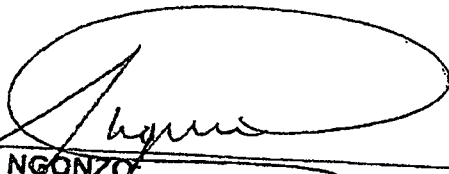
1. Substitute educators appointed are professionally qualified (REQV 13).
2. Substitute educators appointed are registered with South African Council of Educators (SACE).
3. South African citizenship.
4. Foreign educators must have valid work permit and their qualifications should have been evaluated by COTEP.
5. HR officials must also verify the legitimacy of the evaluation by COTEP.
6. Availability of the budget must be confirmed.
7. Make all necessary means to ensure that the appointed substitute educator receives payment within a period of 30 days from the date of assumption of duties.
7. A monthly report is submitted on the execution of delegation.

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After the approval by the District Director, HR office must issue an appointment letter and no substitute educator must assume duty prior such approval.

District office must submit a list of all substitute educators who have assume duties to the Directorate HRP and PS. All those districts that have PERSAL functions are expected to capture their appointments and submit the appointment documents to Directorate HRA for verification before submitting to salaries at Head Office.

All affected parties are expected to comply with the contents of this instruction. The compliance will ensure that there are no delays in the payment of salaries of the affected educators.



**M.L. NGONGO
SUPERINTENDENT-GENERAL**

DATE

2014/04/15