



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

INTERNAL MEMORANDUM

TO:	DEPUTY DIRECTOR-GENERAL: I.O.M CLUSTER CHIEF DIRECTORS Acting CHIEF DIRECTOR: HRM & D Acting DIRECTOR: HUMAN RESOURCE ADMINISTRATION DISTRICT DIRECTORS DEPUTY DIRECTORS: HRA & P (HEAD OFFICE & DISTRICTS) CES: MANAGEMENT & GOVERNANCE (DISTRICTS) EDUCATION DEVELOPMENT OFFICERS (EDOs) PRINCIPALS OF SCHOOLS
FROM	ACTING HEAD OF DEPARTMENT
SUBJECT:	GUIDELINES FOR APPOINTMENTS: POST LEVEL 1 EDUCATOR ADVERTISED IN BULLETIN VOLUME 2 OF 2016

1. School-based posts of Educator [PL 1] were advertised in **Bulletin Volume 2 of 2016** with a closing date of 20 May 2016.
2. In order to ensure that the relevant processes are conducted in accordance with the existing legislation, policies and procedures, as well as within the shortest period of time, guidelines are herewith provided in this regard.
3. Firstly, it must be noted that the power to approve the appointment of the candidates recommended by School Governing Bodies (SGBs) has been delegated to District Directors as a once-off arrangement. (See the attached **Appendix A**) The Central Processing Centre (CPC) will conduct a compliance audit on a continuous basis and the findings of such audit will determine future delegation options.
4. The following documents, of which copies are attached hereto, must be prepared by SGBs during and after the short-listing and interview processes and submitted to the Deputy Directors: HRA in District Offices with their recommendations:
(**Note: Documents to be bound in a descending order as it appear on the "Checklist for SGB Recommendation" – Appendix B**)
 - a) Checklist for SGB Recommendation;
 - b) HRA: Form C (Route form - Submission: Recommendation for Appointment In School);

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- c) HRA: Form C1, Part A & Par B (Recommendation for appointment in School: Educator Posts – completed by the SGB & District Office);
 - d) Copy of Advertisement (relevant page of the Bulletin)
 - e) Master List from the District Office
 - f) Minutes of SGB meeting appointing the Interview Committee
 - g) Completed “Declaration of confidentiality” forms;
 - h) Minutes of shortlisting meeting (Attendance register to be attached)
 - i) Minutes of interview session (Attendance register to be attached)
 - j) Minutes of SGB Meeting - ratification of Interview Committee recommendation (Attendance register to be attached)
 - k) HRA: Form D (Statement/Declaration by all interviewed candidates)
 - l) Score Sheets of all panellists and in respect of all interviewed candidates
 - m) Employment Equity Grid of the school; and
 - n) Applications of ALL interviewed candidates (to include Completed “EDP 01 Form”, Certified copy of barcoded ID, Marriage Certificate [if applicable], Qualifications and SACE Certificate)
5. Deputy Director: HRA in the district offices must conduct a compliance test, complete the relevant part of HRA: Form C1 and generate the appropriate appointment letter before the documents are submitted to the District Director for approval. Only the attached standardised letter of appointment, marked **Appendix C**, may be used. Deputy Directors: HRA can obtain soft copies thereof from the CPC.
6. The salary determination must be done in accordance with the following table and be indicated in the appointment letter as such:
- | | |
|-------------------|-----------------------|
| REQV 10-12 | = R101 073 per annum |
| REQV 13 | = R173, 130 per annum |
| REQV 14 and above | = R228, 984 per annum |
7. On receipt of the nomination documents the District Director must, with due regard to the conditions set out in the attached “Delegation of Authority” document, consider the recommendations of the SGBs and, if in agreement, sign the relevant part of HRA: Form C1 and the appointment letter. In instances where the District Director is not in agreement with the recommendations of the SGBs, detailed reasons must be provided and the full set of nomination documents must be submitted via the CPC for consideration by the relevant Cluster Chief Director.

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8. Specimen signatures must be provided by District Directors in the attached template marked **Appendix D** and submitted to the CPC.
9. In cases where candidates, who previously resigned/ retired or whose services were terminated, due to misconduct are recommended for appointment, compelling reasons for the re-appointment of such candidate must be provided as an annex to the recommendation document and the full nomination pack must be submitted via the CPC to the Cluster Chief Director for consideration and approval.
10. **In no instance will the Department, as stated in the bulletin, assume responsibility for the payment of salaries to candidates who assumed duty before the issuing of a letter of appointment.**
11. A candidate to whom a Letter of Appointment has been issued, is then required to either accept or decline the appointment within three (3) working days after receipt of the letter of appointment by filling in the "certificate of acceptance" provided for that purpose and to return it to the Deputy Director: HRA of the relevant district via the School Principal.
(See the **Appendix E**)
12. If the candidate declines the appointment, a copy of the "certificate of acceptance" must be forwarded to the Deputy Director: HRA of the relevant district office for the issuing of a new letter of appointment to the next highest rated candidate.
13. If a candidate accepted the appointment, the completed "certificate of acceptance" together with the completed "**Assumption of Duty Form**" must be submitted to the Deputy Director: HRA **within two (2) working days** for the processing of the appointment.
14. In instances where a district office has the PERSAL capturing functions, the appointment must be processed up to the approval stage on PERSAL and the full appointment pack as per the attached checklist must be submitted to the CPC (by means of the SA Post Office courier service) for auditing and onward submission to the Provincial Treasury for authorization. (See **Appendix F**) This must be done no later than five (5) working days after assumption of duty by the candidate.
15. In instances where a district office does not have the PERSAL capturing functions, the full appointment pack as per the attached checklist must be submitted to the CPC (by means of the SA Post Office courier service) for processing, auditing and onward submission to the Provincial Treasury for authorization. (See **Appendix F**) This must be done no later than five (5) working days after assumption of duty by the candidate.

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16. Non-compliance with these guidelines will be viewed in a serious light, as it may either result in grievances and disputes and/or in delays in the payment of the salaries of appointed educators. Role-players need to ensure that educators receive their salaries/ adjusted salaries within thirty (30) days after they have assumed duty.

Your full co-operation in this regard will be appreciated.

**ACTING HEAD OF DEPARTMENT
MS. S.N. NETSHILAPHALA**

DATE: 13/07/2016