



CHIEF DIRECTORATE; HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

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Website: www.ecdoe.gov.za

TO : DEPUTY DIRECTOR GENERAL: INSTITUTIONAL OPERATIONS
MANAGEMENT

ACTING CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS: CLUSTER COORDINATION
DISTRICT DIRECTORS

EDOs: CIRCUIT MANAGEMENT
SCHOOL PRINCIPALS

FROM : CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

DATE : 28 DECEMBER 2015

SUBJECT: FILLING OF SCHOOL-BASED EDUCATOR POSTS: SCHOOL YEAR 2016

1. The Hon. MEC for Education declared an Educator post establishment for 2016 on 29th September 2015 on the basis of which the Acting Head of Department determined the educator post establishment of each public school in this province as contemplated in section 5 (2) of the Employment of Educators Act, 1998 read in conjunction with Regulations promulgated under Government Gazette Notice R1676 (Government Gazette 19627) of 18 December 1998 (as amended) . In the process some schools will have vacancies whilst others will have Educators additional to the post establishment as a result of increase or decrease in the number of post provisions. In addition, other vacancies are as a result of natural attrition but all need to be filled on or before 31 January 2015 subject to the Department being able to redeploy Educators from within or recruit Educators from outside or the placement of bursary holders (Funza Lushaka and Other Provincial Funded Bursary holders) that are professionally qualified Educators.

2. Given the urgency of the matter and the need to ensure that there is effective teaching and learning, School Principals are required to submit the profiles of all vacant posts particularly PL1 not later than Thursday, 14 January 2015. The required information should be submitted as specified in the attached Schedule (Annexure 1). In addition, this information in electronic format should be emailed directly to cpc@ecdoe.gov.za and the original signed document submitted through the relevant District Office in which the school is situated. Note should be taken that the request to fill vacancies would be processed on a first come, first serve basis.
3. All enquiries regarding this process should be directed to the Office of the Director for Human Resource Planning and Provisioning Services, Mr N. Tshibo and his contact numbers are Tel. 040- 608 4212 (Fax) 040 – 608 4332 and email address – nonkuthazo.qaba@edu.ecprov.gov.za.
4. All District Directors are required to ensure that all schools within their area of jurisdiction comply fully with this instruction.
5. Note should also be taken that the information supplied should be factually correct and that any misrepresentation of facts may lead to disciplinary action being instituted against any official(s) that may be found to have submitted data fully knowing that it is incorrect.

In addition, no extensions will be granted to schools to submit the returns that have failed to comply without a valid reason or cause with the set date of 14 January 2015.



NS. NETSHILAPHAL

ACTING HEAD OF DEPARTMENT

DATE: 5/1/2016