



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

Physical Address: Steve Vukile Tshwete Education Complex, Zone 6, Zwelitsha,
 Postal Address: Private Bag X 0032, Bhisho, 5605. REPUBLIC OF SOUTH AFRICA,

ADOPTED PPN 2021 MANAGEMENT PLAN FOR POST PROVISIONING

NO	ACTIVITY	TIMEFRAME	RESPONSIBILITY	STATUS
1.	Provincial Task Team Meeting	14 Jul 2020	Chief Director HRM&D	Done
2.	Internal preparatory meeting for PPN 2021 consultation process and Internal Budget workshop for PPN 20/21	20 Jul 2020	HOD/CFO/DDGs/Chief Dir. HRM&D and Post Provisioning TT	
3.	Information sharing meeting and Budget Workshop on 2021 Post Provisioning – Labour Unions and SGB Associations	27 Jul 2020	CFO and Post Provisioning TT	Done
4.	1st Consultation Sessions with PELRC Parties & SGBs Principle for creation of posts by the MEC in 2021	3 Aug 2020	MEC for Education	Done
5.	<ul style="list-style-type: none"> • 2nd Consultation Sessions with PELRC Parties & SGBs Principle for creation of posts by the MEC in 2021 • Declaration of 2021 Post Establishment 	09 Sept 2020	MEC for Education	Done
6.	Distribution workshop on PPN 2021 to PELRC Parties & SGBs	25 Sept 2020	Superintended- General/HOD	
7.	Issuing of 2021 Pre-final Post Establishment to District Offices & Schools	29 Sept 2020	HRP & IS	
8.	Submission of appeals on Post Establishments	30 Sept -02 Oct 2020	Schools Principals	
9.	Issuing of 2021 Final Post Establishment to District Offices & Schools	05-09 Oct 2020	HRP & PS	
10.	Staff Meetings on implementation of CA 4 of 2016 & Distribution principles	12-16 Oct 2020	School Principals & school staff	
11.	Identification of additional educators at District Offices	19-23 Oct 2020	School Principals, EDO and Union Rep as Observer	
12.	Issuing the list of vacancies and profiles to schools	27 Oct 2020	District Directors	
13.	Issuing of letters to additional educators informing them of their status and making of choices by additional educators	28 –30 Oct 2020	District Director/ School Principal	
14.	Submission of information to Head Office on:	02-06 Nov 2020	District Directors	

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	(a) Additional educators with profiles per ECDE Post Prov. Form 1.4(F) (b) Vacancies with profiles per ECDE Post Prov. Form 1.4(G) (c) Placement of additional educators on PERSAL per ECDE Post Prov. Form 1.4(H) (d) Summary for all additional educators, all vacancies and all placed educators per ECDE Post Prov. Form 1.4(I)			
15.	Provincial Task Team Meeting (PTT)	10 Nov 2020	Chief Director HRM&D	
16.	Issuing of placement letters to additional educators within Circuit and District (Phase 1)	11-14 Nov 2020	School Principals District Directors	
17.	Movement of educators declared in addition within the Circuit and District and utilisation of temporary educators in substantive vacant posts until they are filled (Phase 2)	1 Dec 2020	Dir. HRP& IS/ District Directors/ DD HRP/A/ EDOs/ school principal	
18.	Provincial Task Team Meeting (PTT)	8 Dec 2020	Chief Director HRM&D	
19.	Weekly Progress report to Head Office	Fortnightly (Thursdays)	District Directors / HRP & IS	
20.	PPN Report to the PELRC meeting	Feb 2021	Chief Dir. HRM&D/ PPN T. Team	

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