



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

HUMAN RESOURCE ADMINISTRATION

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TO: OFFICE OF THE MEC
DEPUTY- DIRECTORS GENERAL
ALL CHIEF DIRECTORS
HEAD OFFICE DIRECTORS
DISTRICT DIRECTORS, CESS/DEPUTY DIRECTORS &
EDO's
PRINCIPALS OF PUBLIC ORDINARY SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES
LABOUR ORGANISATIONS

FROM: SUPERINTENDENT-GENERAL: EDUCATION: TS KOJANA

SUBJECT: SUSPENSION OF RECRUITMENT PROCESSES FOR LEVELS
1 TO 12 UNTIL THE FINALISATION OF THE PLACEMENT
PROCESS (MIGRATION)

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1. Approval from the Member of Executive Council (MEC) regarding the migration of staff from the old organogram to the new organogram has been signed by all parties. Furthermore, on the 31st of August 2020 communication was signed and issued regarding the implementation of the migration process together with a management plan mapping activities of the migration processes.
 2. As indicated in the management plan, the Department started with the placement process on 7 September 2020 for salary levels 9 to 12 (phase 1). Therefore, in order for the placement process to be successful all recruitment processes for Levels 1 to 12 is hereby suspended until the finalization thereof with exception of the following posts:
 - Conditional Grant posts
 - School-based Educators and non-teaching staff posts at schools
 - SMS posts
 3. In cases where offer letters have been issued the process is regarded as concluded therefore proceed with appointments.
 4. In cases where shortlisting and interviews have taken place or not, the process cannot proceed however all records pertaining to the above process must be strictly safeguarded.

SUSPENSION OF RECRUITMENT PROCESSES FOR LEVELS 1 TO 12 UNTIL THE FINALISATION OF THE PLACEMENT PROCESS (MIGRATION)

5. District Directors in consultation with HR Deputy Directors and Circuit Managers are expected to provide a report to the provincial office (HO) on the status of all advertised posts by Wednesday 30 September 2020 using the PCMT format report. District Directors should make arrangements for delegating authority for functions that are directly related to Service Delivery, H/O must also assist.
6. Lastly, on a month to month basis until the conclusion of migration; there must be an internal control of reviewing and scanning of each situation per work station so that special dispensations can be made to support functions that are critical. The sooner districts finalize placement; the sooner they will be able to continue recruitment against vacancies where skill is not available within the Department.
7. Find the Management Plan of the Migration Process attached below.

Activity	Delivery Date
1. The Management of the Department to convene a meeting with all Organised Labour organisations represented in the Department. (The meeting will include a presentation of the process that will be followed)	6/08/2020
PHASE 1: CES, DO, DCES, ASSISTANT DIRECTOR & SES	
2. Preparation of the advocacy of Migration Employees are given a chance to review their choice form until 31/08/2020)	4-28/08/2020
3. Advocacy on migration of staff	1/08 - 04/09/2020
4. Placement Recommending Panels to recommend for placements of CES, DD, CES, Assistant Director & SES Chairpersons to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	7 - 25/09/2020
5. Placement Committee meeting be convened and attend to CES, DC), DCES, Assistant Director & SES Chairperson to ensure that all participants inclusive of labour unions as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	8/09 - 09/10/2020

**SUSPENSION OF RECRUITMENT PROCESSES FOR LEVELS 1 TO 12 UNTIL THE
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6. Issuing of Placement Letters for CESs, DDS, DCEs, Assistant Directors & SES's	12/10/2020
7. Management of Appeals for CESs, DDS, DCEs, Assistant Director & SES	9- 23/10/2020
8. Mop- up of Phase 1 processes	6/10 - 13/11/2020
9. Formal Report on placement of the CESs, DDS DCEs, Assistant Directors & SES's be provided to the Head of Department	16/11/2020
PHASE 2: SALARY LEVEL 5-8	
10. Placement Recommending Panels to recommend for placements of Salary Level 5-8 Chairpersons to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	3/11-11/12/2020
11. Placement Committee meeting be convened and attend to Salary Level 5-8 Chairperson to ensure that all participants inclusive of labour unions as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	1 - 22/01/2021
12. Issuing of Placement Letters for Salary Level 5-8	5/01/2021
13. Management of Appeals for Salary Level 5-8	3/02/2021
14. Mop- up of Phase 1 processes	5-19/02/2021
15. Formal Report on placement of the Salary Level 5-8 be provided to the Head of Department	2/02/2021
PHASE 3: SALARY LEVEL 1 -4	
16. Placement Recommending Panels to recommend for placements of Salary level 5-8 Chairpersons to ensure that all participants inclusive of labour unions (as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time	2/02 -05/03/2021
17. Placement Committee meeting be convened and attend to Salary Level 5-8 Chairperson to ensure that all participants inclusive of labour unions as recognised by PSCBC, GPSSBC & ELRC) are formally invited on time)	8-19 /03/2021
18. Issuing of Placement Letters for Salary Level 5-8	2/03/2021
19. Management of Appeals for Salary Level 5-8	1/03 - 09/04/2021
20. Mop- up of Phase 3 processes	12-16/04/2021

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21. Formal Report on placement of the Salary Level 5-8 be provided to the Head of Department	19/04/2021
22. Assesement and Evaluation of the staff Migration Processes.	3-31/05/2021

Yours in quality education



SUPERINTENDENT-GENERAL
MR T KOJANA

11/09/2020
DATE