



Reference: 8/2/4/1/1

HRM INSTRUCTION NO 1 OF 2015

To: DEPUTY DIRECTOR GENERALS
CLUSTER CHIEF DIRECTORS
DISTRICT DIRECTORS
DEPUTY DIRECTORS: HRA & P
PRINCIPALS OF SCHOOLS

FROM: ACTING SUPERINTENDENT GENERAL

DATE: 24 AUGUST 2015

SUBJECT: APPOINTMENT OF EDUCATORS TO CRITICAL POSTS IN SCHOOLS

The Department of Education has approved the filling of 1063 critical posts in various schools in the Province. The expectations were that these posts would be filled before the end of May 2015, but the progress was shamefully disappointing. The objective of filling these critical posts was to enhance the performance of our schools during this academic year.

In order to alleviate the situation and to ensure that the remaining posts are filled with immediate effect, the Department will issue an advertisement through the media so that the qualifying educators can apply.

The purpose of this instruction is to provide guidance to the District Offices and the schools on how the process will unfold:

1. This office will issue an advertisement through the media, listing the remaining critical posts which the qualifying educators must apply for.
2. The list will reflect the particulars of the District Office, the school, the profile of the post and the contact details of the District Office and the school where the post(s) exist(s).
3. The interested educator(s) who meet(s) the profile of the post(s) will be expected to contact the school where the post(s) exist(s) or the District Office should they be unable to reach to the Principal of that school.
4. An interested applicant must submit to the Principal of the relevant school a duly completed application form for educators, CV, certified copies of his/her qualifications / certificate(s), academic records, proof of registration with South African Council for Educators (SACE), identity document and a proof of registration with the South African Revenue Services (SARS). A duly

- completed original bank form must also be attached to the application documents.
5. School Governing Bodies must follow the prescribed selection processes and conduct interviews if two or more applications are received for the same post. After completing the selection process, the Principal must then immediately forward the recommendation of the SGB and the application documents of all the candidates to the District Office for verification and processing purposes.
 6. If there is only one applicant, then the SGB can interact with that applicant and if he/she is found to be suitable for appointment, the Principal will then immediately submit a recommendation and the application documents of that educator to the District Office for verification and processing purposes. Under no circumstances may an educator be allowed to assume duty before a letter of appointment has been issued by the Central Processing Centre (CPC) at Stirling in East London.
 7. The District Office must make copies of all the documents and dispatch them as per the CPC Protocol, to the CPC at Stirling by utilising the SAPOS contracted courier service. (The details and collection schedule will be communicated to the District Offices).
 8. After following all the quality assurance processes of the appointment documents, the CPC will electronically issue a Letter of Appointment to the District Office which must be printed for the Principal to hand it over to the appointee.
 9. On the day of the assumption of duty by the appointed educator, the Principal must then submit the assumption of duty form to the District Office either by e-mail or fax. On receipt of that notification, the District Office will then capture the appointment on PERSAL and the District Reviser must, after verifying the correctness of the capturing process, approve the transaction. On completion of that process, the CPC must then be notified that the record has been created on PERSAL, and is now awaiting the Treasury authorisation.

The Department contemplates to finalise the entire process before the end of September 2015 and all the role players are expected to demonstrate their commitment to the process.

Your co-operation is highly appreciated

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RM TYWAKADI
ACTING SUPERINTENDENT GENERAL