



HUMAN RESOURCE ADMINISTRATION

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Reference No 8/2/4/1/1

INTERNAL MEMORANDUM

TO: ALL CLUSTER CHIEF DIRECTORS
ALL DISTRICT DIRECTORS
ALL CIRCUIT MANAGERS
ALL SCHOOL PRINCIPALS
ALL EMPLOYEE ORGANISATIONS

FROM: ACTING SUPERINTENDENT GENERAL

SUBJECT: ASSUMPTION OF DUTY BY EDUCATORS BEFORE RECEIVING
APPOINTMENT LETTERS

1. This Office has noticed with great concern the substantial number of Educators who are assuming duty before receiving appointment letters or without prior approval from the delegated authority or the Head of the Department.
2. This type of irregular administrative action has led to a considerable number of Educators not being paid for prolonged periods of time and has resulted to irregular expenditure
3. The Department seeks to become the best Education Department in South Africa. This means that we can no longer tolerate irregular administrative actions that creates undue hardship and embarrassment to our new employees and/or constitute irregular expenditure as defined in the Public Finance Management Act, 1999.
4. We are also committed to improving turn-around time in an endeavour to ensure that educators are replaced timely and paid within 30 days.
5. In order to curb such recurrences in the 2016 academic year and improve turn-around times, all Principal must ensure that there is a post that cannot be filled using access educators and all documentation submitted is complete and correct as per the provided checklist.
6. An Educator can only be nominated for appointment if-
 - there is a vacant PPN post available;
 - motivation is provided why an "additional educator" cannot be absorbed;
 - the personal profile of the Educator matches the post profile; and
 - all duly certified application documents, inclusive of a Work Permit for foreigners, are submitted as per the checklist.

7. No Temporary or Permanent Educator may be allowed to assume duty without an appointment letter being issued by Head Office (the Central Processing Centre).
8. No Educator on transfer from another Provincial Education Department may be allowed to assume duty **unless prior** approval, on recommendation of the District Director, has been obtained from the Head of Department.
4. Should a Principal fail to adhere to the above directives the Department will not be liable for the payment of salaries to such Educators. If an Educator meets all the appointment requirements salary payment will from 1 January 2016 only be made with effect from a date **after** the date of the appointment letter.
5. Allowing an Educator to start working before the issuing of the appointment letter constitute irregular expenditure. The Accounting Officer of a Department is compelled in terms of the provisions of Public Finance Act, 1999, to declare all irregular expenditure **and** to institute disciplinary action against a responsible official where such transgression(s) occur. Principals, Circuit Managers and District Directors are therefore warned beforehand that non-compliance with the above policy directives will result in appropriate consequent management measures being instituted.

Yours in service


SN NETSHILAPHALA
ACTING SUPERINTENDENT GENERAL

DATE 5/1/2016