OFFICE OF THE HEAD OF DEPARTMENT

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NOTICE

TO	**DEPUTY DIRECTOR** **CLUSTER CHIEF DIRECTORS** **DIRECTORS** **DEPUTY DOIRECTORS** **CIRCUIT MANAGERS** **SCHOOL PRINCIPALS** **SCHOOL GOVERNING BODIES** **ORGANISED LABOUR**
FROM	**HEAD OF DEPARTMENT**
SUBJECT	**NOTICE EXTENTION OF CLOSING DATE FOR THE OPEN BULLETIN VOL 5 OF 2026 DEPARTMENTAL HEADS AND DEPUTY PRINCIPALS.**
DATE	**10 SEPTEMBER 2026**

This communique serves to inform all stakeholders and applicants that the Department officially extends the closing date for vol 5 0f 2026 Departmental heads and Deputy principals Bulletin circulated through internal communication with the closing date of 31 August 2026

The closing date is extended to 18 September 2026.

Please note the following:

1. The applicants are requested to submit the complete EDP 01 form with all the relevant certified qualification, ID copies, and cv when applying.

2. All processes that were implemented before this extension must be restarted after the closing date of 18 September 2026.

3. A revised Management Plan in line with this extension indicated below.

The Department sincerely regrets any inconvenience caused and appreciates your understanding and continued cooperation.

MANAGEMENT PLAN FOR FILLING OF DEPARTMENTAL HEADS AND DEPUTY PRINCIPAL - BULLETIN VOLUME 5 OF 2026

NO	ACTION	RESPONSIBILITY	DATE
1	Release date of extension of closing date	HRA- Head Office	10 September 2026
2	Closing date of bulletin	District HRA	18 September 2026
3	Develop Project Plan	Circuit Manager	11 September 2026
4	Final date of masterlisting applications	District HR Officials	21-25 September 2026
5	Final date of workshopping with SGBs with HRA at schools on advertised posts	Circuit Mangers with assistance from DD HRA&P to ensure compliance of documentation	28 September 2026
6	Final date of releasing applications to schools	Circuit Managers (Circuit Managers to ensure that applications are collected)	29 September 2026
7	Final date for shortlisting, interviewing and ratification processes at schools	SGB's and Circuit Managers	30 September 2026 - 09 October 2026
8	Final date for submitting of recommendations to the District Office	SGB's	12 October 2026
9	Final date for District to validate recommendations	District HRA&P	13- 15 October 2026
10	Final date of submitting recommendation to appointing Authority (Head Office)	Deputy Directors HRA&P District Director Cluster Chief Directors	16 October 2026
11	Final date of approval of appointment by Appointing Authority	HOD	19 October 2026
12	Final date of issuing letters of appointment	HRA Districts	20-21 October 2026
13	Successful candidate assumes duties	Appointees	01 November 2026

The inconvenience that has been caused is highly regrettable.

Yours in Quality Education

HEAD OF DEPARTMENT
MS SA MAASDORP

11/09/2026
DATE

NOTICE EXTENTION OF CLOSING DATE FOR THE OPEN BULLETIN VOL 5 OF 2026 DEPARTMENTAL HEADS AND DEPUTY PRINCIPALS.

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