



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](http://www.ecdoe.gov.za)

**HUMAN RESOURCE MANAGEMENT CIRCULAR 28/2016**

<b>TO:</b>	DEPUTY DIRECTORS-GENERAL CHIEF DIRECTORS DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA & P PRINCIPALS OF SCHOOLS SCHOOL GOVERNING BODIES PROVINCIAL SECRETARIES: LABOUR UNIONS
<b>FROM</b>	ACTING HEAD OF DEPARTMENT
<b>SUBJECT:</b>	EXPEDITIOUS FILLING OF EDUCATOR POSTS ADVERTISED IN BULLETINS

The primary objective of the Department to advertise posts through bulletins is to ensure that there are educators in front of learners at all times and that teaching is taking place in our schools. The rate at which posts are filled is, as reported by the Cluster Chief Directors, disappointing.

The Department has issued Bulletins Volume 1/2016 for Principals (Closing Date: 20 May 2016), Volume 2/2016 for PL 1 Educators (Closing Date: 20 May 2016) and Volume 3/2016 Promotion Posts (Closing Date: 08 July 2016). There were clear management plans accompanying these Bulletins. Circular 14 of 2016 with a closing date of 15 June 2016 was also issued to facilitate the filling of *inter alia* 1,038 Administration Clerk posts at schools.

In the circumstances, all District Offices are urged to expedite and finalize the filling of posts advertised in said bulletins by not later than **7 October 2016**. Should the selection and **approval** processes for any post advertised in these bulletins not be completed by **7 October 2016**, such post(s) will have to be re-advertised. The Department cannot continue with practices where nominations are still received for posts advertised mid-2015.



Province of the  
**EASTERN CAPE**  
EDUCATION

---

**HUMAN RESOURCE MANAGEMENT CIRCULAR 28/2016**

The filling of posts advertised in Circular 14 of 2016 must likewise be finalised by 28 October 2016. In this regard District Directors must arrange the assumption of duty date of staff appointed at schools to be in **September and October or with effect from 1 January 2017.** It will be counter-productive to allow new employees to assume duty during November and December given the winding down of school activities and the school holidays.

In a further effort to assist District Offices to finalise appointments, the **Administrators** will be on site as from 19 September 2016 to assist with the development of the outstanding Master Lists and to record progress made for all other posts. The Administrators will also deploy technical staff, currently being trained at the CPC, to assist District Directors with quality assurance procedures. It is envisaged that this will assist to reduce the number of rejections currently made by the CPC on non-compliant submissions.

It is a departmental objective to “convince” the Provincial Treasury to re-instate the PERSAL salary payment authorisation function for the Department. During the period 1 January 2015 to 31 August 2016 the average rejection rate for transactions submitted for authorisation was 63%, this was reduced to 0,07% through the CPC initiative. The Department cannot regress on this performance and a high premium is place on the work of all role-players to ensure that **nominated candidates meet the general and post profile requirements, all the prescribed forms are duly completed and signed and submissions strictly comply with items specified in the Checklist(s).** This will also assist the Department to further improve audit outcomes.

As indicated during the Cluster Engagement Sessions, District Directors who are not interested to be provided support by the Administrators must immediately inform my office in writing accordingly to prevent fruitless expenditure.

Your full co-operation in this regard will be appreciated.

ACTING HEAD OF DEPARTMENT  
MS. S.N. NETSHILAPHALA

DATE: 19/09/2016