



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 30/2016**

<b>TO:</b>	DEPUTY DIRECTORS-GENERAL CHIEF DIRECTORS DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA & P EDUCATION DEVELOPMENT OFFICERS PRINCIPALS OF SCHOOLS CHAIR PERSONS: SCHOOL GOVERNING BODIES PROVINCIAL SECRETARIES: LABOUR UNIONS
<b>FROM</b>	ACTING HEAD OF DEPARTMENT
<b>SUBJECT:</b>	APPOINTMENT OF TEMPORARY EDUCATORS AND SUBSTITUTES: 2017 SCHOOL YEAR

1. In order to ensure fair and equitable administrative action and due process with the appointment of Temporary and Substitute Educators, only Professionally Qualified Educators who have registered on the Departmental Database will be considered for appointment with effect from 1 January 2017.
2. Recent recruitment and appointment initiatives also highlighted weaknesses in the control environment when dealing with the appointment of Foreign Educators for critical subject offerings (Mathematics, Physical Sciences and Engineering Technology). For this purpose, all Foreign Educators **currently employed** by the Department as Temporary Educators must register on the Departmental Database before closing of offices on **21 October 2016**. As part of the registration process, such Temporary Educators must upload the following documents:
  - 2.1 Certified copies of all Foreign and South African Qualification Certificates.
  - 2.2 Certified copies of the SAQA Qualification Evaluation Certificate.
  - 2.3 Certified copy of the Department of Higher Education's Qualification Evaluation Certificate.
  - 2.4 Certified copy of the person's Passport.
  - 2.5 Certified copy of the person's Valid Work Permit.
  - 2.6 Certified copy of SACE Provisional Registration Certificate.



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3. To ensure a well organised process for the extension of term of appointment of Foreign Educators beyond 31 December 2016, including an arrangement to extend such term for the duration of the Work Permit period, all documents uploaded on the database will be submitted to the Departments of Home Affairs and Higher Education for verification.
4. The database can be accessed by following the link [www.ecdoe.gov.za](http://www.ecdoe.gov.za) (**Educator Database under Quick links**).
5. District Directors and Deputy Directors: HRA&P are also requested to submit to Mr Daniel at [hra8.doe@gmail.com](mailto:hra8.doe@gmail.com) detail of an employee in the District Office's HR Component at the level of Chief HR Clerk to be trained on the information retrieval functions of the database system by no later than **14 October 2016**. A training session will then be arranged for the nominated employees and they will be provided password protected access to the system.
6. **Please ensure that all Temporary and Substitute Educators are informed of the requirement to be registered on the database for employment after 31 December 2016 by the Department.**

ACTING HEAD OF DEPARTMENT  
MS. S.N. NETSHILAPHALA

DATE: 7/10/2016