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TO: ALL EMPLOYEES OF ECD_oE
DEPUTY DIRECTOR-GENERALS
CHIEF DIRECTORS
DIRECTORS

CC: MEMBER OF THE EXECUTIVE COUNCIL: EDUCATION (MEC)
CHIEF OF STAFF

FROM: HEAD OF DEPARTMENT

SUBJECT: IMPLEMENTATION OF THE STAFF MIGRATION AGREEMENT: LEVEL 1- 12

PURPOSE

1. This serves to inform all employees that the Department is in preparation for the migration from the old 2006 Organisational Structure to the New Approved 2019 Organisational Structure. The Migration Agreement was issued to all unions represented in the Department for perusal and inputs. This was followed by discussions and commitment between the Department and Organised Labour represented in the Department.

STAFF MIGRATION AGREEMENT

2. The majority of unions have signed the Staff Migration Agreement, giving the Department a go-ahead with the processes related to the migration from the 2006 to 2019 Organisational Structure.
3. The Agreement provides for a number of placements recommending panels from a district, Clusters and Head Office. All these panels as indicated in the Staff Migration Agreement will be recommending to the Departmental Placement Panel. The signed Migration Agreement is available in the departmental Website for easy reference.
4. The placement choice forms will be made available to all Chief Directorates for circulation to staff members in their respective Chief Directorates. The completed choice form will be received from each Chief Directorate, by the Chief Director: Human Resource Management & Development.

MANAGEMENT PLAN

5. Plans are in place for the Department to migrate all permanently employed staff members as follows:

Activity	Delivery Date
1. The Chief Directors at head Office and Directors at District to Convene staff meetings with their relevant sections on migration of staff	24- 28/02/2020
2. Placement Choice Letters will be issued to all employees at Salary Level 1- 12.	24 – 28/02/2020
3. Chief Directorate: HRM&D to publish Job Profile on the Website	26/02/2020
4. The completed Placement Choice Forms submitted to Chief Director: HRM & D.	06/03/2020
5. Placement Recommending Panels meetings be convened	09/03/ – 18/03/2020
6. Placement Panel meetings be convened	24/03 – 27/03/2020
7. Placement of Middle Managers (CES, DCES, DD & ASD)	30/03 – 02/04/2020
8. Placement of SL 8 – 1 staff members	03/04 -17/04/2020
9. Management of Appeals	20/04- 24/04/2020
10. Open departmental Transfers	27/04/2020
11. Advertisement of vacant posts and Transfers	01/05/2020



PLACEMENT CHOICE FORMS

6. All employees will be provided with a Placement Choice Form as indicated in the plan above. The Department expects that all staff members to complete the forms. The forms will be submitted to the office of the Chief Director: Human Resource Management & Development through each Chief Directorate. Employees must note that individual placement choices made are not guaranteed as operational requirements will dictate the outcomes of the placement.

STAFF MIGRATION SUPPORT STRUCTURES

7. Department will have one Departmental Placement Panel that is inclusive of the departmental representatives and labour unions. The panel will be supported by various recommending panels as depicted in section 8 of the Staff Migration Agreement. The recommending panels will be conducting the matching and placing exercise of employees and submit their recommendations to the Departmental Placement Panel.
8. Your commitment and support will be highly appreciated during this period of transition in the Department.

Kind Regards



TS KOJANA
HEAD OF DEPARTMENT

21/02/2020

DATE