



OFFICE OF THE SUPERINTENDENT-GENERAL

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**TO: All Deputy Director-Generals
All Chief Directors
All District Directors
Chief Education Specialists
Education Development Officers
Principals of Public Ordinary Schools
Chairpersons of School Governing Bodies
Provincial Secretaries: Labour Unions
School Governing Body Associations**

DATE: 6 October 2016

Reference No: 10 of 2016

**CIRCULAR: PROVISION OF 2017 POST ESTABLISHMENTS FOR ORDINARY
PUBLIC SCHOOLS**

1. Post declaration for 2017

- 1.1 In terms of the Revised Post Distribution Model, ordinary public schools and special public schools should receive their annual post establishments in the year before the year of implementation.
- 1.2 On 22 September 2016 the first step towards the declaration of posts for 2017 was completed when MEC Makupula consulted with all relevant stakeholders. The outcome of the consultation was that the Eastern Cape Education Department of Education (ECDOE) will include 54 747 educators in the distribution model for 2017 which is the same number as in 2016.
- 1.3 Human Resource Management Circular 29/2016 informed schools that post establishment letters would be issued in the first week of the fourth school term.

2. Post distribution for 2017

- 2.1 This Circular (Circular 10 of 2016) informs schools of their post allocations for 2017.
- 2.2 All post establishments issued to ordinary and special public schools, including all additional posts created for and issued to a public school in 2016, therefore **expire on 31 December 2016**. In line with HRM Circular 28/2016, the filing of posts advertised in the 2016-Bulletins where selection procedures have not been finalised by 7 October, should not proceed. **If these posts are available on the 2017-PPN allocation they will be re-advertised.**
- 2.3 The 2017 PPN Management Plan of the ECDOE includes an opportunity for schools to request additional posts after they receive their 2017 post allocation letters in October 2017. All schools not satisfied with the initial allocation of posts to their school, may appeal their allocation on the grounds of:
- ✓ Incorrect learner numbers used to determine the 2017 establishment.
 - ✓ Growth based on their confirmed or planned enrolments for 2017.
 - ✓ Approved extension of the school's curriculum.
- 2.4 Requests for additional posts will follow a formal application process to ensure uniformity, fairness and transparency in the appeals process. To this end the ECDOE has established a PPN 2017 Appeals Committee to consider each application for additional posts, **In line with the affordable basket of posts and in line with the principles agreed in the consultation processes.**
- 2.5 Applications for additional posts must be submitted on the Appeals Template and Motivation Sheet attached to this Circular. No application for additional posts will be considered unless the template and motivation sheet have been completed and submitted to the Appeals Committee for attention Acting Director: EMIS. The deadline for the submission of applications is 17 October 2016.
- 2.6 The Eastern Cape Department of Education (ECDOE) reserves the right to review the allocation of the 2017 post establishment of a school if any information pertaining to learner enrolment is found to be incorrect.

3. Recalculation of teaching staff establishment owing to change in enrolment in 2017

3.1 All schools must update their enrolment totals on SA-SAMS by Tuesday, 07 March 2017. The post establishment of all those schools where learner enrolment, with necessary proof of ID numbers, is lower than their learner enrolment on 26 September 2016 will be recalculated by 17 March 2017.

3.2 In cases where there is an increase in learner enrolment from 11 January 2017 to 13 February 2017, a school may apply, during the period 11 January 2017 to 17 February 2017, for (a) growth post(s) to the Appeals Committee. The learner enrolment total taken into consideration will be the enrolment total at the time of application and all criteria applied in the October/November allocation process will apply. No application will be considered if it is not submitted to Acting Director: EMIS before 17 February.

3.3 District Directors must ensure that all schools submit their applications via SA-SAMS by 17 February 2017.

4. Filling of advertised posts

4.1 All posts previously advertised on an ECDOE vacancy list may be filled permanently, provided that those posts appear on the 2017 teaching staff establishment and are completed within the timeframes set out in HRM Circular 28/2016 (Expeditious Filling of Educator Posts Advertised in Bulletins).

4.1 Should an advertised post not appear on the 2017 post establishment, the school will not be entitled to that post and such a post will be regarded as erroneously advertised.

4.2 An advertised post (particularly a promotion post) may be filled only if it does not create an additional excess Educator.

5 Filling of vacant substantive teacher posts

5.1 During the MEC's consultation on 22 September 2016, stakeholders and interested parties were informed of the financial constraints on the Compensation of Employees (CoE) Budget for the 2016/2017 to 2018/2019 cycles. A number of strategies and opportunities were identified to reduce CoE



expenditure. One of the most important strategies is the effective management and utilisation of excess Educators.

- 5.2 Permanently appointed Educators must be identified as in excess in terms of Collective Agreement 2 of 2003 of the ELRC.
- 5.3 The ECDOE will continue to place excess Educators during the 2017 academic year.
- 5.4 The ECDOE will also continue to promote the appointment of new entrants to the education profession. A new-entrant teacher is defined as a final-year student and/or any suitably qualified teacher who graduated in the past three years and who has never been employed by the State. This group includes Funza Lushaka Bursary Holders.
- 5.5 Only professionally qualified educators with an REQV 13 or higher, meeting the post profile requirements may be considered for vacant substantive Educator posts. The ECDOE will exercise its right to employ other Educators only if no qualified Educators can be identified from the aforementioned categories.
- 5.6 Under no circumstances may Educators transferred from another Provincial Department of Education be employed at a school without the permission of the Head of Department.

6 General

- 6.1 All enquiries pertaining to this circular should be addressed to Office of the Chief Director; HR M and D.
- 6.2 Please bring the contents of this circular to the attention of educators and members of the governing body



SN NETSHILAPHALA
ACTING SUPERINTENDENT-GENERAL

Copy to the office of the MEC
Copy to the office of the Premier

